

GURU KASHI UNIVERSITY



Bachelor of Library and Information Science

Session: 2024-25

Department of Library and Information Science

GRADUATE OUTCOMES OF THE PROGRAMME

Comprehend key Library and Information Science concepts, principles, theories, and laws; classify subjects using standard systems; catalog diverse documents; manage library operations; and deliver information services through ICT, including OPACs, electronic databases, and internet resources.

PROGRAM LEARNING OUTCOMES: After completing the programme, the learner will be able to:

1. Demonstrate knowledge of the basic concepts, principles, theories and laws related with Library and Information Science: library classification and cataloguing; information sources and services, library management, applications of computer technology in libraries; library movement; library legislation, user studies, and library science profession.
2. Show understanding of rationality and procedures of selection, acquisition, classification, cataloguing and physical processing of documents using standards; provide library and information services and managing library routine housekeeping jobs manually and computerized, maintain library collections; identify needs, and understand behavior of users; and impart user education.
3. Apply skills in handling all kinds of information environment, both traditional and automated for carrying out professional activities, such as processing and circulation of documents; reference and information services; automated libraries.
4. Learn to exhibit knowledge, understanding and skills that offer job opportunities as librarians in different types of libraries: academic, public, special, research, government, private and commercial information centers.
5. Show professional attitude in providing quality, equality, and equity of timely access to information.
6. Illustrate core values in discharging social responsibility of librarians towards nation building and to display ethical integrity in dealing with stakeholders of information use.

Programme Structure

Semester- I						
Course Code	Course Title	Course Type	L	T	P	Credits
BLB112	Foundation of Library and Information Science	Core	4	0	0	4
BLB113	Knowledge Organization: Classification (Theory)	Core	4	0	0	4
BLB114	Basics of Information and Communication Technology (Theory)	Compulsory Foundation	2	0	0	2
BLB115	Knowledge Organization: Classification (Practice)	Technical Skills	3	0	0	3
BLB116	Computer Applications in Libraries (Practical)	Technical Skills	0	0	4	2
BLB119	Users and Information Services	Ability Enhancement	2	0	0	2
BLB121	Multidisciplinary Perspectives in Library Science	MD	2	0	0	2
Discipline Elective (Any one of the following)						
BLB120	Information Sources	Discipline Elective	3	0	0	3
BLB118	Preservation and Conservation of Library Materials					
Total			20	0	4	22

Semester- II						
Course Code	Course Title	Course Type	L	T	P	Credits
BLB208	Management of Libraries and Information Centres	Core	4	0	0	4
BLB209	Knowledge Organization: Cataloguing (Theory)	Core	4	0	0	4
BLB210	Knowledge Organization: Cataloguing (Practice)	Technical Skills	3	0	0	3
BLB211	Basics of Information and Communication Technology (Practical)	Technical Skills	0	0	4	2
BLB215	Library Internship (1Month)	Skills Based	0	0	0	2
BLB212	Library Values and Information Ethics	Value added Course	2	0	0	2
Discipline Elective (Any one of the following)						
BLB204	School Library System	Discipline Elective	3	0	0	3
BLB214	Public Library System					
MOOC						
BLB299	XXX	MOOC	0	0	0	2
Total			16	0	4	22
Grand Total			36	0	8	44

Evaluation Criteria for Theory Courses

A. Continuous Assessment:	[25 Marks]
i. CA-1 Surprise Test (Two best out of three)	(10 Marks)
ii. CA-2 Assignments	(10 Marks)
iii. CA-3 Quiz/presentations	(5 Marks)
B. Attendance	(5marks)
C. Mid Semester Test	[30Marks]
D. End Term Exam	[40marks]

IQAC

Semester-I**Course Title: Foundation of Library and Information Science****Course Code: BLB112**

L	T	P	Cr.
4	0	0	4

Total Hours: 60**Course Learning Outcomes**

After completion of this course, the learner will be able to:

1. Understand foundational aspects of Library and Information Science (LIS), including its significant developments, major themes, organizations, and institutions.
2. Develop familiarity with the five laws of library science, the library profession, and professional ethics.
3. Gain knowledge of different Indian library legislation acts.
4. Examine major conceptual frameworks for LIS practice and theory, with a focus on user awareness and Resource Sharing

Course Content**UNIT-I Library-Types and Role****12 hours**

Library: Definition, concept, objectives and role of libraries; Types of Libraries: Features and Functions; Growth and development of libraries with special reference to India.

UNIT-II Laws of Library and Information Science**12 hours**

Five laws of library science of S R Ranganathan; Implications of five laws: general and digital environment.

UNIT-III Professional Library Legislations &, Public Relations, Extension Activities**16hours**

Library Legislation: Need and Essential Features.; Library Legislation in India with special reference to states of Tamil Nadu, Maharashtra, Madras, Andhra Pradesh, Gujarat, Manipur; Right to Information Act; Intellectual Property Rights; Public Relations and Extension Activities

UNIT IV Professional Associations, Organizations and Resource Sharing

18 hours

Librarianship as a Profession and Professional Ethics; National and International Professional Associations; Role of United Nations Educational, Scientific and Cultural Organization;(UNESCO), University Grants Commission (UGC) and Raja Ram Mohan Roy Library Foundation (RRRLF) in the promotion and development of Libraries; Resource Sharing: Concept, need, purpose and areas of resource sharing in libraries.

Transaction Mode: Demonstration, Open talk, Cooperative Teaching, Flipped Teaching

Suggested Readings

- Prajapati, R.S. (2013). *Foundations of library and information science*, New Delhi: Discovery Pub. House.
- Khanna, J. K. (1984). *Fundamentals of library Organisation*. New Delhi: EssEss Publication.
- Davies, D. L. (2013). *Library and information science*. New Delhi: Random Exports.
- Bawden, D., & Robinson, L. (2013). *Introduction to information science*. Chicago: Neal- Schuman.
- Sudhir, N. (2013). *The right to information in India*. New Delhi, India: Oxford University Press.
- Joseph, E. S. (2014). *Intellectual property rights, the pool of knowledge, and Innovation; National Bureau of Economic Research*. Cambridge, MA.: National Bureau of Economic Research.
- Vikrant N. V. & Alphen, (2014). *Open-source software and intellectual Property rights*. The Netherlands: Kluwer Law International.
- Pathak, M. (2014). *An introduction to intellectual property rights*. New Delhi: New India Publishing Agency.
- Talwar, S. (2012). *Encyclopaedia of intellectual property rights*. New Delhi: Serials Publications.
- Ranganathan, S. R. (1953). *Library legislation: handbook to Madras library act*. Madras: Madras Library Association.
- Sadhu, S. N. & Saraf, B. N. (1967). *Library legislation in India: a historical and comparative study*. New Delhi: Sagar Publication.
- Isaac, K. A. (2004). *Library legislation in India: a critical and comparative study of state library acts*. New Delhi: EssEss Publication
- Sujatha, G. (2000). *Resource Sharing & Networking of University Libraries*. New Delhi: EssEss Publication.
- Dhiman, Anil K. & Yashoda Rani (2007). *Resource sharing and library &*

Information Networks. New Delhi: EssEss Publication.

