Chaudhary Charan Singh University, Meerut

Syllabus of the Subject:

Library and Information Science

For Bachelor of Library and Information Science (BLISc) Programme

(As per guidelines of Common Minimum Syllabus by U.P. Government according to National Education Policy-2020 w.e.f. the session 2021-2022)

(For both University Campus and Colleges)

Members of the Board of Studies

1. Prof. N. C. Lohani, Dean, Faculty of Arts, Ch. Charan Singh University, Meerut
2. Prof. B. S. Nigam, Ex-Director, MCRP Campus NOIDA, NOIDA.
3. Dr. Yogendranath Sharma Arun, Ex-Principal, New Nehru Nagar, Roorkee
4. Dr. (Smt.) Poonam Bhardwaj, AKP College, Hapur (Hindi)
5. Dr. (Smt.) Amita Agarwal, MLJ College, Saharanpur (English)
6. Dr. Shiva Kanaujia Sukula, Jawahalal Nehru University, New Delhi
7. Dr. J. N. Sharma (Rtd), D.N. (PG) College, Meerut
8. Dr. Devendra Kumar, Ramabai Ambedkar Government Degree College, Gajraula
9. Dr. J. A. Siddiqui, Coordinator, Department of Library and Information Science, Ch. Charan Singh University, Meerut **(Convener)**

SUBJECT: LIBRARY AND INFORMATION SCIENCE

Semester-wise Titles of the Papers in BLISc Programmes (Library and Information Science)

Year	Semester	Course Code	Paper Title	Theory/Practical	Credits
1	I	A190101T	Foundations of Library and Information Science	Theory	4
1	I	A190102T	Library Classification	Theory	4
1	I	A190103T	Library Cataloguing	Theory	4
1	I	A190104P	Library Classification	Practical	4
1	I	A190105P	Library Cataloguing	Practical	4
1	I		Project Work in LIS (a) Library Survey and (b) Literature Survey	Project	6
				Total Credits	**26**
1	II	A190201T	Management of Libraries and Information Centers	Theory	4
1	II	A190202T	Information Sources and Services	Theory	4
1	II	A190203T	Information Processing and Retrieval	Theory	4
1	II	A190204T	Library and Information Technology	Theory	4
1	II	A190205P	Library and Information Technology	Practical	4
			Project Work in LIS (a) Field Survey and (b) Compilation of Annotated Bibliography	Project	6
				Total Credits	**26**

Bachelor of Library and Information Science (BLISc)

Program Outcome

Bachelor's degree in Library and Information Science aims to:

- Train students in modern library administration and prepare them for careers in Academic, Public and Special Libraries.
- Impart education and training for generating budding library professionals in the p[resent scenario of information age.
- Develop manpower for libraries and information centres for effective and efficient services, professional values, dedication and attitude.
- To equip students with competent skills essentially required for carrying out various housekeeping operations of library and Information Centers using ICT.
- To develop LIS students as competent professionals in the field by imparting employability skill based on effective communication, critical thinking, and ethical literacy.
- Enable to become lifelong learners for their personal growth and development.

Bachelor of Library and Information Science

Programme/Class: Certificate	Year: First	Semester: First
Subject: Library and Information Science		
Course Code:	Course Title: Foundations of Library and Information Science (Theory)	

Course outcomes: After studying this paper, the students shall be able to comprehend the concept, objectives and development of libraries and its importance to the society. Understand the professional ethics of librarianship and the five laws of library science with their implications on various services of the libraries. Understand the importance of Library legislation and features of library acts. Familiarize with the role of various National and International Library Associations and Organizations.

Credits: 4	***Core Compulsory***
Max. Marks: 25+75	Min. Passing Marks: 40

Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: 4-0-0

Unit	Topics	No. of Lectures
	Part I	
I	**Contribution of Indian LIS Professionals in the development of Library Profession:** S. R. Ranganathan, P.N. Panicker, M. A. Gopinath, B. S. Kesvan, A. Neelameghan, S. Bashiruddin. **Essentials of Library and Information Science** Librarianship as a Profession; User Education; Extension Service; Library Building.	15
II	**Conceptual framework and history of libraries** Social foundation of Libraries; History of Libraries; Development of libraries in India, U.S.A. and Britain; Five Laws of Library Science; Types of Libraries. Public and Rural Libraries in Uttar Pradesh.	15
III	**Laws relating to libraries and information centers** Library Legislation-Need and essential Features; Library Acts in India; Intellectual Property Right.	15
IV	**Library Associations** Role and contribution of National Organizations such as UGC, ILA, IASLIC; Role and contribution of International Organizations such as LA, ALA, IFLA, FID, UNESCO, ASLIB in the growth and development of Libraries.	15

Suggested Readings:

1. Jafferson, G: Library Cooperation. London : Andre Deutsch, 1977
2. Kent, Allan: Resource sharing in libraries. New York: Dekker, 1974.
3. Khanna, JK: Library and Society. Kurukshetra: Research Publications, 1987.

4. Pandey, SK Sharma: Libraries and Society. New Delhi:EssEss, 1992.
5. Ranganathan, SR: The Five Laws of Library Science. Bangalore: Sarda Ranganathan Endowment for Library Science, 1988.
6. Sukula, Shiva: Librarianship: Redefining and Redesigning Beyond the Customary Craft. New Delhi, Ess Ess Publications, 2016.
7. 'kekZ] ch0 ds0] Bkdqj] ;w0,e0] ,ao yky] lh0 % xzUFkky; ,ao lwpuk foKku] vkxjk] okÃ0 ds0 ifCy'kj] 2015
8. lsuh] vkse izdk'k% xzUFkky; ,ao lekt] vkxjk] okÃ0 ds0 ifCy'kj] 1999

Suggestive digital platforms web links

1. https://lisstudymaterials.wordpress.com/
2. http://egyankosh.ac.in/
3. http://library-soup.blogspot.com/

This course can be opted by the students of BLISc.
……

Suggested Continuous Evaluation Methods:
Internal Evaluation 25 Marks : 20 Marks (2 Tests –10 Marks each) 05 Marks (Assignment)

External Evaluation 75 Marks : The paper will be divided into Three Sections A, B and C.

Section A will consist of ***Five*** Short Answer Type questions not exceeding 75words. The examinee will attempt all questions. Each question carries 2 marks.

Section B will consist of ***Three*** questions not exceeding 200 words. The examinee will attempt ***Two*** questions. Each question carries 10 marks.

Section C will consist of ***Five*** questions in detail. The examinee will attempt ***Three*** questions. Each question carries 15 marks

Course prerequisites: To study this course, a student must have had the Graduation in any discipline with a minimum of 45% in aggregate.

Suggested equivalent online courses: Courses on Swayam / MOOCS/NPTEL
……..

Further Suggestions:
……..

Bachelor of Library and Information Science

Programme/Class: Certificate	Year: First	Semester: First

Subject: Library and Information Science	
Course Code:	Course Title: Library Classification (Theory)

Course Outcome

After studying this paper, the students shall be able to understand the meaning, purpose, functions, theories and canons of library classification. Analyze the characteristics, merits and demerits of different species of library classification Schemes. Highlight salient features of major classification schemes. Elucidate various facets of notation and call number. Review current trends in library classification

Credits: 4	***Core Compulsory***
Max. Marks: 25+75	Min. Passing Marks: 40

Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: 4-0-0

Unit	Topics	No. of Lectures
	Part I	
I	**Library Classification** Definition, Need, Purpose of Library Classification. Terminology of Classification. General Theory of Classification. Species of Classification. Major Schemes of Classification: DDC, CC, UDC.: An Overview	15
II	**Normative Principles of Classification** Work of classification in three Planes: Canons and their applications in Standard Schemes	15
III	**Mnemonics:** Definition, types, Canons and their applications in Standard Schemes. Hospitality in Notational System: Canons and Devices	15
IV	**Facet Sequence:** Concept and Principles. Postulational Steps in practical Classification. Book Number and Collection Number Library Classification and Trends	15

Suggested Readings:

1. Ranganathan, S. R. (1962). Elements of library classification. Bombay: Asia Publishing
2. Bavakutty, M. (1981).Canons of library classification. Trivandrum: Kerala library Association
3. Ranganathan, S. R. & Gopinath, M. A.(1989). Prolegomena to Library Classification v.1Bangalore: Sarada Ranganathan Endowment for Library Science
4. Sayers,W.C.Berwick (1955). Introduction to Library Classification: Theoretical, Historical and Practical with. London: Grafton and Company
5. Dutta, D.N. (1978). Library Classification: a manual. Calcutta: The World Press

6. Husain, Shabahat (2004). Library Classification: Facets and Analyses. Delhi: B.R. Publishing Corporation.
7. Krishan Kumar (1979). Theory of Classification. New Delhi: Vikas Publishing
8. /;kuh] iq'ik% iqLrdky; oxhZdj.k] fnYyh] usgk ifCy'klZ] 2016
9 f=ikBh] ,l0 ,e0% xzUFkky; oxzhdj.k ds ewy rU=% vkxjk] okÃ0 ds0 ifCy'kj]

Suggestive digital platforms web links

1. https://lisstudymaterials.wordpress.com/
2. http://egyankosh.ac.in/
3. http://library-soup.blogspot.com/

This course can be opted by the students of BLISc.
……

Suggested Continuous Evaluation Methods:

Internal Evaluation 25 Marks : 20 Marks (2 Tests –10 Marks each) 05 Marks (Assignment)

External Evaluation 75 Marks : The paper will be divided into Three Sections A, B and C.

Section A will consist of ***Five*** Short Answer Type questions not exceeding 75words. The examinee will attempt all questions. Each question carries 2 marks.

Section B will consist of ***Three*** questions not exceeding 200 words. The examinee will attempt ***Two*** questions. Each question carries 10 marks.

Section C will consist of ***Five*** questions in detail. The examinee will attempt ***Three*** questions. Each question carries 15 marks

Course prerequisites: To study this course, a student must have had the Graduation in any discipline with a minimum of 45% in aggregate.

Suggested equivalent online courses: Courses on Swayam / MOOCS/NPTEL
……..

Further Suggestions:
……..

Bachelor of Library and Information Science

Programme/Class: Certificate	Year: First	Semester: First
Subject: Library and Information Science		

Course Code:	Course Title: Library Cataloguing (Theory)

Course Outcome

After studying this paper, the students shall be able to understand the concept and objectives of library catalogue. To know about the normative principles of cataloguing. Comprehend various forms (inner and outer) of library catalogue. Review the features and development of different cataloguing codes. Understand various approaches of deriving subject headings. Understand the concept of co-operative and centralized cataloguing. Examine the current trends in library cataloguing. Understand the complexities in rendering of entries and alphabetization.

