Dr. Ram Manohar Lohia Avadh University,
Faizabad

DEPARTMENT OF LIBRARY AND INFORMATION
SCIENCE

BACHELOR OF LIBRARY AND INFORMATION
SCIENCE (B. LIB. I.Sc.)

SESSION 2018-19

Course Structure Recommended by the Board of Studies Held

24/4/18 On for 2018-19 Session
### SEMESTER - I

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**Tour Report & Viva-Voce:**

| V     | Viva-Voce & Educational Tour Report                                      | 100(50+50) |

**Maximum Marks**

|       | 1000   |

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(Handwritten notes: date on paper)
SEMESTER – I
Paper – I Foundation of Library and Information Science
Max. Marks: 70

UNIT-I Library as a Social Institution
- Library: Meaning and Definition, need, purpose and function, Role of Library in Modern Society.
- Types of Libraries: Public, Academic, & Special and Information centers and their organization and functions.
- Development of LICs in India, UK and USA (with special reference to library education)

UNIT-II Normative Principals
- Five law of Library Science and ICT Environment.
- Implications of five laws in library & Information Activities.
- Attributes of profession.
- Librarianship as a profession.
- Professional Ethics.

UNIT-III Library Legislation/Act
- Library Legislation in India, Detailed study of Tamil Nadu, West Bengal; U.P.A modern public library act/bill( structure & salient features)
- Delivery of Book Act, Press and Registration Act
- Copyright Act, Censorship

UNIT-IV Library and Information promoters and Professional Associations
- Role and activities of library association and agencies such as, ILA, IASLIB, A.L.A., ASLIB. In the development of libraries.
- Role of International Organization, UNESCO, FID, IFLA.
- Role of UGC in development of University and college libraries in India.
- Role of RRLF in the promotion of Library and Information Services.

UNIT-VI Library Resource Sharing and User Education
- Library cooperation/Resource sharing: Concept, Need, Purpose and Area of resource sharing.
- User studies and user education.
Library extension services.
Library and Information Science Education in India.

Recommended Books

SEMESTER – I

Paper – II Management of Library and Information Centers

Max. Marks: 70

UNIT-I Management
➢ Concept: Definition and Scope, Principles/Theories and Functions/Elements
➢ Management V/S Administration
➢ Scientific Management: Principles
➢ Applications to management of Libraries and Information centers.

UNIT-II Library Planning and Library Committee
➢ Library Building and Equipments
➢ Furniture’s and fittings
➢ Space Management
➢ Types of Library committee and their functions.

UNIT-III Resource Development of LICS
➢ Collection Development (Books Serials, Non Book Material)
➢ Selection Principals
➢ Library acquisition procedures
➢ Technical Procedures.

UNIT-IV Financial Management
➢ Library Finance & Budget.
➢ Principal of Budgeting, Budgeting techniques-PPBS, ZBB etc.
➢ Staff Manual
➢ Library Annual Statistics & Reports

UNIT-V Library in-house Management
➢ Circulation system (Browne, Newark and Computerized System)
➢ Stock Verification, Shelf Arrangement
➢ Conservation and Preservation: Library Binding.
➢ Library Rules and Regulations.
Recommended Books

2. AMERICAN LIBRARY ASSOCIATION. Minimum standards for public library systems. 1966. ALA, Chicago.
SEMESTER –I

Paper –III Knowledge Organization – Library Classification & Cataloguing (Theory)

Max. Marks: 80

UNIT –I Basic of Classification
➤ Definition, Need and Purpose of Classification
➤ Concept of Call Number, Class Number and Basic Number.
➤ Postulation approach to classification, five fundamentals Categories and Facet sequence.
➤ Species of Classification Scheme.
➤ Silent features of DDC, CC and UDC
➤ Notations: Definition, kinds, Functions

UNIT –II Theoretical foundation of Classification
➤ Canons Of classification.
➤ Phase relation, common isolates and other Auxiliary Tables of DDC CC and UDC.
➤ Principles of helpful Sequence & Facet Sequence.
➤ Devices; Indicator Digits & Call Number
➤ Recent Development in Classification

UNIT-III Basic of cataloguing
➤ Library catalogue: definition, functions, types & Physical forms.
➤ Kinds of Entries and their functions.
➤ History of Catalogue code.
➤ Salient features of AACR II and CCC

UNIT-IV Normative Principles and Subject Catalogue
➤ Normative Principles & Canons of cataloguing.
➤ Subject cataloguing: chain Procedure. Subject Heading List.

UNIT-V Bibliographical formats & other aspects
➤ Standards of bibliographic descriptions and record format – ISBN, ISSN, ISBD, MARC, CCF, ISO 2709/Z39.2; Dublin Core
➤ Centralised and Co-operative Cataloguing, Simplified Cataloguing.
➤ Cataloguing of Non book Materials.