- Lal, C, ed. (2008). *Information Literacy in the Digital Age. New Delhi: EssEss Publication.*
- Welsh, Teresa S. & Wright, Melissa S. (2010). *Information Literacy in the Digital Age: an evidence-based approach. Oxford: Chandos Publishing.*
- Grassian, Esther S. & Kaplowitz, Joan R. (2013). *Information Literacy Instruction: theory and practice. New Delhi: EssEss Publication.*

Web Resources:

1. <https://en.unesco.org/>
2. <https://www.ifla.org/>
3. <http://rrrlf.nic.in/>
4. [http://www.nou.ac.in/Online%20Resourses/086/LIBRARY%20LEGISLATION%20IN%20INDIA.1%20\(1\).pdf](http://www.nou.ac.in/Online%20Resourses/086/LIBRARY%20LEGISLATION%20IN%20INDIA.1%20(1).pdf)
5. <https://egyankosh.ac.in/bitstream/123456789/33055/1/Unit-15.pdf>
6. <https://www.libraryscience.in/2020/10/library-legislation-in-india.html>
7. <https://egyankosh.ac.in/bitstream/123456789/34898/1/Unit-2.pdf>

**Course Title Knowledge Organization: Classification
(Theory)**

Course Code: BLB113

L	T	P	Cr.
4	0	0	4

Total Hours: 60

Course Learning Outcomes

After completion of this course, the learner will be able to:

1. Explain the nature and attributes of the universe of knowledge.
2. Articulate the meaning, purpose, functions, Notation and Postulation approach of library classification.
3. Clarify various facets of Species of library classification and call numbers.
4. Highlight the salient features of major classification schemes and review current trends in library classification.

Course Content

UNIT-I Universe of Knowledge and Subjects 14 hours

Universe of Knowledge: Knowledge Classification and Universe of Knowledge; Modes of Formation of Subjects; Subject: Meaning and types (Basic, Compound, Complex).

UNIT-II Library Classification 16 hours

Library Classification: Meaning, Need and Purpose; Canons of Library Classification; Notation: Meaning, need, functions, types, qualities, Call number; Postulation approach: postulates, facet analysis, fundamental categories, phase analysis, principles of helpful sequence and facet sequence.

UNIT-III Classification Schemes and their features 17 hours

Species of library classification: enumerative & faceted; Dewey decimal classification (DDC): Salient features; Colon Classification (CC): Salient features; Universal Decimal Classification (UDC): Salient feature; Library of Congress Classification (LCC): Salient features.

UNIT-IV Trends in Library Classification 13 hours

Simple Knowledge Organization Systems (SKOS); Automatic Classification; Web Dewey, UDC online; Taxonomies Ontology.

Transaction modes: Lecture blended learning, Open Talk, Demonstration, and Cooperative Teaching, Flipped Teaching

Suggested Readings

- Broughton, Vanda (2015). *Essential classification (2nd ed)*. London: Facet.

- Chaudhary, G. G. & Chaudhary, Sudatta (2007). *Organizing information: From the shelf to the web*. London: Facet.
- Dhyani, Pushpa. (2000). *Theory of library classification*. Delhi: Vishwa Prakashan.
- Foskett, A. C. (1990). *Subject approach to information (5th ed.)*. London: Clive Bingley.
- Krishan Kumar. (2000). *Theory of classification (4th rev ed.)* New Delhi: Vikas Publications.
- Ranganathan, S. R. (1967). *Prolegomena to library classification (3rd ed.)*. Bangalore: Sarada Ranganathan Endowment for Library Science.
- Stuart, David (2016). *Practical anthologies for information professionals*. London: Facet.
- Chan, L. M. and Salaba, Athena (2015). *Cataloguing and classification: an introduction*. 4th ed. Lanham, MD: Rowman & Littlefield Publisher.
- Joudrey, Daniel N. & Taylor, Arlene G. (2015). *Introduction to cataloguing and classification*, 11th ed. Santa Barbara: Libraries Unlimited.
- Batley, S. (2005). *Classification in theory and practice*. Oxford: Chandos.
- Satija, M. P. (2013). *The theory and practice of the Dewey decimal classification system (2nd Ed.)*. Oxford: Chandos.
- Satija, M. P. (2011). *A guide to the theory and practice of colon classification*. New Delhi: EssEss Publications
- Kumbhar, Rajendra (2011). *Library classification trends in 21st century*. Oxford: Chandos.
- Rowley, Jennifer & Hartley, Richard (2008). *Organizing knowledge: an introduction to managing access to information*. 4th ed. London: Routledge.
- *Decimal and Colon classification schemes*. Srinagar: the authors.

Web Resources

1. <https://en.unesco.org/>
 2. <https://www.ifla.org/>
 3. <http://rrrlf.nic.in/>
- <https://www.tandfonline.com/doi/abs/10.1080/01639374.2023.2209068>
- <https://www.w3.org/2004/02/skos/>
- https://arkiv.iva.ku.dk/kolifeboat/CONCEPTS/universe_of_knowledge.htm

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

Course Code: BLB114

L	T	P	Cr.
2	0	0	2

Total Hours: 30

Course Learning Outcomes

After completion of this course, the learner will be able to:

1. Describe the Fundamentals of Computers.
2. Critically compare computer networks, internet protocols, and multimedia technologies.
3. Examine the functions and Networks of database management systems.
4. Conceptualize the Internet of Things and web servers.

Course Content

Unit 1 Fundamentals of Computers

7 hours

Computers: Concept, generations and types; Units of Computers: Arithmetic and logic unit, control unit, input and output; unit, memory unit; Software: System Software - Operating systems-MS-Windows and LINUX (basic features)

Unit 2 Telecommunication Technologies

8 hours

Transmission Channels, Mode, and Media, ISDN, PSDN; Modulation, Frequency, Bandwidth and Multiplexing, Standards and Protocols; Wireless Communication: Media, Wi-fi, Li-fi, Satellite Communication; Mobile Communication

Unit 3 Computer Networks and Library Networks

9 hours

Computer Networks: Concept, need, topologies and types (LAN, MAN, WAN) Internet: Web Browsers, Search Engines (Meta & Entity); Internet Protocols and Standards: HTTPS, FTP, SMTP, TCP/IP, URI, URL OSI Modals.