Credits: 4	***Core Compulsory***
Max. Marks: 25+75	Min. Passing Marks: 40

Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: 4-0-0

Unit	Topics	No. of Lectures
	Part I	
I	**Library Catalogue:** Definition, Need, Objective & Functions. Normative Principles of Cataloguing. Cataloguing and Classification: Symbiotic relationship. Forms of Library Catalogue.	15
II	**Types and Functions of Cataloguing:** Dictionary, Classified. Library Catalogue Codes – CCC and AACR-II: Historical Development	15
III	**Subject Cataloguing:** Concept, Principles. Chain Procedure, Lists of Subject Headings. Centralized and Cooperative Cataloguing: Need, CIS and CIP, Prenatal Cataloguing. Union Catalogue: Need, Rules for Compilation. NUCSSI, DELNET, IndCat, WORLDCAT.	15
IV	**Indic Names:** Problems and Rendering. Cataloguing Rules according to A.A.C.R.II and CCC for Joint authors, Corporate Authors and Pseudonyms. Cataloguing of Non-book Materials: Microfilms, Gramophone Records, Maps, Computer files	15

Recommended Books

1. Girja Kumar &Krishan Kumar (1975). Theory of cataloguing. New Delhi: Vikas Publishing House
2. Sharma, Pandey S. K. (1986). Cataloguing Theory. New Delhi: EssEss Publication.
3. Viswanathan, C. G. (1983). Cataloguing: Theory and Practice. Lucknow: Print House.
4. Shera, Jesse H. & Eagan, Margret E. (1956). Classified Catalog: basic principles and practices. Chicago: American Library Association.
5. Sengupta, B (1974). Cataloguing: Its theory & practice. Calcutta: World Press.
7. Krishan Kumar (2001). An Introduction to AACR-2 (Anglo-American Cataloguing Rules). New Delhi: Vikas Publishing.

8. Siddiqui, JA and Husain, Mohd Sabir. Library Cataloguing with AACR-II. New Delhi, Ess Ess Publications, 2018. ISBN 978-93-87698-03-1

9. Siddiqui, JA; Husain, Mohd. Sabir and Sharma, BK. Hindi Granthon ki Suchikaran Pirkriya. Agra, Y. K. Publishers, 2018. ISBN 978-93-80668-97

10. 'kekZ] ik.Ms; ,l0 ds0% iqLrdky; lwphdj.k ds fl)kUr] uÃ fnYyh] izHkkr izdk'ku] 2015

Suggestive digital platforms web links

1. https://lisstudymaterials.wordpress.com/
2. http://egyankosh.ac.in/
3. http://library-soup.blogspot.com/

This course can be opted by the students of BLISc.
……

Suggested Continuous Evaluation Methods:
Internal Evaluation 25 Marks : 20 Marks (2 Tests –10 Marks each) 05 Marks (Assignment)

External Evaluation 75 Marks : The paper will be divided into Three Sections A, B and C.

Section A will consist of ***Five*** Short Answer Type questions not exceeding 75words. The examinee will attempt all questions. Each question carries 3 marks.

Section B will consist of ***Three*** questions not exceeding 200 words. The examinee will attempt ***Two*** questions. Each question carries 10 marks.

Section C will consist of ***Five*** questions in detail. The examinee will attempt ***Three*** questions. Each question carries 15 marks

Course prerequisites: To study this course, a student must have had the Graduation in any discipline with a minimum of 45% in aggregate.

Suggested equivalent online courses: Courses on Swayam / MOOCS/NPTEL
……..

Further Suggestions:
……..

Bachelor of Library and Information Science

Programme/Class: Certificate	Year: First	Semester: First
Subject: Library and Information Science		
Course Code:	Course Title: Library Classification (Practical)	

Course outcomes: After studying the paper, students shall be able to classify and construct the class numbers for titles using Colon Classification Scheme. Synthesize class numbers by using common

isolates and 'different devices of CC scheme. Classify and construct the class numbers for complex titles using DDC scheme. Synthesize class numbers by using the tables and 'add to instructions' of DDC scheme. Use of different schedules, manual and relative index of Classification Schemes.

Credits: 4	***Core Compulsory***
Max. Marks: 25+75	Min. Passing Marks: 40

Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: 0-0-4

Unit	Topics	No. of Lectures
	Part I	
I	**Section – A: Classification of documents (using DDC)** Classification of documents with the Dewey Decimal Classification19th Edition with the following details: Main Classes, Divisions, Sectors, Sub-sectors, Auxiliary Tables.	30
II	**Section – B: Classification of documents (using CC)** Classification of documents by Colon Classification 6thRevised and Enlarged edition with following details BasicSubject, compound and complex subject, phase Relations, common isolates etc.	30

Recommended Books

1. Dewey, Melvil: Decimal Classification and Relative Index. 19th ed. New York, Lake Placed Club, 1979.
2. Ranganathan, SR: Elements of Library Classification. 3rd ed. Bombay, Asia Pub. House, 1962.
3. Ranganathan, SR: prolegomena to Library Classification. Assisted by M A Gopinath. 3rd ed. Bangalore, SRELS, 1969.
4. Satija, MP: Colon Classification: a practical introduction. Delhi, EssEss, 1989.
5. Ranganathan, SR: Colon Classification. 6th rev ed. Banglaore, SRELS, 1968.
6. Satija, MP: Manual of Practical Colon Classification. 3rd rev ed. New Delhi, Sterling, 1995.

Note: There will be Three Sections A, B and C.

Section A will consist of ***Eight*** Titles and the examinee will classify ***Five*** Titles by Dewey Decimal

Classification Edition 19th . Each Title carries 6 marks. **Section B** will consist of ***Eight*** Titles and the examinee will classify ***Five*** Titles by Colon Classification Scheme 6th Revised and Enlarged Edition. Each Title carries 6 marks. **Section C** will consist of ***Two*** Titles and the examinee will classify ***One*** Title by both Dewey Decimal Classification Edition 19th and Colon Classification Scheme 6th Revised and Enlarged Edition. This Title carries 15 marks. **Methodology:** Lectures, self study, case studies, assignments, experimental learning exercises
Course prerequisites: To study this course, a student must have had the Graduation in any discipline with a minimum of 45% in aggregate.
Suggested equivalent online courses: Courses on Swayam / MOOCS/NPTEL ……..
Further Suggestions: ……..

Bachelor of Library and Information Science

Programme/Class: Certificate	Year: First	Semester: First
Subject: Library and Information Science		
Course Code:	Course Title: Library Cataloguing (Practical)	
Course outcomes: After studying the paper, students shall be able to use the AACR-2 and CCC cataloguing codes for cataloguing of printed documents in a library. Preparation of catalogue for single		

personal author, joint personal author and pseudonymous works. Preparation of catalogue for simple personal name entries in Hindi and Urdu by AACR-2. To Prepare different types of entries in order to fulfill various search approaches of users. Practically identify and describe various bibliographic elements of the documents. Derive subject headings using Sear's List of Subject Headings and Chain Procedure method for subject entries.

Credits: 4	***Core Compulsory***
Max. Marks: 25+75	Min. Passing Marks: 40

Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: 0-0-4

Unit	Topics	No. of Lectures
	Part I	
I	**Cataloguing of documents (using AACR II)** Cataloguing of books and periodicals in accordance with the latest edition of AACR II and Sears List of Subject Headings	20
II	**Cataloguing of documents (using CCC)** Cataloguing of books and periodicals in accordance with the Classified Catalogue Code (CCC) 5th Edition.	20
III	**Computerised Cataloguing through MARC**	20

Recommended Books

1. Ranganathan, SR: Classified Catalogue Code with additional rules for Dictionary Catalogue Code. Assisted by A. Neelameghan. 5th reprinted ed. Bangalore, SRELS, 1988.
2. Anglo American Cataloguing Rules. (North American Text). Chicago, ALA, 1967.
3. Ranganathan, SR: Cataloguing Practice. Assisted by G. Bhattacharya. Bombay, Asia Pub. House, 1974.
4. Job, M.M. (1989). Theory and practice of Cataloguing. New Delhi: Metropolitan.
5. Gernert, Leigh (2003). A Textbook of Cataloguing. New Delhi: Dominant Publishers and Distributors.
6. Krishan Kumar (2001). An Introduction to AACR-2 (Anglo-American Cataloguing Rules). New Delhi: Vikas Publishing.

7. Siddiqui, JA and Husain, Mohd Sabir. Library Cataloguing with AACR-II. New Delhi, Ess Ess Publications, 2018. ISBN 978-93-87698-03-1

8. Siddiqui, JA; Husain, Mohd. Sabir and Sharma, BK. Hindi Granthon ki Suchikaran Pirkriya. Agra, Y. K. Publishers, 2018. ISBN 978-93-80668-97

Note: There will be Three Sections A, B and C

Section A will consist of ***Four*** Entries and the examinee will prepare ***Two*** Entries by using **AACR-II**. Each Entry carries 15 marks.

Section B will consist of ***Four*** Entries and the examinee will prepare ***Two*** Entries by using **CCC**. Each Entry carries 15 marks.

Section C will consist of ***Two*** Entries and the Examinee will prepare only ***One*** Entry through **MARC**. Each Entry carries 15 marks.

Course prerequisites: To study this course, a student must have had the Graduation in any discipline with a minimum of 45% in aggregate.

Suggested equivalent online courses: Courses on Swayam / MOOCS/NPTEL
……..

Further Suggestions:
……..

Bachelor of Library and Information Science

Programme/Class: Certificate	Year: First	Semester: Second
Subject: Library and Information Science		
Course Code:	Course Title: Management of Libraries and Information Centres (Theory)	

Course outcomes: After studying the paper, students shall be able to understand the concept and scope of library management. Elaborate principles and functions of library management. Efficiently carry out

various operations of Library and Information Centres. Comprehend the concept of financial management and human resource management. Designing of library and information system/ MIS. Maintain the library statistics and prepare annual report

Credits: 4	***Core Compulsory***
Max. Marks: 25+75	Min. Passing Marks: 40

Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: 4-0-0

Unit	Topics	No. of Lectures
	Part I	
I	**Essentials of management:** Concept, history and functions of management. Concept and principles of scientific management Concept, elements and standards of TQM	15
II	**Library Management-general aspects:** HRM, Job description, analysis, specification and evaluation. Selection and Recruitment. Motivation. Training and Development. Performance appraisal. Stock Verification	15
III	**Library Management –specific aspects:** Library authority and library committee. Staffing. Different sections of libraries and their working. Annual report.	15
IV	**Preservation and Conservation** of library resources (printed and digital). Financial Management in Libraries : Budget	15

Recommended Books

1. Mittal, RL: Library and Administration: Theory and practice. New Delhi: Metropolitan Book, 1983.
2. Ranganathan, SR: Library Book Selection. Bombay: Asia Pub. House, 1966.
3. Brown, James Duff: Manual of Library Economy. London: Andre Deutsch, 1961.
4. Mahapatra, PK and Chakrabarti, B: Preservation in Libraries. New Delhi: EssEss, 2003
5. Adhikari, Rajiv: Library Preservation and Automation. Delhi: Rajat Publications, 2002.

Suggestive digital platforms web links

1. https://lisstudymaterials.wordpress.com/

2. http://egyankosh.ac.in/
3. http://library-soup.blogspot.com/

Elective Paper

This course can be opted as an elective by the students of following subjects: Open for all.

Note: The paper will be divided into Three Sections A, B and C.

Section A will consist of ***Five*** Short Answer Type questions not exceeding 75words. The examinee will attempt all questions. Each question carries 2 marks.

Section B will consist of ***Three*** questions not exceeding 200 words. The examinee will attempt ***Two*** questions. Each question carries 10 marks.

Section C will consist of ***Five*** questions in detail. The examinee will attempt ***Three*** questions. Each question carries 15 marks.