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24/1/110
Recommended Books:

SEMESTER –I
PAPER –IV Computer Applications Practical
Max. Marks: 30

Hands on experience with computer operation with reference to:
- Windows
- MS- Office (MS- Word, MS-Excel, M.S. PowerPoint)
- Photoshop
- Coral Draw
- Page maker
- Desktop Publishing.
- Flowcharting.
- Web Page Design HTML

SEMESTER –I
PAPER –V Library Cataloguing Practical
Max. Marks: 30

There shall be one internal and one external examiner for practical examination. Paper shall be set by the external examiner of the Examination.
This paper will consist of two parts and to be catalogue by AACR II. Candidates will catalogue five titles out of ten titles: Three by Part I and two by part II.
PART (I) This will include single Personal author, shared responsibility, anonymous books, Encyclopedia, Dictionary, Pseudonymous works, Periodicals, corporate author, Multivolume Publications, composite works.
PART (II) This paper will include Periodicals cataloguing of specific types of Materials (Manuscripts Music, sound recordings, video recordings, Microforms, Map).
SEMESTER –II

PAPER –I INFORMATION SOURCES AND SERVICES

Max. Marks: 50

UNIT-I Reference Services:
- Concept, Definition, Needs and Trends.
- Reference Interview and Search Techniques.
- Impact and Importance.
- Implication of Five Laws

UNIT-II Information Services:
- CAS and SDI: techniques and Evaluation.
- Indexing and Abstracting Services.

UNIT-III Reference and Information Sources:
- Documentary Sources of Information: Print, none, Print, Including, Electronic.
- Non Documentary Information Sources.
- Internet as a sources of Information

UNIT IV Information Users and Their Information Needs:
- Categories of Information Users.
- Information Needs: Definition and Models.
- Information Seeking Behavior
- Users Studies: Methods, techniques and evaluation.
Recommended Books

SEMESTER -II
Paper -II BASIC OF INFORMATION TECHNOLOGY

Max. Marks: 70

UNIT-I Information Technology:
- Computer: Definition, Developments and Computer Generations
- Classification of Computers and Basic Components of a Computer
- Genesis, Concept, Definition, Needs, Objective, and Trends
- Computer Technology: Communication Technology, Tele-communication Technology, Reprography Technology.
- Fundamentals: Hardware, Software input and output devices.
- Operating System
- Information Technology Bill 2000

UNIT-II Library Automation:
- Brief History, Library automation in India.
- Planning and implementation of Library Automation
- Computerized Information Services
- Application of Bar Code technology in Library Automation

UNIT-III Digital Libraries
- Definition, needs, characteristics.
- Function of digital libraries.
- Virtual and Hybrid Library(Brief Description)
- Digital Library Software’s: D-Space, GSDL

UNIT-IV Application Software:
- Nature and types of software packages.
- Features of Indian Software Packages.
- Developmental Activities of Indian Library Software.
- Study on SOUL and ALICE & Open source software. (KOHA, EASYLIB etc.)
- Database Creation Software Package: CDS/ISIS/WINSIS(DBMS Packages)

UNIT-V Networks:
- Networking: Concept, Definition, Need Purpose, Functions
- Network types and Topologies.
- Network Based Information Services.
- INTERNET and its Services.
Recommended Books

SEMESTER –II
Paper –III Communication Skills
Max. Marks: 50

UNIT-I Communication through words:
  ➢ Process of Communication
  ➢ Barriers to Communication
  ➢ Importance of Communication
  ➢ Corporate Communication

UNIT-II Communication through technology
  ➢ Word Processor
  ➢ Desk Top Publisher (DTP)
  ➢ Power Point Presentation
  ➢ Electronic Mail
  ➢ Voice Mail

UNIT-III Writing style
  ➢ Importance of Professional writing
  ➢ Features of written Communication
  ➢ Choice of words and Phrases
  ➢ Sentence structure and Length
  ➢ Paragraph structure and length
  ➢ Final Draft

UNIT-IV Business Correspondence
  ➢ Purpose
  ➢ Structure
  ➢ Layout and Form
  ➢ Qualities
  ➢ Type
  ➢ Bank and Insurance Correspondence
  ➢ Social Correspondence

UNIT-V Research Papers & Articles
  ➢ Research Papers
  ➢ Articles
SEMESTER –II
Paper –IV LIBRARY CLASSIFICATION PRACTICAL
Max. Marks: 70

There shall be one internal and one external examiner for practical examination. Paper shall be set by the external examiner at the time of examination.

Classification of fourteen Titles out of 20 by DDC 19th ed. (80 Marks).

SEMESTER –II
PAPER –V TOUR REPORT & VIVA-VOCE
Max. Marks: 100

I- Tour Report: (50 Marks) Tour report shall be evaluated by the department. Tour report will be prepared on the basis of following criteria;

i- Introduction
ii- Name of the library and their type with historical background.
iii- Organization and Management
iv- Different types of collection
v- No. of sections and types of services
vi- Technical Processing
vii- Automation Technology used by the library
viii- Rules and regulation of Library
ix- Summary and suggestions
x- Bibliography and sources

II- VIVA-VOCE: 50 (Marks) There shall be one internal and one external examiner for viva-voce.