Unit 4 Library Automation

6 hours

Library Automation: Definition, purpose and historical development; Planning and implementation of automation in housekeeping; operations, Retrospective Conversion; Standards for library automation; Library Management Software: Proprietary, Free and Open Source

Transaction modes: Lecture blended learning, Open Talk, Demonstration, and Cooperative Teaching, Flipped Teaching

Suggested Readings

- *Gaboitsiwe, T. (2013). Information and communication technology: Introduction to the Internet components - World Wide Web and email. United*

States: CreateSpace.com

- Williams, B.K., & Sawyer, S.C. (2013). *Using information technology: A practical introduction to computers & communications*. New York, NY: McGraw-Hill.
- Alkhatib, G. (2013). *Network and communication technology innovations for web and IT advancement*. Hershey, PA: Information Science Reference
- Singh, H., Kakkar, S.K., & Sharma, A. (2011). *A Book of fundamentals of Information Technology*. Amritsar: Lakhanpal Publishers.
- Bailey, D. R., & Tierney, B. (2008). *Transforming library service through information commons: Case studies for the digital age*. Chicago: American Library Association.
- Tanenbaum, A. S. & Feamster, N. (2019). *Computer networks*. Boston, Mass: Pearson Education.
- Leckie, G. J., & Buschman, J. (2009). *Information technology in librarianship: New critical approaches*. Westport, Conn: Libraries Unlimited.
- Sathaiah, B. (2011). *Information technology in university libraries*. New Delhi: Common wealth Publishers.
- Singh, S.P. (2009). *Information technology in library*. New Delhi, India: Omega Publications.
- Theresa, T. B., Ratna, K. C. & Rai, B. A. (2011). *Information technology and library automation*. New Delhi: Common wealth Publishers.

**Course Title: Knowledge Organization:
Classification (Practice)
Course Code: BLB115**

L	T	P	Cr.
3	0	0	3

Total Hours: 45

Course Learning Outcomes

After completion of this course, the learner will be able to:

1. Classify and construct the class numbers for titles using Colon Classification Scheme.
2. Synthesize class numbers by using common isolates and 'different devices of CC scheme.
3. Classify and construct the class numbers for complex titles using DDC scheme.
4. Use of different schedules, manual and relative index of Classification Schemes.

Course Content

UNIT-I Colon Classification (6th ed.)

12 hours

Introduction and Structure of Colon Classification (CC); Classification compound courses by CC; Classification of simple documents; Use of Common Isolates; Classification of documents; Use of Devices.

UNIT-II According to CC

11 hours

Classification of documents; Use of phase Relations; Classification of documents; Involving Complex Subject; Classification of Titles by DDC using Zero and add device.

UNIT-III Classification of documents according to DDC

12 hours

Classification of documents with simple subjects; compound subjects: According to DDC; Classification of documents; Use of Table 1&2.; Classification of documents; Use of Table3.; Classification of documents; Use of Table 4&6; Classification of documents; Use of Table5 & 7.

10 hours

UNIT-IV Classification of documents according to DDC and CC.

Classification of the same document according to DDC and CC.; The Students will be asked to classify same title according to both DDC and CC.

LIST OF REQUIREMENTS IN THE EXAMINATION HALL

The following books are to be provided to the candidates:

1. Ranganathan, S.R. *Colon Classification. Ed 6 (Reprinted with amendments), 1963. One for each candidate.*
2. *Dewey Decimal classification. 3V. Ed19. 1979. One set to each candidate. Language Dictionary-2copies.*

Transaction Mode: Lecture, problem solving, discussion & demonstration, blended learning.

Suggested Readings

- Dewey, M., & Custer, B.A. (1979). *Dewey decimal classification and relative index (23rd Ed.)*. (Vol.4). Albany: Forest Press.
- Ranganathan, S.R. (1989) *Colon Classification (6th revd)*. Bangalore: Sarda Ranganathan Endowment Library Science.
- Satija, M.P. (2011). *A guide to the theory and practice of colon classification*. New Delhi: Ess Ess Publications.
- Satija, P (2013) *The theory and practice of the Dewey Decimal Classification system (2nd ed)*. Oxford: Chandos Pub.
- Satija, M. P. (2004). *Exercises in the 22nd edition of the Dewey decimal classification*. New Delhi: EssEss Publications.
- Singh, S. (2011). *The theory and practice of the Dewey decimal classification system*. New Delhi: Isha Books.

IOQA

**Course Name: Computer Applications in Libraries
(Practical)
Course Code: BLB116**

L	T	P	Cr.
0	0	4	2

Total Hours: 30

Course Learning Outcomes

After completion of this course, the learner will be able to:

1. using Operating System: Windows and LINUX.
2. Understand data, information and file management
3. Demonstrate the SOUL and Koha organize and present data.
4. Learn the use of ICT in library and information Centre and to impart practical knowledge of library automation software

Course Content

1. Operating System: Windows, LINUX.
2. MS office package: Word, power point.
3. An Introduction to SOUL
4. Koha.
5. Basic of the Internet, Search engines and Meta Search Engines, Internet Search Techniques.

Transaction Mode: Lecture, blended learning, problem solving, discussion demonstration, Self-study.

Suggested Readings

- Mishra, V. (2016). *Basics of Library Automation, Koha Library Management Software and Data Migration: Challenges with Case Studies*. EssEss Publications.
- Poornima, G & Girish, R. (n.d). *Creating and Managing Institutional Repository Using DSpace: A Case Study Approach*. Educreation Publishing.
- Sharma, A. (2019). *Koha for Beginners*. Willford Press
- Sirohi, S., & Gupta, A. (2010). *Koha 3 Library Management System*. Packt Publishing Ltd.
- Witten, I. H., Bainbridge, D., & Nichols, D. M. (2009). *How to build a digital library*. Morgan Kaufmann.

Course Title: Users and Information Services
Course Code: BLB119

L	T	P	Cr.
2	0	0	2

Total hours: 30

Course Learning Outcomes

After completion of this course, the learner will be able to:

1. Familiarize with different types of Users and their information needs.
2. Know the types and purpose of Reference services.
3. Enumerate the current information services.
4. Understand different types of Online 'information's.

Course Content

Unit-I Information Users and their Information Needs 9 hours

Conceptual Definitions of Data, Information, Knowledge and Wisdom; Information Types and Characteristics; Categories of Information Users and their Characteristics; Information Need and Seeking Behavior: Concept and Models; User Studies: Need, Objectives, Plan and Methods: User Education: Concept, Need and Methods.