Methodology: Lectures, self study, case studies, assignments, experimental learning exercises

Course prerequisites: To study this course, a student must have had the Graduation in any discipline with a minimum of 45% in aggregate.

Suggested equivalent online courses: Courses on Swayam / MOOCS/NPTEL
……..

Further Suggestions:
……..

Bachelor of Library and Information Science

Programme/Class: Certificate	Year: First	Semester: Second

Subject: Library and Information Science	
Course Code:	Course Title: Information Sources and Services (Theory)

Course outcomes: After studying the paper, students shall be able to understand the concept of reference and information sources and services provided in libraries. Understand criteria of evaluation of different sources of information. Understand the reference interview and various techniques of searching information. Understand the latest trends in Reference & Information Sources and Services.

Credits: 4	***Core Compulsory***
Max. Marks: 25+75	Min. Passing Marks: 40

Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: 4-0-0

Unit	Topics	No. of Lectures
	Part I	
I	**Information Sources I** Concept of information sources. Primary sources of information -journal, conference proceedings, archival materials, standards, Newspapers, patents, research reports, thesis and their electronic form etc.	15
II	**Information Sources – II** Secondary sources of information- Bibliographic Sources – INB and BNB, Encyclopedias – General and Special, Dictionaries – General and Special Yearbooks, Biographical Source, Geographical Source, text book, Index and abstract and their electronic form	15
III	**Information Sources – III** Tertiary source of information- Bibliography of bibliographies, Directory, and guide to literature and their electronic form. Human Resources, Information Centres	15
IV	**Five Laws and Reference Sources**	15

Recommended Books

1. Bradford, SC: Documentation. 2nd ed. London, Lockwood, 1953.
2. Foskett, AC: Subject approach to Information. 5th ed. London, Library Association, 1997.
3. Guha, B: Documentation and Information: services, techniques and systems. 2nd rev ed. Calcutta, World Press, 1983.
4. Kawatra, PS: Fundamentals of Documentation with special reference to India. New Delhi, Sterling, 1983.

5. Khanna, JK: Documentation and Information Services: systems and techniques. Agra, Y K Publishers, 2000.
6. Lancaster, FW: Information Retrieval Systems: Characteristics, Testing and Evaluation. New York, John Wiley, 1968.
7. Ranganathan, SR: Documentation and its facets. London, Asia Pub. House, 1963.
8. Prasher, RG: Index and Indexing. New Delhi, Medallion Press, 1989.
9. Sukula, Shiva: Information Retrieval. New Delhi, Ess Ess Publications, 2014.

Suggestive digital platforms web links

1. https://lisstudymaterials.wordpress.com/
2. http://egyankosh.ac.in/
3. http://library-soup.blogspot.com/

Note: The paper will be divided into Three Sections A, B and C.

Section A will consist of ***Five*** Short Answer Type questions not exceeding 75words. The examinee will attempt all questions. Each question carries 2 marks.

Section B will consist of ***Three*** questions not exceeding 200 words. The examinee will attempt ***Two*** questions. Each question carries 10 marks.

Section C will consist of ***Five*** questions in detail. The examinee will attempt ***Three*** questions. Each question carries 15 marks.

Methodology: Lectures, self study, case studies, assignments, experimental learning exercises

Course prerequisites: To study this course, a student must have had the Graduation in any discipline with a minimum of 45% in aggregate.
Suggested equivalent online courses: Courses on Swayam / MOOCS/NPTEL ……..
Further Suggestions: ……..

Bachelor of Library and Information Science

Programme/Class: Certificate	Year: First	Semester: Second

Subject: Library and Information Science	
Course Code:	Course Title: Information Processing and Retrieval (Theory)

Course outcomes: After studying the paper, the students shall be able to understand the concept and process of documentation and its services in libraries. Understand the types and characteristics of indexing languages including the vocabulary Control and information retrieval thesaurus. Understand the concept and types of indexing and abstracting services at the National and International Level. Understand the various categories of users and different methods of providing user studies in libraries.

Credits: 4	***Core Compulsory***
Max. Marks: 25+75	Min. Passing Marks: 40

Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: 4-0-0

Unit	Topics	No. of Lectures
	Part I	
I	**Documentation:** Definition, Need, Purpose. Documentation Work, Service, CAS and SDI. Index and Indexing: Scope and Importance Types of indexes • Keyword indexing	15
II	**Index and Indexing:** Pre and Post Co-ordinate Indexing. Chain Procedure, PRECIS, POPSI, Citation Indexing. Indexing Languages: Types and Characteristics. Vocabulary Control and IR Thesaurus. Indexing Services: National and International	15
III	**Abstracting:** Types and Guidelines. Abstracting Services: National and International, Chemical Abstract, Biological Abstract, Physics Abstract, Psychological Abstract, Sociological Abstract, Indian Science Abstract	15
IV	**Search Strategies,** Feedback and Refining. Information Users: Categories. User Studies: Methods, Techniques and Evaluation	15

Recommended Books

1. Brown, A.G. (1982). An Introduction to Subject Indexing. London: Clive Bingly.
2. Mohammad, Riaz (1989). Advanced Indexing and Abstracting Practices. New Delhi: Atlantic Publishers.
3. Chakraborty, A.R. and Chakraborty, B. (1984). Indexing: Principles, Process and Products.

Calcutta: The World Press.

5. Sengupta, B. and Chatterjee, M. (1977). Documentation and Information Retrieval. Calcutta: The World Press.
7. Rajan, T.N. (1981). Indexing Systems: Concepts, Models and Techniques. Calcutta: IASLIC.
8. Ranganathan, S.R. (1963). Documentation and its Facts. London: Asia Publishing House.
9. Shera, J.H., Kent, A. and Pessy, J.W. (1957). Documentation in Action. New York: Reinhold Publishing.

Suggestive digital platforms web links

1. https://lisstudymaterials.wordpress.com/
2. http://egyankosh.ac.in/
3. http://library-soup.blogspot.com/

Note: The paper will be divided into Three Sections A, B and C.

Section A will consist of ***Five*** Short Answer Type questions not exceeding 75words. The examinee will attempt all questions. Each question carries 2 marks.

Section B will consist of ***Three*** questions not exceeding 200 words. The examinee will attempt ***Two*** questions. Each question carries 10 marks.

Section C will consist of ***Five*** questions in detail. The examinee will attempt ***Three*** questions. Each question carries 15 marks.

Methodology: Lectures, self study, case studies, assignments, experimental learning exercises

Course prerequisites: To study this course, a student must have had the Graduation in any discipline with a minimum of 45% in aggregate.
Suggested equivalent online courses: Courses on Swayam / MOOCS/NPTEL ……..
Further Suggestions: ……..

Bachelor of Library and Information Science

Programme/Class: Certificate	Year: First	Semester: Second

Subject: Library and Information Science	
Course Code:	Course Title: Library and Information Technology (Theory)

Course outcomes: After studying the paper, students shall be able to understand the planning and implementation of automation in various library housekeeping operations and services. Understand and assess the feasibility of various library automation software and their functionalities. Understand the concept and purpose of a digital library and the new concepts of mining and retrieving the data. Understand the computer networks and their types, topologies, protocols and Standards. Understand the concept of internet security, its solutions and cyber laws prevalent in India.

Credits: 4	***Core Compulsory***
Max. Marks: 25+75	Min. Passing Marks: 40

Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: 4-0-0

Unit	Topics	No. of Lectures
	Part I	
I	**Information Technology – I** Concept of Information Technology. Types of Information Technology. Computer Technology – History, Classification and Generation of Computers, Computer Hardware and Software, Operating Systems –WINDOWS, Linux. Programming Languages, Algorithm & Flow Charting	15
II	**Information Technology – II** Communication Technology – General Aspects. Reprographic Technology – General Aspects. Micrographic Technologies – General Aspects	15
III	**Library Automation:** Concept and need of library automation. Planning and implementation of library automation. In-house operations (Acquisition, Cataloguing, Circulation, Serials Control)	15
IV	**Library Softwares:** SOUL and Alice for Windows, Libsys including Open Source Softwares, Library Networks, New development in Library Automation such as use of RFID etc.	15

Recommended Books

1. Kumar, PSG: Computerization of Indian Libraries. Delhi, B. R. Publishing, 1987.
2. Pandey, SK Sharma: Library Computerization: theory and practice. New Delhi, Ess Ess, 1993.
3. Satyanarayana, NR: A manual of Library Automation and Networking. 2nd ed. Lucknow, New Royal Book, 2003.
4. Dhawan, A: Computers for Beginners. New Delhi, Frank Bros, 1990.
5. Sehgal, RL: An introduction to Library Networks. New Delhi, EssEss, 1996.

6. Devrajan, G and Rahelamma, AV: Library Computerization in India. New Delhi, EssEss, 1990.
7. Siddiqui, JA : Information Technology Application in Libraries. New Delhi, Shree Publishers & Distributors. 2019. ISBN 978-81-8329-988-6.
8. Sukula, Shiva: Demystifying Databases: A hands-on Guide to Database Management. New Delhi, Ess Ess Publications, 2016.

Suggestive digital platforms web links

1. https://lisstudymaterials.wordpress.com/
2. http://egyankosh.ac.in/
3. http://library-soup.blogspot.com/

Note: The paper will be divided into Three Sections A, B and C.

Section A will consist of ***Five*** Short Answer Type questions not exceeding 75words. The examinee will attempt all questions. Each question carries 2 marks.

Section B will consist of ***Three*** questions not exceeding 200 words. The examinee will attempt ***Two*** questions. Each question carries 10 marks.

Section C will consist of ***Five*** questions in detail. The examinee will attempt ***Three*** questions. Each question carries 15 marks.

Methodology: Lectures, self study, case studies, assignments, experimental learning exercises

Course prerequisites: To study this course, a student must have had the Graduation in any discipline with a minimum of 45% in aggregate.
Suggested equivalent online courses: Courses on Swayam / MOOCS/NPTEL ……..
Further Suggestions: ……..

Bachelor of Library and Information Science

Programme/Class: Certificate	Year: First	Semester: Second
Subject: Library and Information Science		

Course Code:	Course Title: Library and Information Technology (Practical)

Course outcomes: After studying the paper, students shall be able to familiarize with housekeeping operations using library management software packages. Create database for different categories of documents. Generate barcode labels and membership cards. Search online databases.

Credits: 4	***Core Compulsory***
Max. Marks: 25+75	Min. Passing Marks: 40

Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: 0-0-4

Unit	Topics	No. of Lectures
	Part I	
I	Installation and Functions of Different Operating Systems: Windows NT, Linux. Setting of Desktop, Library Server and its Maintenance. Editing and Formatting Word Documents. Creating Presentations with PowerPoint.	15
II	Database Creation and Library Software Installation and Creation of Databases: Import, Export, Hyperlinks and Alice for Windows.	15
III	Installation, Configuration and Functions Installation, Configuration and Application of SOUL	15
IV	Online and Offline Searching, Web Searching, Advanced Internet Searching, Search through Meta Search Engines, Offline Databases Internet and E-mail	15

Recommended Books

1. Kumar, PSG: Computerization of Indian Libraries. Delhi, B. R. Publishing, 1987.
2. Pandey, SK Sharma: Library Computerization: theory and practice. New Delhi, EssEss, 1993.
3. Satyanarayana, NR: A manual of Library Automation and Networking. 2nd ed. Lucknow, New Royal Book, 2003.
4. Dhawan, A: Computers for Beginners. New Delhi, Frank Bros, 1990.
5. Sehgal, RL: An introduction to Library Networks. New Delhi, Ess Ess, 1996.
6. Devrajan, G and Rahelamma, AV: Library Computerization in India. New Delhi, EssEss, 1990.
7. Shiva Sukula: Information Technology: Bridge to the Wired Virtuality, New Delhi, EssEss

Publications, 2008.

8. Shiva Sukula: Electronic Resource Management: What, why and how, New Delhi, EssEss Publications, 2010

Note: There will be ***Eight*** questions. The examinee has to answer ***Five*** questions. Each question carries 15 marks.

i) Documents, data, database, etc. to work on for the practical assignments will be provided by the Teacher in the computer lab

ii) Students are required to do the practical assignment in the computer lab. Evaluation of the assignment will be done by the Teacher on the spot.

iii) Students have to make Screen Captures for all the answers and save them in one file. The Teacher will evaluate these screen captures and give marks accordingly.

Methodology: Lectures, self study, case studies, assignments, experimental learning exercises

Course prerequisites: To study this course, a student must have had the Graduation in any discipline with a minimum of 45% in aggregate.

Suggested equivalent online courses: Courses on Swayam / MOOCS/NPTEL
……..

Further Suggestions:
……..

DEPARTMENT OF LIBRARY & INFORMATION SCIENCE

Ch. Charan Singh University, Meerut

Master of Library & Information Science

FIRST SEMESTER

2020 – 2021

Paper	Paper Code	Paper Title	Credit	Internal Marks	Exam Marks	Total
I	MLS 101	Knowledge, Information and Communication	04	20	80	100
II	MLS 102	Knowledge Organization: Classification (Theory)	04	20	80	100
III	MLS 103	Knowledge Organization: Classification (Practice)	02	10	40	50
IV	MLS 104	Research Methods and Statistical Techniques	04	20	80	100
V	MLS 105	Computer Application in LIS (Theory)	04	20	80	100
VI	MLS 106	Computer Application in LIS (Practical)	02	10	40	50
VII	MLS 107	**Any ONE of the following:** a) Public Library System b) Academic Library System c) Special Library System	04	20	80	100
		Total Credit / Marks	**24**	**120**	**480**	**600**

FIRST SEMESTER
MLS 101

Knowledge, Information and Communication

Max. Marks: 100

Internal assessment: 20 Marks (2 Tests –10 Marks each)

Theory: 80 Marks **Time: 3 Hours**

Note: The paper will be divided into Three Sections A, B and C.

Section A will consist of ***Five*** Short Answer Type questions not exceeding 75 words. The examinee will attempt all questions. Each question carries 3 marks.

Section B will consist of ***Three*** questions not exceeding 200 words. The examinee will attempt ***Two*** questions. Each question carries 10 marks.

Section C will consist of ***Five*** questions in detail. The examinee will attempt ***Three*** questions. Each question carries 15 marks.

Methodology: Lectures, self-study, case studies, assignments, experimental learning exercises

Unit-I Information: Definition; Characteristics, Nature, and Value; Conceptual difference between Data, Information and Knowledge; Communication of Information; Barriers.

Unit-II Knowledge: Definition, Kinds of Knowledge, Growth of Knowledge, Universe of Subjects: Formation, Structure and Development of Subjects.

Unit-III Information Science: Definition, Scope and Objectives; Information science as a discipline and its relationship with other subjects; Information Society: Genesis, Characteristics, Implications

Unit-IV Information Industry: Generators, Providers and Intermediaries; Intellectual Property Right Acts.

Unit-V Knowledge Management: Definition, Concept, Need and Basic Tools; Trends in Knowledge Management, Role of Information Manager.

Recommended Books

1. Raman Nair, R: Accessing information through internet. New Delhi, Ess Ess, 2002.
2. Bavakutty, M. et al. ed.: Information Access, management and exchange in the technological age. New Delhi, Ess Ess, 2003.
3. Ramesh Babu, M and Gopalakrishnan, S. ed.: Information, Communication, Library and Community Development. Delhi, B. R. Publishing, 2004.
4. Khan, MTM: Information Organisation and Communication, 1997.
5. Ramamurthy, CR: Information Security: A source book for librarians. Delhi, Authorspress, 2001.
6. Siddiqui, JA: Knowledge, Information and Communication, New Delhi, Shree Publishers & Distributors, 2016.
7. Mahapatra, PK and Chakrabarti, B: Knowledge Management in Libraries. New Delhi, Ess Ess, 2002.

MLS 102

Knowledge Organization: Classification (Theory)

Max. Marks: 100

Internal assessment: 20 Marks (2 Tests –10 Marks each)

Theory: 80 Marks **Time: 3 Hours**

Note: The paper will be divided into Three Sections A, B and C.

Section A will consist of ***Five*** Short Answer Type questions not exceeding 75 words. The examinee will attempt all questions. Each question carries 3 marks.

Section B will consist of ***Three*** questions not exceeding 200 words. The examinee will attempt ***Two*** questions. Each question carries 10 marks.

Section C will consist of ***Five*** questions in detail. The examinee will attempt ***Three*** questions. Each question carries 15 marks.

Methodology: Lectures, self-study, case studies, assignments, experimental learning exercises

Unit-I Development of general theory of Classification: Contributions of Richardson, W. C. Berwick Sayers, H. E. Bliss, S. R. Ranganathan and CRG. Mapping of Universe of Knowledge: Problems; Categorization of Isolates: Modern Trends.

Unit-II Mapping of Universe of Subjects in CC, UDC and DDC; Features of Special Classification Schemes

Unit-III Classificatory Principles in Classification of Sciences, Social Sciences and Humanities

Unit-IV Comparative study of CC & UDC with regard to Common Subdivisions and Indicator Digits

Unit-V Recent Trends in Classification; Automatic Classification, Web Dewey, Dewey on CD, Classification in Online System.

Recommended Books

1. Kumar, PSG: Knowledge Organisation, Information processing and retrieval: practice, Paper III of UGC Model Curriculum. Delhi, B. R. Publishing, 2003.
2. Kumar, PSG: Knowledge Organisation, Information processing and retrieval: theory, Paper II of UGC Model Curriculum. Delhi, B. R. Publishing, 2003.
3. Hussain, Shabahat: Library Classification: facets and analysis. Delhi, B. R. Publishing, 2004.
4. Ramalingam, MS: ed. Library Cataloguing and Classification Systems. Delhi, Kalpaz, 2000.
5. Kochar, RS: Library Classification Systems. 1998.
6. Balakrishnan, S and Paliwal, PK ed.: Library Online Cataloguing Systems. New Delhi, Anmol, 2001.
7. Aswal, RS: MARC 21: Cataloguing format for twenty first century. New Delhi, Ess Ess, 2004.

MLS 103

Knowledge Organization: Classification (Practice)

Max. Marks: 50

Internal assessment: 10 Marks (2 Tests –5 Marks each)

Theory: 40 Marks **Time: 3 Hours**

The practical examination will consist of ***Ten*** complex titles to be classified in depth according to UDC (Abridged edition 2003) out of ***Twenty*** Titles

Methodology: Lectures, self-study, case studies, assignments, experimental learning exercises

Recommended Books

1. Fosket, AC: Universal Decimal Classification. Clive Bingley, London.
2. Mcllwaine, IC: The Universal Decimal Classification: A guide to its use.
3. Universal Decimal Classification. British Standards Institution, London.

MLS 104

Research Methods and Statistical Techniques

Max. Marks: 100

Internal assessment: 20 Marks (2 Tests –10 Marks each)

Theory: 80 Marks **Time: 3 Hours**

Note: The paper will be divided into Three Sections A, B and C.

Section A will consist of ***Five*** Short Answer Type questions not exceeding 75 words. The examinee will attempt all questions. Each question carries 3 marks.

Section B will consist of ***Three*** questions not exceeding 200 words. The examinee will attempt ***Two*** questions. Each question carries 10 marks.

Section C will consist of ***Five*** questions in detail. The examinee will attempt ***Three*** questions. Each question carries 15 marks.

Methodology: Lectures, self-study, case studies, assignments, experimental learning exercises

Unit-I Research: Concept, Meaning, Need, Purpose; Types of Research: Hypothesis: Definition, Characteristics, Functions, Research Design: Concept and Types; Identification of Problem.

Unit-II Research Methods: Scientific Method: Definition, Characteristics, Process, Spiral of Scientific Method; Historical Method: Definition, Steps, Descriptive Method: Meaning, Assessment, Evaluation

Unit-III Research Techniques; Questionnaire: Print and Electronic Form; Quantitative and Qualitative Studies; Interview; Observation; Library Records and Reports; Sampling Techniques.

Unit-IV Data Analysis and Interpretation; Measures of Central Tendency; Mean; Mode; Median; Measures of Dispersion: Variance and Covariance; Standard Deviation; Graphical Representation of Data; Bar Graph; Pie Graph; Histograms; Chi Square Test.

Unit-V Bibliometrics; Scientometrics; Infometrics and Webometrics: Concepts and Definition; Bibliometric Laws: Bradford; Zipf; Lotka; Research Report; Structure, Style, Contents, Guidelines

Recommended Books

1. Sinha, SC and Dhiman, AK: Research Methodology. New Delhi, Ess Ess, 2002.
2. Khan, MA: Research Methods in Library and Information Science. New Delhi, Cosmo, 2002.
3. Deverajan, G: Research in Library and Information Science. New Delhi, Ess Ess, 2002.
4. Kumar, K: Research Methods in Library and Information Science, 1992.
5. Lancaster, FW: Bibliometric Methods in accessing productivity and impact of research. 1991.
6. Ravichandra Rao, IK: Quantitative Techniques for Library and Information Science, 1983.

MLS 105

Computer Application in LIS (Theory)

Max. Marks: 100

Internal assessment: 20 Marks (2 Tests –10 Marks each)

Theory: 80 Marks **Time: 3 Hours**

Note: The paper will be divided into Three Sections A, B and C.

Section A will consist of ***Five*** Short Answer Type questions not exceeding 75 words. The examinee will attempt all questions. Each question carries 3 marks.

Section B will consist of ***Three*** questions not exceeding 200 words. The examinee will attempt ***Two*** questions. Each question carries 10 marks.

Section C will consist of ***Five*** questions in detail. The examinee will attempt ***Three*** questions. Each question carries 15 marks.

Methodology: Lectures, self-study, case studies, assignments, experimental learning exercises

Unit-I Introduction to Computers: Brief Description of various components of Computer; Input and Output devices; Classification of Computers; Hardware and Software.

Unit-II IT and Libraries; Representing Data in a Computer: ASCII, EBCDIC; Programming Languages: Generations; Software Packages; Operating Systems, Multimedia: Elements and its Application in Libraries.

Unit-III Library Automation Software Packages: Libsys, SOUL, Alice for Windows, Application of Library Software Packages in Library Operations and Services.