Unit – II Information Services-I 7 hours

Information Services: An overview. - Reference Service: Definition, Need, Types and Functions. - Reference Process: Reference Question; Reference Interview. - Referral Service - Document Delivery Service - Translation Services.

Unit – III Information Services-II 8 hours

Current Awareness type of Service (CAS); Selective Dissemination of Information (SDI); Press Clipping Service; Indexing & Abstracting Service; Web-based or Internet-based Service.

Unit-IV Online Services 6 hours

Definition of online services for libraries; Importance of digital in modern libraries; Virtual Collections and Digital Archives; Digitization efforts and their impacts.

Suggested Readings

- Atherton, P. (1977). *Handbook for information systems and services*. UNESCO, Paris.
- Bopp, R. E., & Smith, L. C. (Eds.). (1995). *Reference and information services: An introduction* (Rev. ed.). Libraries Unlimited.
- Chowdhury, G. G. (2011). *Information users and usability in the digital age*. Neal-Schuman Publishers, Inc.

- Guha, B. (1983). *Documentation and information* (Rev. ed.). World Press.
- Katz, W. A. (1996). *Introduction to reference work* (7th ed., 2 vols.). McGraw Hill.
- Kawatra, P. S. (1983). *Fundamentals of documentation*. Sterling Publishers.
- Kumar, K. (1987). *Reference service* (3rd rev. ed.). Vikas.
- Laloo, B. T. (2002). *Information needs, information seeking behavior and users*. Ess Ess Publications.
- Prasad, H. N. (1991). *Information needs and users* (2nd rev. ed.). BR Publications.
- Ranganathan, S. R. (1991). *Reference service*. Sarada Ranganathan Endowment.

IOAIC

Course Title: Multidisciplinary Perspectives in Library Science
Course Code: BLB121

L	T	P	Cr.
2	0	0	2

Total Hours: 30

Course Learning Outcomes

After completion of this course, the learner will be able to:

1. Understanding the Foundations of Multidisciplinary Perspectives.
2. Demonstrate the ability to critically analyze media messages.
3. Demonstrate the ability to integrate arts and humanities principles into library services.
4. Applying Environmental Studies and Sustainability Principles in Library Practices.

Course Content

Unit-I Introduction to Multidisciplinary Approach **6 Hours**

Overview of library science as a multidisciplinary field; Importance of integrating various disciplines in library and information science.

Unit-II Communication and Media Studies **9 Hours**

Understanding media literacy; Role of libraries in media and communication; Digital preservation and archiving.

Unit-III Arts and Humanities in Libraries **8 Hours**

Role of libraries in supporting arts and humanities research; Cultural heritage preservation; Digital humanities and libraries.

Unit-IV Environmental Studies and Sustainability **7 Hours**

Green libraries and sustainability initiatives; Information resources on environmental issues; Libraries' role in promoting sustainability.

Transaction Mode: Video based Learning, blended learning, Open Talk, Demonstration, Cooperative Teaching, Flipped Teaching.

Suggested Readings

- Rubin, R. E. (2016). *Foundations of library and information science* (4th ed.). Neal-Schuman Publishers.
- Brown, C. M., & Saraswat, L. (Eds.). (2018). *Multidisciplinary perspectives on library and information science: Research, theory, and practice*. IGI Global.
- Jaeger, P. T., & Burnett, G. (Eds.). (2010). *Information worlds: Social contexts of information seeking*. Routledge.
- Lankes, R. D. (2011). *The atlas of new librarianship*. The MIT Press.
- Chowdhury, G. G., & Chowdhury, S. (2007). *Organizing information: From the shelf to the web* (2nd ed.). Facet Publishing.

Course Title: Information Sources**Course Code: BLB120**

L	T	P	Cr.
3	0	0	3

Total Hours: 45**Course Learning Outcomes**

After completion of this course, the learner will be able to:

1. Know different categories of Information Sources.
2. Understand different types of Reference Sources & criteria for their evaluation.
3. Enumerate the evaluating Bibliographical Sources
4. Understand different types of non-printed and electronics 'information sources.

Course Content**Unit-I: Reference and Information Sources 12 hours**

Documentary Sources of Information: Print, Non-print and Electronic Resources; Categories: Primary, Secondary and Tertiary Sources; Human and Institutional: Nature, Types, Characteristics and Utility; Internet as a Source of Information.

Unit-II: Types and Evaluation of Reference Sources 10 hours

Different types of Reference Books and Criteria for their Evaluation of Encyclopedias, Dictionaries; Geographical Sources, Biographical Sources, Reference Sources for Current Events and Ready Reference Sources.

Unit-III: Bibliographical Sources 11 hours

Bibliographical Sources: Functions and Types and Branches; Uses and Criteria for Evaluation of National Bibliography, Trade Bibliography, Subject Bibliography, Indexing and Abstracting Sources.

UNIT-IV Information Systems and Networks 12 hours

Information System – Characteristics, Types, Functions; National Information Systems and Networks –NASSDOC, DESIDOC, ENVIS, NICNET, DELNET, INFLIBNET; Global Information Systems and Networks – MEDLARS, AGRIS, INIS, INSPEC, BIOSIS, ERIC,

Transaction Mode: Video based Learning, blended learning, Open Talk, Demonstration, Cooperative Teaching, Flipped Teaching

Suggested Reading

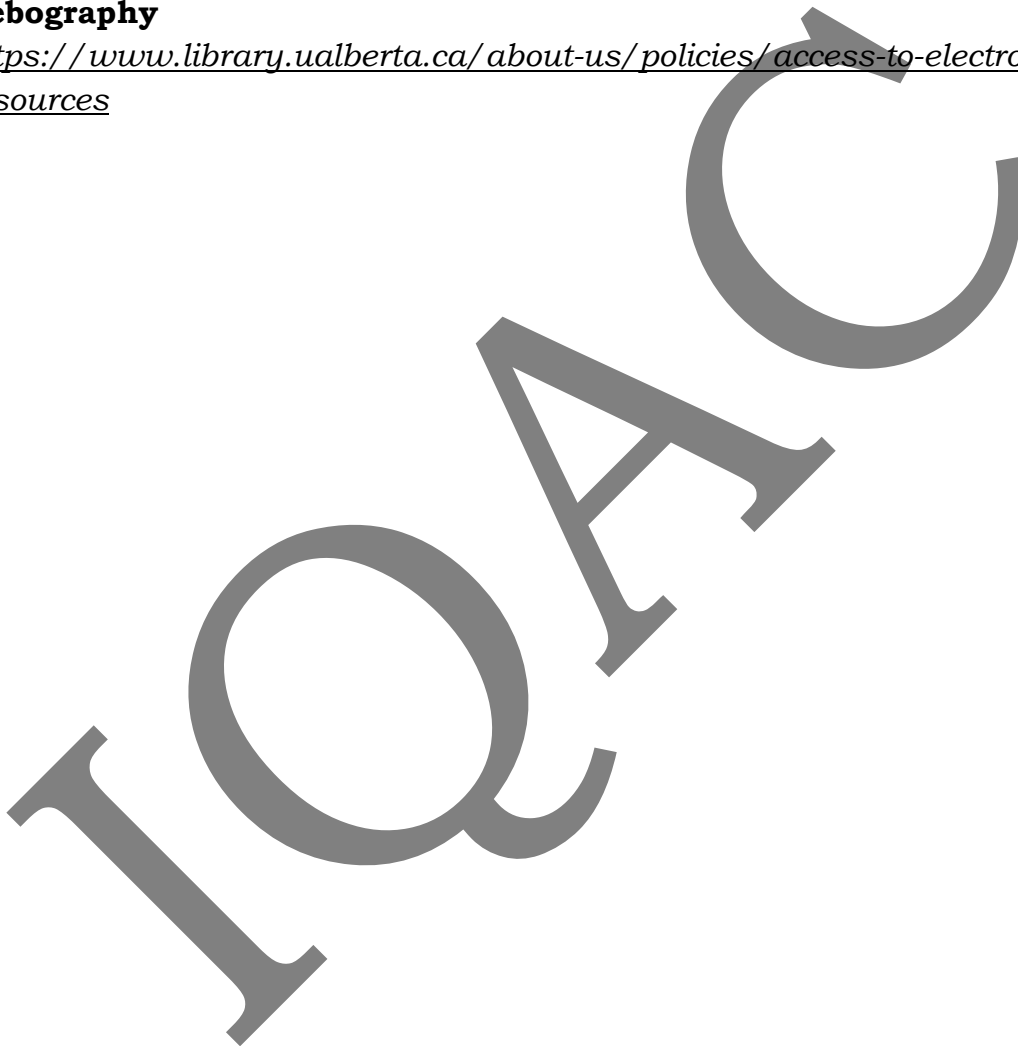
- *Bunch, A. (1995). Basics of Information Work. Clive Bingley.*
- *Chandler, G. (1971). How to Find Out: A Guide to Sources of Information*

for All (4th ed.). Pergamon.

- *Katz, W. A. (1996). Introduction to Reference Work (7th ed., 2 vol.). McGraw Hill.*
- *Kumar, K. (1969). Reference Service. Vikas.*
- *Tripathi, S. M. (1992). Modern Bibliographical Control: Bibliography and Documentation. Y.K.*
- *Pawan, U., & Gupta, P. K. (1994). Sandarbh Sewa: Saidhantik Avom Kriyatmak (Hindi Medium). RBSA.*

webography

<https://www.library.ualberta.ca/about-us/policies/access-to-electronic-resources>



Course Title: Preservation and Conservation of Library Materials
Course Code: BLB118

L	T	P	Cr.
3	0	0	3

Total Hours: 45

Course Learning Outcomes

After completion of this course, the learner will be able to:

1. Summarize the need for preserving and conserving library materials.
2. Apply control measures for safeguarding library materials.
3. Critically differentiate the types of binding used for library materials.
4. Discover the process of restoring library materials to original form.

Course Content

UNIT-I Preservation and Conservation **13 hours**
 Need for Preservation and Conservation; Evolution of Writing Materials, Palm leaves and Birch Bark: Their Nature and Preservation, Manuscripts, books, Periodicals, Newspapers, Pamphlets etc.

UNIT -II Hazards to Library Materials **12 hours**
 Environmental Factors – Temperature, Humidity, Light and Dust; Biological Factors – Fungi, Insects and Other Pests; Chemical Factors – Chemicals used in Production and Preservation of Documents.

UNIT-III Non-Book Materials and Their Preservation **9 hours**
 Different Types of Binding for Library Documents, Binding Materials, Binding Process, Standards for Library Binding.

UNIT IV Non-Book Materials and their Preservation **11 hours**
 Variety of Non-Book Material; Physical Environment for Storing of Non-Book Materials; Care and Handling of Non-Book Materials; Digital Preservation: It's Need Challenges and Strategies for Preserving Digital Contents

Transaction Mode: Lectures, PPT, Collective thinking, YouTube, Discussion

Suggested Readings

- Bogdan, Zerek (2014). *Preservation and protection of library collections*. Chandos Publishing.
- Feather, John (1996). *Preservation and the Management of Library Collections*. 2nd Ed. London: Library Association Publishing.

- Chakrabarti, B. & Mahapatra, P. K. (1991). *Library collection: Selection and preservation*. Calcutta: WordPress.
- Harvey, Ross. (1994). *Preservation in libraries: principles, strategies and practices for librarians*. London: Bowker Saur.
- Hendersen, Kathryn Luther and Henderson, William T. (ed) (1991). *Conserving and Preserving Library Materials*. Urbana Champaign: University of Illinois.
- India. National Archives of India, (1988). *Repair and Preservation of Records*. New Delhi: National Archives of India.
- Johnson, Arthur W. (1988). *The Practical Guide to Book Repair and Conservation*. London: Thames and Hudson.
- Majumdar, P.C. (1957). *Birch Bark (Bhurjapatra) and Clay Coated Manuscripts in the Gilgit Collection - their Repair and Preservation*. *Indian Archives*, Vol 11, Nos. 1-2, pp. 77-84.
- National Archives of India. (1988). *Repair and Preservation of Records*. New Delhi.
- Prajapati, C.L. (1997). *Archivo-Library Materials – Their Enemies and Need of First Phase Conservation*. New Delhi: Mittal Publications.
- Ranbir Kishore, (1962). *Preservation and Repair of Palm Leaf Manuscripts*, *ibid*; Vol.14, pp. 73-78
- Singh, R.S. (1995) *Conservation of Documents in Libraries, Archives and Museums*. New Delhi: Aditya Prakashan.
- Suri, JinaHarisagara, (1947). *Palm Leaf Manuscripts in Jaisalmir*, *Ibid*, Vol. 1, No.3, pp 234

Semester: II**Course Title: Management of Libraries and Information Centres****Course Code: BLB208**

L	T	P	Cr.
4	0	0	4

Total Hours: 60**Course Learning Outcomes**

After completion of this course, the learner will be able to:

1. Introduce environmental factors of Libraries and Information Centres.
2. Study functions and routines of different sections.
3. Maintenance and Space Management
4. Manage the library Financial, Library Rules and Reports effectively

Course Content**UNIT I Principles and Functions of Management 18 hours**

Management: Concept, scope, principles and Functions. Schools of Management Thoughts.; Management Information System (MIS): Concept, scope and Characteristics. Management by Objectives (MBO): An Introduction: Library Committee, Library Authority

UNIT II Library Housekeeping Operations 16 hours

Acquisition Section: Activities. Technical Section: Activities. Circulation Section: Activities; Periodical Section: Activities Reference Section: Activities; Maintenance Section: Activities

UNIT III Maintenance and Space Management 14 hours

Maintenance Section: Stacking, Shelving, Shelf Rectification, Stock Verification, Binding etc.; Space Management.