Unit-IV Telecommunication and Networking; Network Media: UTP, Optical Fibre Element, Network Interface Card, Hub, Router, Modem; Types of Network: LAN, MAN, WAN and their Applications; Network Typologies: Bus, Star, Ring, Token Ring; Internet and Intranet: Basic Features and Applications.

Unit-V Digital Libraries: Genesis, Definition, Objective and Scope; Software and Hardware for Digital Libraries; Data Warehousing; Data Mining; Meta Data; Artificial Intelligence and Expert Systems; Online Searching of Databases: MEDLINE, DIALOG, OCLC.

Recommended Books

1. Deitel, HM: An introduction to operating systems. Masschusettes, Addison-Wesley, 1984.
2. Martin, J: Fourth generation languages. New Jersey, Prentice Hall, 1985.
3. Vasantha, N and Mudhol, MV: Software packages for library automation. Delhi, Ess Ess, 2000.
4. Raman Nair: accessing Information through Internet. New Delhi, Ess Ess,2002.
5. Dhiman, AK: Basics of Information Technology for Librarians and Information Scientists. New Delhi, Ess Ess,2003.
6. Siddiqui, JA: Information Technology Application in Libraries. New Delhi, Shree Publishers & Distributors, 2019.

MLS 106

Computer Application in LIS (Practical)

Max. Marks: 50

Internal assessment: 10 Marks (2 Tests –5 Marks each)

Theory: 40 Marks **Time: 3 Hours**

Note: There will be ***FIVE*** questions. The examinee has to answer ***ALL*** questions. All questions carry equal marks.

i) Documents, data, database, etc. to work on for the practical assignments will be provided by the Teacher in the computer lab
ii) Students are required to do the practical assignment in the computer lab Evaluation of the assignment will be done by the Teacher on the spot.
iii) Students have to make Screen Captures for all the answers and save them in one file. The Teacher will evaluate these screen captures and give marks accordingly.

Methodology: Lectures, self-study, case studies, assignments, experimental learning exercises

Note: This paper will be of 50 marks out of which 10 marks will be allotted for internals and 40 marks will be allotted for external examination. The external examination will be conducted by one external examiner and one internal examiner to be appointed by the university. The duration of the examination would be of 3 hours. The practical questions will be set to check IT skills in the following areas:

Unit-I Creation and Maintenance of Database by using Library Software Package, Use of Library Software Packages for In-House Operations, Bar Code Generation, Membership Cards, Machine Readable Catalogue Cards

Unit-II CD-ROM On-line Searching, Digitization of Documents (scanning, OCR etc.)

Unit-III Internet Searching – Web 2.0 tools b. Content Management Software

Unit-IV Web Page Creation and Design

Recommended Books

1. Deitel, HM: An introduction to operating systems. Masschusettes, Addison-Wesley, 1984.
2. Martin, J: Fourth generation languages. New Jersey, Prentice Hall, 1985.
3. Vasantha, N and Mudhol, MV: Software packages for library automation. Delhi, Ess Ess, 2000.
4. Raman Nair: accessing Information through Internet. New Delhi, Ess Ess,2002.
5. Dhiman, AK: Basics of Information Technology for Librarians and Information Scientists. New Delhi, Ess Ess,2003.
6. Siddiqui, JA: Information Technology Application in Libraries. New Delhi, Shree Publishers & Distributors, 2019.

Paper-107 (a)

Planning and Management of Public Library System

Max. Marks: 100

Internal assessment: 20 Marks (2 Tests –10 Marks each)

Theory: 80 Marks **Time: 3 Hours**

Note: The paper will be divided into Three Sections A, B and C.

Section A will consist of ***Five*** Short Answer Type questions not exceeding 75 words. The examinee will attempt all questions. Each question carries 3 marks.

Section B will consist of ***Three*** questions not exceeding 200 words. The examinee will attempt ***Two*** questions. Each question carries 10 marks.

Section C will consist of ***Five*** questions in detail. The examinee will attempt ***Three*** questions. Each question carries 15 marks.

Methodology: Lectures, self-study, case studies, assignments, experimental learning exercises

Unit-I Concept, Nature and Characteristics of Public Libraries. Public Library Movement in India. Public Library Legislation: Need and Importance.

Unit-II Public Library Systems in India. National Policy for Public Library Development in India. Public Library Users.

Unit-III Public Library Collection. Library Cooperation and Resource Sharing among Public Libraries in India. Budgeting for Public Libraries. Human Resource Development.

Unit-IV Public Library Services. Library Extension Services. Role of UNESCO, IFLA, Raja Rammohan Roy Library Foundation for Development and Promotion of Public Libraries.

Unit-V Public Libraries in India: The State Central Library, Mumbai; Delhi Public Library; T. S. Central Public Library, Chandigarh. Recent Trends in Public Library Services.

Recommended Books

1. Raman Nair, R: Public Library Development. New Delhi, Ess Ess Publications, 1993.
2. Kumar, S and Leena Shah: Public Library Acts in India. New Delhi, Ess Ess Publications, 2001.
3. Augustine, CA and Devarajan, G: Public Library System in India. New Delhi, Ess Ess Publications, 1990.
4. Vishwanathan, CG: Public Library Organisation. New Delhi, Ess Ess Publications, 2005.
5. Raju, AAN: Glimpses of Library Movement and Public Library Development in Andhra Pradesh. New Delhi, Ess Ess Publications, 2010.
6. Trivedia, Priya Ranjan and Others: Public Library Systems and Services. New Delhi, Jnanada Prakashan (P&D), 2010.

Paper –107 (b)

Planning and Management of Academic Library System

Max. Marks: 100

Internal assessment: 20 Marks (2 Tests –10 Marks each)

Theory: 80 Marks **Time: 3 Hours**

Note: The paper will be divided into Three Sections A, B and C.

Section A will consist of ***Five*** Short Answer Type questions not exceeding 75 words. The examinee will attempt all questions. Each question carries 3 marks.

Section B will consist of ***Three*** questions not exceeding 200 words. The examinee will attempt ***Two*** questions. Each question carries 10 marks.

Section C will consist of ***Five*** questions in detail. The examinee will attempt ***Three*** questions. Each question carries 15 marks.

Methodology: Lectures, self-study, case studies, assignments, experimental learning exercises

Unit-I Role of Libraries in Academic Institutions. Development of Academic Libraries in India. Planning of Academic Libraries. Role of UGC and UNESCO in Promoting Academic Libraries.

Unit-II Library Governance: Authority, Committees and Role of librarian. Human Resource Management: Staffing, Selection & Recruitment, Performance Appraisal.

Unit-III Budgeting. Academic Library Buildings: Planning, Basic Elements in Designing. Furniture.

Unit-IV Library and Information Services: Need and Types. Library Cooperation and Resource Sharing. Role of INFLIBNET: Electronic Journals and Consortia. E-ShodhSindhu: Consortium for Higher Education E-Resources. OCLC

Unit-V Shodhganga, Shodhgangotri. Role of NAAC and UGC in Academic Libraries.

Recommended Books

1. Singh, S: Reference Service in Academic Libraries in India, New Delhi; Ess Ess Publications.
2. Prasher, RG: University Libraries in India 1980s and Beyond, New Delhi: Medallian Press.
3. Sahai, Shri Nath: Academic Library System. 2nd Edition. New Delhi, Ess Ess Publications, 2009.
4. Dhiman, AK and Sinha, SC: Academic Libraries. New Delhi, Ess Ess Publications, 2002.
5. Bavakutty, M and Abdul Aziz TA: Redefining Academic Libraries in Knowledge Society. New Delhi, Ess Ess Publications, 2014.
6. Waghchaure, Shilpa S: Best Practices in Academic Libraries. New Delhi, Ess Ess Publications, 2016.
7. Verma, Shiv Ram: Academic Library System. New Delhi, Shree Publishers and Distributors, 2005.

Paper –107 (c)

Planning and Management of Special Library System

Max. Marks: 100

Internal assessment: 20 Marks (2 Tests –10 Marks each)

Theory: 80 Marks **Time: 3 Hours**

Note: The paper will be divided into Three Sections A, B and C.

Section A will consist of ***Five*** Short Answer Type questions not exceeding 75 words. The examinee will attempt all questions. Each question carries 3 marks.

Section B will consist of ***Three*** questions not exceeding 200 words. The examinee will attempt ***Two*** questions. Each question carries 10 marks.

Section C will consist of ***Five*** questions in detail. The examinee will attempt ***Three*** questions. Each question carries 15 marks.

Methodology: Lectures, self-study, case studies, assignments, experimental learning exercises

Unit-I Definition, Meaning, Objectives and Scope of Special Libraries. Types of Special Libraries. Development of Special Libraries in India.

Unit-II Special Libraries Governance: Authority, Committee and Role of Librarian. Organisational Pattern: Staff, Selection. Budgeting, Special Library Buildings. Furniture.

Unit-III Library Cooperation and Resource Sharing among Special Libraries. Networking and E-journals Consortia. ~~INDEST~~, FORSA, CSIR.

Unit-IV Study of Important Special Libraries in India. IIT Madras; BARC, Mumbai; CFTRI, Mysore; Khuda Bakhsh Oriental Public Library, Patna. Raza Library Rampur.

Unit-V Library and Information Services in Special Libraries. Need and Types of Services. Recent Trends in Special Libraries in India. Role of National Organisations for the development of Special Libraries.

Recommended Books

1. Mukherjee, AK: Fundamentals of Special Librarianship and Documentation.
2. Sinha, SC and Dhiman, AK: Special Libraries: Research and Technical Libraries. New Delhi: Ess Ess Publications.
3. Dhiman, AK: A Handbook of Special Libraries and Librarianship. Verma, Shiv Ram: Academic Library System. New Delhi, Shree Publishers and Distributors, 2008.
4. Barua, BP: National Policy on Library and Information Systems and Services for India. Bombay, Popular Prakashan, 1992.

SECOND SEMESTER

2020 – 2021

Paper	Paper Code	Paper Title	Credit	Internal Marks	Exam Marks	Total
I	MLS 201	Information Storage and Retrieval System	04	20	80	100
II	MLS 202	Knowledge Organisation: Cataloguing (Theory)	04	20	80	100
III	MLS 203	Knowledge Organisation: Cataloguing (Practice)	02	10	40	50
IV	MLS 204	**Any ONE of the following:** Information Sources and Systems a) Natural Sciences b) Social Sciences c) Medical Sciences	04	20	80	100
V	MLS 205	Information Technology Application in LIS (Theory)	04	20	80	100
VI	MLS 206	Information Technology Application in LIS (Practice)	02	10	40	50
VII	MLS 207	Dissertation and Viva	04	Dissertation = 80 Viva Voce = 20		100
		Total Credit / Marks	**24**	**120**	**480**	**600**

MLS 201

Information Storage and Retrieval

Max. Marks: 100

Internal assessment: 20 Marks (2 Tests –10 Marks each)

Theory: 80 Marks **Time: 3 Hours**

Note: The paper will be divided into Three Sections A, B and C.

Section A will consist of ***Five*** Short Answer Type questions not exceeding 75 words. The examinee will attempt all questions. Each question carries 3 marks.

Section B will consist of ***Three*** questions not exceeding 200 words. The examinee will attempt ***Two*** questions. Each question carries 10 marks.

Section C will consist of ***Five*** questions in detail. The examinee will attempt ***Three*** questions. Each question carries 15 marks.

Methodology: Lectures, self-study, case studies, assignments, experimental learning exercises

Unit-I Abstract and Abstracting: Concept, Types, Procedure of Abstracting; Guidelines in Preparing Abstracts; Principles of Abstracting (Canons); Auto Abstracting.

Unit-II Index and Indexing: Concepts and Types, Principles of Indexing; Subject Indexing; Pre-coordinate Indexing System; Post Coordinate Indexing Systems; Chain Indexing; Citation Indexing.

Unit-III Special types of Indexing: KWIC, KWAC, KWOC etc. Thesaurus; Thesaurofacet; Vocabulary Control: Tools of Vocabulary Control.

Unit-IV Features of IR System; Information Retrieval Models; Search Strategies: Manual, Machine; Evaluation of IR Systems; Trends in IR.

Unit-V Information Products: Nature, Concept, Types; Marketing of Information Products.

Recommended Books

1. Bradford, SC: Documentation. 2nd ed. London, Lockwood, 1953.
2. Foskett, AC: Subject approach to Information. 5th ed. London, Library Association, 1997.
3. Guha, B: Documentation and Information: services, techniques and systems. 2nd rev ed. Calcutta, World Press, 1983.
4. Kawatra, PS: Fundamentals of Documentation with special reference to India. New Delhi, Sterling, 1983.
5. Khanna, JK: Documentation and Information Services: Systems and techniques. Agra, Y K Publishers, 2000.
6. Lancaster, FW: Information Retrieval Systems: Characteristics, Testing and Evaluation. New York, John Wiley, 1968.
7. Ranganathan, SR: Documentation and its facets. London, Asia Pub. House, 1963.
8. Prasher, RG: Index and Indexing. New Delhi, Medallion Press, 1989.

MLS 202

Knowledge Organisation: Cataloguing (Theory)

Max. Marks: 100

Internal assessment: 20 Marks (2 Tests –10 Marks each)

Theory: 80 Marks **Time: 3 Hours**

Note: The paper will be divided into Three Sections A, B and C.

Section A will consist of ***Five*** Short Answer Type questions not exceeding 75 words. The examinee will attempt all questions. Each question carries 3 marks.

Section B will consist of ***Three*** questions not exceeding 200 words. The examinee will attempt ***Two*** questions. Each question carries 10 marks.

Section C will consist of ***Five*** questions in detail. The examinee will attempt ***Three*** questions. Each question carries 15 marks.

Methodology: Lectures, self-study, case studies, assignments, experimental learning exercises

Unit-I Introduction of Library Catalogue. Objectives of Library Catalogue. Forms of Catalogue. Types of Library Catalogue. Kinds of Entries.

Unit-II Contributions of Cutter, Lubetzkey, S. R. Ranganathan in the field of Cataloguing. Paris Principles in the Development of Catalogue Codes. Comparative Study of CCC and AACR-II. Corporate Authors.

Unit-III Normative Principles. Subject Cataloguing. Subject Headings: LCSH, POPSI, PRECIS, Chain Procedure, Thesaurus: Need and importance. Principles for Compilation.

Unit-IV Centralized and Cooperative Cataloguing. Rules for the Union Catalogues of Books, Periodicals, Indexing and Abstracting Journals.

Unit-V Recent Trends in Library Cataloguing. Online Cataloguing: OPAC, WEBOPAC. Exchange Formats: ISBD, MARC, CCF, UNIMARC, MARC21.

Recommended Books

1. Girja Kumar and Krishna Kumar: Theory of Cataloguing, 5th Rev Edition. New Delhi, Vikas Publishing House Pvt. Ltd.
2. Sahoo, KC: Information Management with IT Applications. New Delhi, Medallian Press.
3. Parmeshwaran, M. Anglo American Cataloguing Rules and CCC. New Delhi, Ess Ess Publications.
4. Singh, SN and Prasad, HN: Cataloguing Manual AACR-II. New Delhi, B. R. Publishing House.
5. Khan, MTM: Anglo American Cataloguing Rules. New Delhi, Shree Publishers.

MLS 203

Knowledge Organisation: Cataloguing (Practice)

Max. Marks: 50

Internal assessment: 10 Marks (2 Tests – 5 Marks each)

Theory: 40 Marks **Time: 3 Hours**

Methodology: Lectures, self-study, case studies, assignments, experimental learning exercises

Cataloguing of complex problems involving the rendering of Headings and Description will be done according to AACR-II for Corporate Authors, Non-Book Materials and Periodicals. There will be **SIX** Cataloguing Problems. The examinee has to attempt **FOUR** Cataloguing problems. All problems carry equal marks. The Practical Examination will be conducted through a question Paper and evaluated by One External Examiner and One Internal Examiner to be appointed by the University.

Recommended Books

1. Girja Kumar and Krishna Kumar: Theory of Cataloguing, 5th Rev Edition. New Delhi, Vikas Publishing House Pvt. Ltd.
2. Sahoo, KC: Information Management with IT Applications. New Delhi, Medallian Press.
3. Parmeshwaran, M. Anglo American Cataloguing Rules and CCC. New Delhi, Ess Ess Publications.
4. Singh, SN and Prasad, HN: Cataloguing Manual AACR-II. New Delhi, B. R. Publishing House.
5. Khan, MTM: Anglo American Cataloguing Rules. New Delhi, Shree Publishers.
6. Mohd. Sabir Husain and Siddiqui, JA: Practical Cataloguing with AACR-II. New Delhi, Ess Ess Publications, 2018.

MLS – 204 (a)

Information Sources and Systems in Natural Sciences

Max. Marks: 100

Internal assessment: 20 Marks (2 Tests –10 Marks each)

Theory: 80 Marks **Time: 3 Hours**

Note: The paper will be divided into Three Sections A, B and C.

Section A will consist of ***Five*** Short Answer Type questions not exceeding 75 words. The examinee will attempt all questions. Each question carries 3 marks.

Section B will consist of ***Three*** questions not exceeding 200 words. The examinee will attempt ***Two*** questions. Each question carries 10 marks.

Section C will consist of ***Five*** questions in detail. The examinee will attempt ***Three*** questions. Each question carries 15 marks.

Methodology: Lectures, self-study, case studies, assignments, experimental learning exercises

Unit-I Sciences: Definition, Terminology, Scope. Information Systems, Components of Information Systems. Sectoral, Regional, and National Information Systems in Natural Sciences in India.

Unit-II Information Sources: Types, Need and Purpose. Primary Sources, Secondary Sources and Tertiary Sources in the field of Natural Sciences.

Unit-III Information Networks in Natural Sciences: Need and Purpose. Study of Global Information Systems and Networks. INIS, ENVIS, AGRIS, MEDLARS. Sciencedirect, Scopus, Science Citation Index.

Unit-IV Major activities of important Research Organisations in the growth of Natural Sciences with Special Reference to India, USA and UK.

Unit-V Information Analysis and Repackaging. Content Analysis, Consolidation, Compilation.

Recommended Books

1. Katz, WA: Introduction to Reference Work. New York, McGraw Hill.
2. Sharma, Pandey SK: Library and Society. New Delhi, Ess Ess Publications.
3. Dhiman, AK and Rani, Y: Resource Sharing and Library & Information Networks. New Delhi, Ess Ess Publications.
4. Foskett, AC: Subject Approach to Information. 5th Edition. London, Library Association.
5. Kwatra, PS: Fundamentals of Documentation with special reference to India. New Delhi, Sterling.
6. Khanna, JK: Documentation and Information Services: Systems and Techniques. Agra, YK Publishers.
7. Ranganathan, SR: Documentation and its Facets. London, Asia Publishing House.
8. Guha, B: Documentation and Information. Services, techniques and systems. 2nd rev ed. Calcutta, World Press.

MLS–204 (b)

Information Sources and Systems in Social Sciences

Max. Marks: 100

Internal assessment: 20 Marks (2 Tests –10 Marks each)

Theory: 80 Marks **Time: 3 Hours**

Note: The paper will be divided into Three Sections A, B and C.

Section A will consist of ***Five*** Short Answer Type questions not exceeding 75 words. The examinee will attempt all questions. Each question carries 3 marks.

Section B will consist of ***Three*** questions not exceeding 200 words. The examinee will attempt ***Two*** questions. Each question carries 10 marks.

Section C will consist of ***Five*** questions in detail. The examinee will attempt ***Three*** questions. Each question carries 15 marks.

Methodology: Lectures, self-study, case studies, assignments, experimental learning exercises

Unit-I Social Sciences: Definition, Terminology, Scope and History of Social Sciences. Branches and Landmarks in Social Sciences.

Unit-II Information Sources: Types, Need and Purpose. Primary Sources, Secondary Sources and Tertiary Sources in the field of Social Sciences.

Unit-III Information Networks in Social Sciences: Need and Purpose. Study of Social Science Networks at National and International Level.

Unit-IV Major activities of important Research Organisations in the growth of Social Sciences with special reference to India, USA and UK.

Unit-V Information Analysis and Repackaging. Content Analysis, Condensation, Consolidation, Compilation in the field of Social Sciences.

Recommended Books

1. Katz, WA: Introduction to Reference Work. New York, McGraw Hill.
2. Sharma, Pandey SK: Library and Society. New Delhi, Ess Ess Publications.
3. Dhiman, AK and Rani, Y: Resource Sharing and Library & Information Networks. New Delhi, Ess Ess Publications.
4. Foskett, AC: Subject Approach to Information. 5th Edition. London, Library Association.
5. Kwatra, PS: Fundamentals of Documentation with special reference to India. New Delhi, Sterling.
6. Khanna, JK: Documentation and Information Services: Systems and Techniques. Agra, YK Publishers.
7. Ranganathan, SR: Documentation and its Facets. London, Asia Publishing House.
8. Guha, B: Documentation and Information. Services, techniques and systems. 2nd rev ed. Calcutta, World Press.

MLS–204 (c)

Information Sources and Systems in Medical Sciences

Max. Marks: 100

Internal assessment: 20 Marks (2 Tests –10 Marks each)

Theory: 80 Marks **Time: 3 Hours**

Note: The paper will be divided into Three Sections A, B and C.

Section A will consist of ***Five*** Short Answer Type questions not exceeding 75 words. The examinee will attempt all questions. Each question carries 3 marks.

Section B will consist of ***Three*** questions not exceeding 200 words. The examinee will attempt ***Two*** questions. Each question carries 10 marks.

Section C will consist of ***Five*** questions in detail. The examinee will attempt ***Three*** questions. Each question carries 15 marks.

Methodology: Lectures, self-study, case studies, assignments, experimental learning exercises

Unit-I Medical Sciences: Definition, Terminology, Scope and History of Health Sciences. Branches and Developments in Health Sciences.

Unit-II Information Sources: Types, Need and Purpose. Primary Sources, Secondary Sources and Tertiary Sources in the field of Medical Sciences.

Unit-III Information Networks in Health Sciences: Need and Purpose. Study of Health Science Networks at National and International Level. MEDLARS, PubMed, IndMed, MEDInd.

Unit-IV Major activities of important Research Organisations in the growth of Health Sciences in India and USA.

Unit-V Information Analysis and Repackaging. Content Analysis, Condensation, Consolidation, Compilation in the field of Health Sciences.