UNIT IV Financial Management, Library Rules and Reports 15 hours

Sources of library finance, Estimation of library's financial requirements.; Budgeting techniques.; Analysis.; Library statistics and Annual Report.; Library rules and regulations.; Library building: Introduction Furniture and Space management

Transaction Mode: Lecture, problem solving, discussion & demonstration, blended Learning.

Suggested Readings:

- Johnson, P. (2014). *Fundamentals of collection development & management(3rded.)*. Chicago: American Library Association.

- Thanuskodi, S. (2013). *Challenges of academic library management in developing Countries*. Hershey PA: Information Science Reference.
- Franks, P. C. (2013). *Records and Information Management*. Chicago: American Library Association.
- Stueart, R. D., Moran, B. B., & Morner, C. J. (2012). *Library and information centre Management (8thed.)*. Englewood, Colon: Libraries Unlimited.
- IASLIC. (1979). *Application of Management Techniques to Library and Information Systems, 12th IASLIC Conference*. Roorkee.
- Mittal, R. L. (1983). *Library Administration: Theory and Practice (5th ed.)*. Metropolitan.
- Mookerjee, S. K., & Sengupta, B. (1972). *Library Organization and Library Administration*. World Press.
- Panwar, B. S., & Vyas, S. D. (1986). *Library Management*. R.R. Publishing Corporation.
- Ranganathan, S. R. (1967). *Library Manual for Authorities, Librarians and Honorary Library Workers (2nd ed.)*. Asia.
- Singh, M. (1983). *Library and Information Management: Theory and Practice*. IBT.
- Singh, R. S. P. (1990). *Fundamentals of Library Administration and Management*. Prabha.
- Steuart, R., & Eastlick, J. T. (1991). *Libraries Management (2nd ed.)*. Libraries Unlimited.
- Tripathi, S. M. (*Granthalyaprabandh*). (Hindi medium).

Course Title: Knowledge Organization: Cataloguing (Theory)**Course Code: BLB209**

L	T	P	Cr.
4	0	0	4

Total Hours: 60**Course Learning Outcomes**

After completion of this course, the learner will be able to:

1. Acquaint Library Catalogue objectives, functions and Physical Forms
2. Understand the concept of library catalogue and types Know about the normative principles of cataloguing.
3. Comprehend various approaches of deriving subject headings.
4. Understand the concept of Current Trends in Cataloguing.

Course Content**UNIT I Library Catalogue****15hours**

Library Catalogue: Concept, objectives and functions; Physical Forms of Library Catalogue: Conventional and non-conventional; Types of Catalogues: Dictionary Catalogue, Classified Catalogue, Alphabetic- Classed Catalogue, Alphabetic Catalogue.

UNIT II Canons and Normative Principles**16 hours**

Canons and Normative Principles of cataloguing; Catalogue Entries according to AACR-2/CCC/RDA.

UNIT III Subject Catalogue and Union Catalogue**19 hours**

Union Catalogue; Subject Catalogue: Concept, need, purpose and usefulness. Tools and techniques for deriving Subject Headings (Chain Procedure and Sears's list of Subject Headings).; Union Catalogue: Concept and purpose. Union catalogue of DELNET. Selective, Simplified, Cooperative and Centralized Cataloguing

UNIT IV Current Trends in Cataloguing**10 hours**

Current Trends in Standardization, Description and Exchange: ISBD, MARC and CCF.FRBR DUBLIN

Transactional mode: Demonstration, Open talk, Cooperative Teaching, Flipped Teaching

Suggested Readings:

- Gorman, M., Winkler, P. W., Joint Steering Committee for Revision of AACR., & American Library Association. (1988). *Anglo-American cataloguing rules*. Ottawa: Canadian Library Association.
- Bowman, J. H. (2003). *Essential cataloguing*. London: Facet.
- Girja, Kumar., & Krishan, Kumar. (2011). *Theory of cataloguing (5th ed.)*. Delhi: Vikas Publ. House.
- Bristow, Barbara. (2018). *Sears List of subject headings (22nd ed.)*. New York: Grey House publishing
- Welsh, A. & Batley, S. (2012). *Practical cataloguing: AACR, RDA and MARC 21*. London: Facet Publishing.
- Gorman, M. (2004). *The concise AACR2*. Chicago: American Library Association.
- Krishan Gopal (2000). *Library online cataloguing in digital way*. Delhi: Authors press.
- Mitchell, A. M., & Surratt, B. E. (2005). *Cataloguing and organizing digital resources: A how- to-do-it manual for librarians*. London: Facet Publ.
- Taylor, A. G. & Miller, D. P (2007). *Introduction*

Course Name: Knowledge Organization: Cataloguing (Practice)**Course Code: BLB210**

L	T	P	Cr.
3	0	0	3

Total Hours: 45**Course Learning Outcomes**

After completion of this course, the learner will be able to:

1. Understand the techniques of cataloguing with Multiple Authorship documents according to Anglo American Cataloguing Rules (AACR-2).
2. Compare the structure of main entry in Corporate Authorship, Multiple Volume and Composite Books library cataloguing practice
3. Use about cataloguing of pseudonyms and composite work
4. Acquaint the techniques of cataloguing documents according to Classified Catalogue Code (CCC).

Course Content**UNIT-I Cataloguing of Works of AACR-2/ RDA** **16 hours**

Introduction to AACR-2/RDA; Cataloguing of single Authorship by AACR-2/ Cataloguing with Multiple Authorship Cataloging titles.