Recommended Books

1. Katz, WA: Introduction to Reference Work. New York, McGraw Hill.
2. Sharma, Pandey SK: Library and Society. New Delhi, Ess Ess Publications.
3. Dhiman, AK and Rani, Y: Resource Sharing and Library & Information Networks. New Delhi, Ess Ess Publications.
4. Foskett, AC: Subject Approach to Information. 5th Edition. London, Library Association.
5. Kwatra, PS: Fundamentals of Documentation with special reference to India. New Delhi, Sterling.
6. Khanna, JK: Documentation and Information Services: Systems and Techniques. Agra, YK Publishers.
7. Ranganathan, SR: Documentation and its Facets. London, Asia Publishing House.
8. Guha, B: Documentation and Information. Services, techniques and systems. 2nd rev ed. Calcutta, World Press.

MLS 205

Information Technology Application in LIS (Theory)

Max. Marks: 100

Internal assessment: 20 Marks (2 Tests –10 Marks each)

Theory: 80 Marks **Time: 3 Hours**

Note: The paper will be divided into Three Sections A, B and C.

Section A will consist of ***Five*** Short Answer Type questions not exceeding 75 words. The examinee will attempt all questions. Each question carries 3 marks.

Section B will consist of ***Three*** questions not exceeding 200 words. The examinee will attempt ***Two*** questions. Each question carries 10 marks.

Section C will consist of ***Five*** questions in detail. The examinee will attempt ***Three*** questions. Each question carries 15 marks.

Methodology: Lectures, self-study, case studies, assignments, experimental learning exercises

Unit-I Internet and Intranet: Basic features and Applications. Protocols: Concept and Functions. Modes of Connectivity: Dial Up, ISDN, Leased Line, Blue Tooth, Wi Fi etc.

Unit-II E-mail: Definition, Importance, Types, Process and Applications. Web Browser: Netscape Navigator, Internet Explorer, Mozilla Firefox.

Unit-III Web Servers, Web Tools, Search Engines. Internet Security. Network Protocols: TCP/IP, SPX, NetBUI, FTP, HTTP.

Unit-IV Digital Libraries: Definition, Need, Objectives and Scope. Storage Media, Standards, Formats: ISO-9660, DVD. Software and Hardware for Digital Libraries. Open Source Softwares. RFID: Features components and its applications.

Unit-V Data Warehousuing, Data Mining, Meta Data. Scanners and Cameras. Artificial Intelligence and Expert Systems. Online Searching of Databases: Web of Science Institutional Repositories, Subject Gateways.

Recommended Books

1. Devrajan, G and Asari, K. Ravindaran: Information Technology and Library Automation. New Delhi, Ess Ess Publications.
2. Chopra, HS: Digital Library. New Delhi, Shree Publishers and Distributors.
3. Deital, HM: An introduction to Operating Systems. Massachussettes, Addisson Wesley, 1984.
4. Dhiman, AK: Basics of Information Technology for Librarians and Information Scientists. New Delhi, Ess Ess Publications, 2003.
5. Aswal, RS: CDS/ISIS for Windows: A handbook for Librarians. New Delhi, Ess Ess Publications, 2003.

MLS- 206

Information Technology Application in LIS (Practice)

Max. Marks: 50

Internal assessment: 10 Marks (2 Tests –5 Marks each)

Theory: 40 Marks **Time: 3 Hours**

Note: There will be ***FIVE*** questions. The examinee has to answer ***ALL*** questions. All questions carry equal marks.

i) Documents, data, database, etc. to work on for the practical assignments will be provided by the Teacher in the computer lab

ii) Students are required to do the practical assignment in the computer lab Evaluation of the assignment will be done by the Teacher on the spot.

iii) Students have to make Screen Captures for all the answers and save them in one file. The Teacher will evaluate these screen captures and give marks accordingly.

Methodology: Lectures, self-study, case studies, assignments, experimental learning exercises

The question paper for practical examination will be set to check IT skills in the following areas.

1. Database creation in SOUL 2.0 and KOHA
2. Use of Library Software Packages, SOUL 2.0, Alice for Windows and KOHA for In-House Operations, Bar Code Generations, Membership Cards, Machine Readable Catalogue Cards.
3. Access to World e-Book Library, Web of Science and Shodhganga.

Recommended Books

1. Devrajan, G and Asari, K. Ravindaran: Information Technology and Library Automation. New Delhi, Ess Ess Publications.
2. Chopra, HS: Digital Library. New Delhi, Shree Publishers and Distributors.
3. Deital, HM: An introduction to Operating Systems. Massachusetts, Addison Wesley, 1984.
4. Dhiman, AK: Basics of Information Technology for Librarians and Information Scientists. New Delhi, Ess Ess Publications, 2003.
5. Aswal, RS: CDS/ISIS for Windows: A handbook for Librarians. New Delhi, Ess Ess Publications, 2003.
6. Siddiqui, JA: Information Technology Application in Libraries. New Delhi, Shree Publishers & Distributors, 2019.

MLS–207
Dissertation

Max. Marks: 100

Viva Voce: 20 Marks **Dissertation Marks: 80**

Note: This paper will consist of areas such as annotated subject bibliography, bibliometric study, case study, survey, trend report etc. The dissertation on any one of the above theme will be submitted before the commencement of Second Semester examination and will be evaluated by an external examiner. It will carry 80 marks. Viva-Voce examination will be of 20 marks. This will be conducted by a group of Three members consisting of Coordinator of the Department, External Examiner and the Supervisor.

Note: For more "Suggested Readings" please contact concerned teachers.

MULTANIMAL MODI COLLEGE, MODINAGAR

DEPARTMENT OF LIBRARY & INFORMATION SCIENCE

Bachelor of Library and Information Science (BLIS)

Program Outcome

The designing of the Library & Information Science programme at the CCS University is to provide the organization of knowledge, processing of the knowledge, dissemination of information, automation of library, networking, communication technology, management techniques in organization of library informatics centre's, thus also provide hands on practice on different types of information, source and services, to aware of different types of e- resources and their use and use of advanced version of technology in library operations, aware of various consortia and consortia- based resources to prepare students for careers as professionals in the field of library Information science, for further study in library information science, communication technology, digital library and related fields, the faculty is committed to providing an environment that addresses the individual need of each student an encourages them to develop their potential

PROGRAM SPECIFIC OUTCOME(PSO)

PSO_1Train students in modern library administration and prepare them for careers in Academic, Public and Special Libraries.

PSO_2 Impart education and training for generating budding library professionals in the present scenario of information age.

PSO_3 Develop manpower for libraries and information centres for effective and efficient services, professional values, dedication and attitude.

$PSO_4$to equip students with competent skills essentially required for carrying out various housekeeping operations of library and Information Centers using ICT.

PSO_5To develop LIS students as competent professionals in the field by imparting employability skill based on effective communication, critical thinking, and ethical literacy.

PSO_6Enable to become lifelong learners for their personal growth and development.

Course Code: A190101T

Course Title: Foundations of Library and Information Science (Theory):

Max. Marks: 25+75 Min. Passing Marks: 40 Total No. of Lectures-60

Course outcome: After studying this paper, the students shall be able to comprehend the concept, objectives and development of libraries and its importance to the society. Understand the professional ethics of librarianship and the five laws of library science with their implications on various services of the libraries. Understand the importance of Library legislation and features of library acts. Familiarize with the role of various National and International Library Associations and Organizations.

Course Code: A190102T

Course Title: Library Classification (Theory)

Max. Marks: 25+75 Min. Passing Marks: 40 Total No. of Lectures-60

Course outcome: After studying this paper, the students shall be able to understand the meaning, purpose, functions, theories and canons of library classification. Analyze the characteristics, merits and demerits of different species of library classification Schemes. Highlight salient features of major classification schemes. Elucidate various facets of notation and call number. Review current trends in library classification Credits:

Course Code: A190103T

Course Title: Library Cataloguing (Theory)

Max. Marks: 25+75 Min. Passing Marks: 40 Total No. of Lectures-60

Course outcome: After studying this paper, the students shall be able to understand the concept and objectives of library catalogue. To know about the normative principles of cataloguing. Comprehend various forms (inner and outer) of library catalogue. Review the features and development of different cataloguing codes. Understand various approaches of deriving subject headings. Understand the concept of co-operative and centralized cataloguing. Examine the current trends in library cataloguing. Understand the complexities in rendering of entries and alphabetization.

Code: A190104P

Course Title: Library Classification (Practical)

Max. Marks: 25+75 Min. Passing Marks: 40 Total No. of Lectures:60

Course outcome: After studying the paper, students shall be able to classify and construct the class numbers for titles using Colon Classification Scheme. Synthesize class numbers by using common 11 isolates and 'different devices of CC scheme. Classify and construct the class numbers for complex titles using DDC scheme. Synthesize class numbers by using the tables and 'add to instructions' of DDC scheme. Use of different schedules, manual and relative index of Classification Schemes.

Course Code: A190105P

Course Title: Library Cataloguing (Practical)

Max. Marks: 25+75 Min. Passing Marks: 40 Total No. of Lectures:60

Course outcome: After studying the paper, students shall be able to use the AACR-2 and CCC cataloguing codes for cataloguing of printed documents in a library. Preparation of catalogue for single 13 personal author, joint personal author and pseudonymous works. Preparation of catalogue for simple personal name entries in Hindi and Urdu by AACR-2. To Prepare different types of entries in order to fulfil various search approaches of users. Practically identify and describe various bibliographic elements of the documents. Derive subject headings using Sear's List of Subject Headings and Chain Procedure method for subject entries.

Course Code: A190201T

Course Title: Management of Libraries and Information Centres (Theory)

Max. Marks: 25+75 Min. Passing Marks: 40 Total No. of Lectures: 60

Course outcome: After studying the paper, students shall be able to understand the concept and scope of library management. Elaborate principles and functions of library management. Efficiently carry out 15 various operations of Library and Information Centres. Comprehend the concept of financial management and human resource management. Designing of library and information system/ MIS. Maintain the library statistics and prepare annual report.

Course Code: A190202T

Course Title: Information Sources and Services (Theory)

Max. Marks: 25+75 Min. Passing Marks: 40 Total No. of Lectures: 60

Course outcome: After studying the paper, students shall be able to understand the concept of reference and information sources and services provided in libraries. Understand criteria of evaluation of different sources of information. Understand the reference interview and various techniques of searching information. Understand the latest trends in Reference & Information Sources and Services.

Course Code: A190203T

Course Title: Information Processing and Retrieval (Theory)

Max. Marks: 25+75 Min. Passing Marks: 40 Total No. of Lectures: 60

Course outcome: After studying the paper, the students shall be able to understand the concept and process of documentation and its services in libraries. Understand the types and characteristics of indexing languages including the vocabulary Control and information retrieval thesaurus. Understand the concept and types of indexing and abstracting services at the National and International Level. Understand the various categories of users and different methods of providing user studies in libraries.

Course Code:A190204T

Course Title: Library and Information Technology (Theory)

Max. Marks: 25+75 Min. Passing Marks: 40 Total No. of Lectures: 60

Course outcome: After studying the paper, students shall be able to understand the planning and implementation of automation in various library housekeeping operations and services. Understand and assess the feasibility of various library automation software and their functionalities. Understand the concept and purpose of a digital library and the new concepts of mining and retrieving the data. Understand the computer networks and their types, topologies, protocols and Standards. Understand the concept of internet security, its solutions and cyber laws prevalent in India.

Course Code: A190205P

Course Title: Library and Information Technology (Practical)

Max. Marks: 25+75 Min. Passing Marks: 40 Total No. of Lectures: 60

Course outcome: After studying the paper, students shall be able to familiarize with housekeeping operations using library management software packages. Create database for different categories of documents. Generate barcode labels and membership cards. Search online databases.

Suggestive digital platforms web links-

1. https://lisstudymaterials.wordpress.com/
2. http://egyankosh.ac.in/
3. http://library-soup.blogspot.com

MULTANIMAL MODI COLLEGE, MODINAGAR

DEPARTMENT OF LIBRARY & INFORMATION SCIENCE

Master of Library and Information Science (MLIS)

Program Outcome

The designing of the Library & Information Science programme at the CCS University is to provide the organization of knowledge, processing of the knowledge, dissemination of information, automation of library, networking, communication technology, management techniques in organization of library informatics centres, thus also provide hands on practice on different types of information, source and services, to aware of different types of e- resources and their use and use of advanced version of technology in library operations, aware of various consortia and consortia- based resources to prepare students for careers as professionals in the field of library Information science, for further study in library information science, communication technology, digital library and related fields, the faculty is committed to providing an environment that addresses the individual need of each student an encourages them to develop their potential

PROGRAM SPECIFIC OUTCOME(PSO)

PSO_1Train students in modern library administration and prepare them for careers in Academic, Public and Special Libraries.

PSO_2 Impart education and training for generating budding library professionals in the present scenario of information age.

PSO_3 Develop manpower for libraries and information centres for effective and efficient services, professional values, dedication and attitude.

PSO_4o equip students with competent skills essentially required for carrying out various housekeeping operations of library and Information Centers using ICT.

PSO_5To develop LIS students as competent professionals in the field by imparting employability skill based on effective communication, critical thinking, and ethical literacy.

PSO_6Enable to become lifelong learners for their personal growth and development.

M.LIB FIRST SEMESTER

Course Code: MLS -101

Course Title: Knowledge, Information and Communication

Max. Marks: 20+80 No. of Lectures: 60

Course outcome: After studying this paper, the students shall be able to understand the concept, objectives and characteristics of knowledge and information communication. Universe of Subjects, Information science as a discipline and its relationship with other subjects; Information Society, Information Industry, Intellectual Property Right Acts. Knowledge Management: Trends in Knowledge Management, Role of Information Manager.

Course Code: MLS- 102

Course Title: Knowledge Organization: Classification (Theory)

Max. Marks: 20+80 No. of Lectures: 60

Course outcome: After studying this paper, the students shall be able to understand the meaning, purpose, functions, theories and canons of library classification. Development of general theory of Classification: Contributions of Richardson, W. C. Berwick Sayers, H. E. Bliss, S. R Ranganathan, Mapping of Universe of Subjects in CC, UDC and DDC, Comparative study of CC & UDC, Recent Trends in Classification; Automatic Classification, Web Dewey, Dewey on CD, Classification in Online System.Analyse the characteristics, merits and demerits of different library classification Schemes.

Course Code: MLS- 103

Course Title: Knowledge Organization: Classification (Practice)

Max. Marks: 10+40 No. of Lectures: 30

Course outcome: After studying this paper, the students shall be able to understand the concept, salient features and objectives of UDC (Abridged edition 2003) and students are used this classification scheme for classified your library documents.

CourseCode:MLS- 104

Course Title: Research Methods and Statistical Techniques

Max. Marks: 20+80 **No. of Lectures: 60**

Course outcome: After studying the paper, students shall be able to understand the Concept, Meaning, Need, Purpose & Types of Research, Hypothesis: Definition, Characteristics, Functions, Research Design: Concept and Types; Identification of Problem.

Research Methods: Scientific Method: Definition, Characteristics, Process, Spiral of Scientific Method; Historical Method: Definition, Steps, Descriptive Method: Meaning, Assessment, Evaluation.

Research Techniques; Questionnaire: Print and Electronic Form; Quantitative and Qualitative Studies; Interview; Observation; Library Records and Reports; Sampling Techniques.

Data Analysis and Interpretation; Measures of Central Tendency; Mean; Mode; Median; Measures of Dispersion: Variance and Covariance; Standard Deviation; Graphical Representation of Data; Bar Graph; Pie Graph; Histograms; Chi Square Test.

Bibliometrics; Scientometrics; Infometrics and Webometrics: Concepts and Definition; Bibliometric Laws: Bradford; Zipf; Lotka; Research Report; Structure, Style, Contents, Guidelines

Course Code: MLS -105

Course Title: Computer Application in LIS (Theory)

Max. Marks: 20+80 **No. of Lectures: 60**

Course outcome: After studying the paper, students shall be able to understand the concepts of Computers, use of ICT in Libraries planning and implementation of automation in various library housekeeping operations and services, Library Automation Software Packages. Understand the concept and purpose of a digital library and the new concepts of mining and retrieving the data. Understand the Telecommunication,computer networks and their types, topologies, protocols Standards and internet security etc.

Course Code: MLS -106

Course Title: Computer Application in LIS (Practical)

Max. Marks:10+40 **No. of Lectures: 30**

Course outcome: After studying the paper, students shall be able to familiarize with housekeeping operations using library management software packages. Create database for different categories of documents. Generate barcode labels and membership cards. Search online databases.

Course Code: MLS- 107

Course Title: Any ONE of the following:

a) Public Library System

b) Academic Library System

c) Special Library System

Max. Marks: 20+80 **No. of Lectures: 60**

Course outcome: This paper code having three papers which are optional students are free to choose any one of the following:

a) Public Library System

b) Academic Library System

c) Special Library System

According to their area of interests.After studying the aforesaid papers, students shall be able to understand the Concept, Nature and Characteristics of Public Libraries, Public Library Systems in India, Public Library Legislation, Public Library Services, Role of Libraries in Academic Institutions, Library Governance, Budgeting, Library and Information Services, Role of NAAC and UGC in Academic Libraries, Objectives and Scope of Special Libraries, Special Libraries Governance, Library Cooperation and Resource Sharing among Special Libraries, Library and Information Services in Special Libraries.

M.LIB SECOND SEMESTER

Course Code:MLS-201

Course Title: Information Storage and Retrieval System

Max. Marks: 20+80 **No. of Lectures: 60**

Course outcome: After studying the paper, students shall be able to understand and know aboutAbstract and Abstracting: Concept, Types, Procedure of Abstracting; Guidelines in Preparing Abstracts; Principles of Abstracting (Canons); Auto Abstracting.

Index and Indexing: Concepts and Types, Principles of Indexing; Subject Indexing; Pre-coordinate Indexing System; Post Coordinate Indexing Systems; Chain Indexing; Citation Indexing.

Special types of Indexing: KWIC, KWAC, KWOC etc. Thesaurus; Thesaurofacet; Vocabulary Control: Tools of Vocabulary Control. Unit-IV Features of IR System; Information Retrieval Models; Search Strategies: Manual, Machine; Evaluation of IR Systems; Trends in IR.

Information Products: Nature, Concept, Types; Marketing of Information Products.

Course Code:MLS-202

Course Title: Knowledge Organisation: Cataloguing (Theory)

Max. Marks: 20+80 **No. of Lectures: 60**

Course outcome: After studying the paper, students shall be able to understand and know aboutIntroduction of Library Catalogue. Objectives of Library Catalogue. Forms of Catalogue. Types of Library Catalogue. Kinds of Entries. Contributions of Cutter, Lubetzkey, S. R. Ranganathan in the field of Cataloguing Normative Principles. Subject Cataloguing. Subject Headings Centralized and Cooperative Cataloguing Recent Trends in Library Cataloguing. Online Cataloguing.

Course Code: MLS-203

Course Title: Knowledge Organisation: Cataloguing (Practice)

Max. Marks: 10+40 **No. of Lectures: 30**

Course outcome: After studying the paper, students shall be able to understand and know about Cataloguing of complex problems involving the rendering of Headings and Description will be done according to AACR-II for Corporate Authors, Non-Book Materials and Periodicals.

Course Code: MLS- 204

Course Title: Any ONE of the following: Information Sources and Systems

a) Natural Sciences

b) Social Sciences

c) Medical Sciences

Max. Marks: 20+80 **No. of Lectures: 60**

Course outcome: This paper code having three papers which are optional students are free to choose any one of the following:

a) Natural Sciences

b) Social Sciences

c) Medical Sciences

According to their area of interests. After studying the aforesaid papers, students shall be able to understand theDefinition, Terminology, Scope of natural sciences, social sciences and medical sciences. Information Systems, Components of Information Systems. Sectoral, Regional, and National Information Systems in Natural Sciences, social sciences and medical sciences in India. Information Sources: Types, Need and Purpose. Primary Sources, Secondary Sources and Tertiary Sources in the field of Natural Sciences, social sciences and medical sciences. Information Networks in Natural Sciences: Need and Purpose. Study of Global Information Systems and Networks. INIS, ENVIS, AGRIS, MEDLARS,PubMed, IndMed, MEDInd,. Sciencedirect, Scopus, Science Citation Index. Major activities of important Research Organisations in the growth of Natural Sciences, social sciences and medical sciences with Special Reference to India, USA and UK. Information Analysis and Repackaging. Content Analysis, Consolidation, Compilation in the field of Natural Sciences, social sciences and medical sciences.

Course Code:MLS- 205

Course Title: Information Technology Application in LIS (Theory)

Max. Marks: 20+80 **No. of Lectures: 60**

Course outcome: After studying the paper, students shall be able to understand and know about Internet and Intranet, Modes of Connectivity, E-mail: Definition, Importance, Web Browser, Search Engines, Internet Security, Network Protocols, Open Source software's, RFID technology, concept and purpose of a digital library, Data warehousing, Data Mining, Meta Data, Scanners and Cameras. Artificial Intelligence and Expert Systems. Online Searching of Databases: Web of Science Institutional Repositories, Subject Gateways.

Course Code: MLS- 206

Course Title: Information Technology Application in LIS (Practice)

Max. Marks: 10+40 **No. of Lectures: 30**

Course outcome: After studying this paper, students shall be able to understand and familiarize with Database creation in SOUL 2.0 and KOHA, Use of Library Software Packages, SOUL 2.0, Alice for Windows and KOHA for in House Operations, Bar Code Generations, Membership Cards, Machine Readable Catalogue Cards, Access to World E-book Library, Web of Science and Shodhganga.

Course Code: MLS–207

Course Title: Dissertation

Max. Marks: 20 +80

In this paper conduct a project work, paper will consist of areas such as annotated subject bibliography, bibliometric study, case study, survey, trend report etc. we teach to student how to choose your dissertation topic as per area of interest how to prepare a questionnaire list, how to collect manage and analysed your data to write a good dissertation with fact finding conclusion.

Suggestive digital platforms web links-

1. https://lisstudymaterials.wordpress.com/
2. http://egyankosh.ac.in/
3. http://library-soup.blogspot.com