UNIT-II According to AACR-2 **17 hours**

Corporate Authorship:
Series with Multiple Volume Works
Composite Books

UNIT-III According to AACR-2/RDA **14 hours**

Uniform Titles; Simple and Complex Cataloguing; Serial publication
Cataloguing of Pseudonyms and Composite work

UNIT-IV: According to CCC **13 hours**

Corporate Authorship
Series with Multiple Volume Works
Composite Books

Transactional mode: Demonstration, Open talk, Cooperative Teaching, Flipped Teaching

Suggested Readings

- *Bristow, Barbara A. (2018). Sears list of subject headings. (22nd ed.) New York: Grey House Publishing*
- *Kelsey, Marie (2018). Cataloguing for School Librarians. London: Rowman and Little Field.*

- Gorman, M., & Winkler, P. (2005). *Anglo-American Cataloguing Rules -2R*. Chicago: American Library Association
- Gorman, M., Winkler, P. W. (Eds.), Joint Steering Committee for Revision of AACR. & American Library Association. (1988). *Anglo-American cataloguing Rules*. Ottawa: Canadian Library Association.
- Welsh, A., & Batley, S. (2012). *Practical cataloguing: AACR, RDA and MARC 21*. London: Facet Publishing.
- Gorman, M. (2004). *The concise AACR2*. Chicago: American Library Association.
- Read, J.M. (2003). *Cataloguing without tears: Managing knowledge in the Information society*. Oxford: Chandos.
- Krishan Kumar & Garg, B.S. (2005). *Advanced Cataloguing practice: Based on AACR (2nd Ed.)*. New Delhi: Har-Anand.
- Mitchell, A.M. & Surratt, B.E. (2005). *Cataloguing and organizing digital Resources: A how-to-do-It manual for librarians*. London: Facet Pub.

ILQAA

Course Title: Basics of Information and Communication Technology (Practical)
Course Code: BLB211

L	T	P	Cr.
0	0	4	2

Total Hours: 30

Course Learning Outcomes

After completion of this course, the learner will be able to:

1. Create, edit and manage files using Word Processing, Spread Sheet and PowerPoint Presentation software.
2. Carry out library housekeeping operations using library management software.
3. Search information from internet and databases adopting suitable search Strategies.
4. Generate different types of Databases using library management software

Course Content

UNIT-I Setting of Desktop

6 hours

Setting of Desktop; Use of Operating System; Use of Word Processing Software, Spread Sheet Management Software and Power Point Presentation Software

UNIT-II Use of Library Management Software

9 hours

Installation and Use of Library Management Software (all modules); Generation of Various Reports using Library Management Software

UNIT- III Internet using

8 hours

Searching Information from Internet using Different Search Engines; Searching Web OPAC, World Cat, Ind Cat; Formulating and applying various strategies

UNIT-IV Databases

7 hours

Searching Databases by adopting various search strategies and filters.

Transaction Mode: Lecture, problem solving, discussion & demonstration, blended learning, self-study.

Suggested Reading:

- Brown, Christopher & Bell, Suzanne (2018). *Librarian's guide to online searching: cultivating database skills for research and instruction*. 5th ed. London: Libraries Unlimited

- Clayton, Marlene (2018). *Managing library automation*. 2nd ed. London: Routledge.
- Markey, Karen (2019). *Online searching: A guide to finding quality information Efficiently and effectively*. 2nd ed. Lanham, Maryland: Rowman & Littlefield Publishers.
- Marvel, Elaine (2015). *Office 2016 Simplified*. Hoboken. New Jersey: John Wiley & Sons.
- Mishra, Vinod Kumar (2016). *Basics of library automation, Koha library Management software and data migration: Challenges with case studies*. New Delhi: EssEss Publications.

IQAC

Course Title: Library Internship (1Month)
Course Code: BLB215

L	T	P	Cr.
0	0	0	2

Total Hours: 120

Course Learning Outcomes

After completion of this course, the learner will be able to:

1. Critically analyses the in-house operations of the libraries and information centers.
2. Discover the functions of the library in different settings.
3. Examine the duties carried out by library personnel.
4. Practice the technologies used for managing routine operations of the library and also for rendering services to the users.

Guidelines:

1. Every student has to undergo a professional training in the library for 4 weeks in the end of second semester.
2. Student may select the library according to his own choice with the approval of HOD. Department may also allocate the library to a student.
3. Library selected should be:
 - i) Having a collection of more than 20,000 books
 - ii) Subscribing at least 10 journals and 5 news papers
 - iii) Computerized and have modern equipment's like computer systems, software's, bar coding system and scanner etc.
4. Student will attend the library at least 4 hours daily & sign on attendance register.
5. Any student found absent or indulging in indiscipline in the library will be punished and fine of Rs. 500/- each day will be imposed.
6. Each student will submit a project report of his training period.

Evaluation criteria

1. External Assessment: 50 marks

External expert appointed by the university shall conduct the viva-voce examination of the student on the project report submitted. Internal examiner appointed by the department shall assist the external examiner in the conduct of viva-voce examination.

2. Internal Assessment: 50 marks

Internal assessment by the faculty allotted by the department shall assess on the following basis:

- | | |
|---|-----------|
| i) Report on library visit. | :20 marks |
| ii) Seminar on project report | :20 marks |
| iii) Attendance & discipline during the library visit | :10 marks |

Course Title: Library Values and Information Ethics
Course Code: BLB212

L	T	P	Cr.
2	0	0	2

Total Hours: 30

Course Learning Outcomes

After completion of this course, the learner will be able to:

1. Understand the core values of libraries and their role in society.
2. Develop awareness of ethical issues surrounding information access, privacy, and intellectual property.
3. Analyze Intellectual Freedom and Censorship
4. Cultivate critical thinking skills in evaluating information sources and ethical dilemmas.

Course Content

UNIT-I Introduction to Library Values

6 Hours

History and evolution of libraries; Mission and core values of libraries; Role of libraries in promoting intellectual freedom and access to information.

UNIT- II Information Ethics

7 Hours

Definition and importance of information ethics; Ethical considerations in information access, use, and dissemination; Intellectual property rights and fair use.

UNIT-III Intellectual Freedom and Censorship

8 Hours

Principles of intellectual freedom; Challenges to intellectual freedom, including censorship and banned books; Role of libraries in defending intellectual freedom.

UNIT-IV Professional Ethics for Librarians

9 Hours

Codes of ethics for librarianship; Ethical responsibilities in library management and service provision; Professional development and ethical decision-making.

Transaction Mode: Video based Learning, blended learning, Open Talk, Demonstration, Cooperative Teaching, Flipped Teaching

Suggested Reading

- Rubin, R. E. (2010). *Foundations of Library and Information Science*. Neal-Schuman Publishers.
- Harris, C. S. (2018). Ethical issues in library and information science. *Library Trends*, 66(3), 278-302.

- American Library Association (ALA). (2008). *Code of ethics of the American Library Association*.
- International Federation of Library Associations and Institutions (IFLA). (2012). *IFLA code of ethics for librarians and other information workers*.
- Doe, J. (2016). Intellectual freedom and censorship: A case study analysis. *Journal of Intellectual Freedom and Privacy*, 4(1), 112-129.
- American Library Association (ALA). (n.d.). Intellectual freedom principles for academic libraries.

IOAIC

Course Title: School Library System
Course Code: BLB204

L	T	P	Cr.
3	0	0	3

Total Hours: 45

Course Learning Outcomes

After completion of this course, the learner will be able to:

1. Empowering students with information literacy and a love for reading through diverse resources and supportive learning environments
2. Select, acquire organize and manage collection of School Library
3. Skills and Competencies for School Library System.
4. Fostering efficiency and collaboration through automated processes and shared resources in the school library system

Course Content

UNIT-I Basics of School Library System 10 hours

School Library: Definition, Objectives, Functions; Types of School Library Users: Their Reading Habits and Information Needs; Role of School Library in Inculcating Reading Habits

UNIT-II Collection Development and Management 11 hours

Collection Development and Management; Print Information Sources: Selection, Acquisition, Evaluation; Electronic Information Sources: Selection Acquisition, Evaluation; Organization and Management of Library Collection

UNIT-III Resources Management 10 hours

Resource and Budgeting. Skills and Competencies for School Library personnel

UNIT-IV Automation and Resource Sharing 13 hours

Library Automation - Need and Importance; Resource Sharing and Library Networking; User Orientation E-Granthalya E-Pathshala open Access Resources

Transaction Mode: Video based Learning, blended learning, Open Talk, Demonstration, Cooperative Teaching, Flipped Teaching

Suggested Readings

- *Dickinson, Gail K. & Repman, Judi (2015). School library management, 7th ed. Columbus: Longworth Publishing.*
- *Fontichiaro, K. (2009). 21st-century learning in school libraries. Santa Barbara, Calif: Libraries Unlimited.*
- *International Federation of Library Association (2015). IFLA School Library*

Guidelines <https://www.ifla.org/files/assets/school-libraries-resource-centers/publications/ifla-school-library-guidelines.pdf>

- Marquardt, L. (2010). *School Libraries*. München: De Gruyter Saur.
- Mohan raj, V. M. (2011). *School library: An educational tool*. New Delhi: EssEss Publications.
- Repman, Judi & Dickinson, Gail K. (2007). *School library management*, 6th ed. Columbus: Linworth Publishing.
- United States Office of Education (2018). *Public, society, and school libraries (Classic Reprint)*. London: Forgotten Books.
- Vardell Sylvia M. (2014). *Children's literature in action: A librarian's guide*, 2nd ed. Santa Barbara: Libraries Unlimited
- Verma, S. R. (2005). *Academic library system*. New Delhi: Shree Publishers & Distributors
- Wilson, Martha (2013). *School library management*. Charleston: Nabu Press.
- Woolls, Blanche & Loertscher, David V. (2013). *The whole school library handbook 2*. Chicago: American Library Association
- Stueart, Robert D & Moran, Barbara B. (2007). *Library and information centre Management*. 7th ed. London: Libraries Unlimited.

Course Title: Public Library System

Course Code: BLB214

L	T	P	Cr.
2	0	0	2

Total Hours: 30

Course Learning Outcomes

After completion of this course, the learner will be able to:

1. Foster the development of professional knowledge to successful public librarianship
2. have knowledge of and can operate hassle free run public library system at different levels.
3. Educate and train Financial Management & Resource Sharing
4. Understand public library specific services and activities.

Course Content

UNIT-I Basics of Public Library System

8 hours

Public Library - Definition, Purpose, Functions; Development of Public Library System in India; Role of Public Library in Formal and Informal Education; Role of Government and other agencies in the Public Libraries: Organizational Structure of Public Libraries as depicted in Public Library Acts of States and Union Territories in India

UNIT-II Collection Development and Management

8 hours

Printed Information Sources: Selection, Acquisition, Evaluation; Electronic Information Sources: Selection, Acquisition, Evaluation – information Sources for Special Categories of Users: Children, Young Adults, Senior Citizens, differently abled People; Organization and Management of Library Collection

UNIT-III Financial Management & Resource Sharing

7 hours

Library Governance: Composition, and Functions of Library Authority/Library Committee in Public Library Acts of States and Union Territories in India; Financial Management: Sources of Finance, Financial Provisions in Public Library Acts; Budgeting Methods; Resource Sharing and Library Networking.

UNIT-IV Public Library Services

7 hours

Circulation Service, Reference service, Readers' Advisory Service; Information literacy Extension Services: Author Talk, Book Clubs, Exhibition, Lectures; Outreach Activities: Mobile Library Services, Online Services; Community Information Services; Automation of Public Libraries

Transaction Mode: Video based Learning, blended learning, Open Talk, Demonstration, Cooperative Teaching, Flipped Teaching

Suggested Readings:

- Curran, K., Murray, M., & Christian, M. (January 01, 2007). *Taking the information to the public through Library 2.0. Library Hi Tech, 25, 2, 288-297.*
- Garrod, P. (2004) *The Changing Face of the Public Library, Ariadne, 39, Available at <http://www.ariadne.ac.uk/issue/39/public-libraries/>*
- Gosling, M., Harper, G., & McLean, M. (October 02, 2009). *Public library 2.0: Some Australian experiences. Electronic Library, 27, 5, 846-855.*
- Goulding, Anne (2017). *Public libraries in the 21st century: Defining Services and Debating the Future. London: Routledge.*
- Higgins, Susan E. (2007). *Youth Services and Public Libraries. Oxford: Chandos Publishing*
- Koontz, Christie & Gubbin, Barbara. (2010). *IFLA public library service guidelines. 2nd Reviewed. Berlin: Walter de Gruyter & Co.*
- Matthews, Joseph R. (2005). *Measuring for results: The dimensions of public Library Effectiveness. London: Libraries Unlimited.*
- Matthews, Joseph R. & Hemon, Peter (2013). *Reflecting on the future of academic and public libraries. London: Facet Publishing.*
- McClure, C. R., & Jaeger, P. T. (2009). *Public libraries and internet service roles: Measuring and maximizing Internet services. Chicago: American Library Association.*
- McCook, Kathleen de la Pena (2011). *Introduction to public librarianship. New York: Neal Schuman Publication.*
- McMenemy, David (2009). *Public library. London: Facet publishing.*
- Nicholson, Kirstie (2017). *Innovation in public libraries: Learning from international library practice. London: Chandos Publishing.*
- Pateman, John & Willimen, Ken (2017). *Developing community-led public libraries: Evidence from the UK and Canada. London: Routledge.*
- Prentice, A. E. (2011). *Public libraries in the 21st century. Santa Barbara, Calif: Libraries*