UNIVERSITY OF JAMMU

NOTIFICATION
(21/March/Adp/58)

It is hereby notified for the information of all concerned that the Vice-Chancellor, in anticipation of the approval of the Academic Council, is pleased to authorize the adoption of the revised Syllabi and Courses of Study in the subject of **B.Lib**.I.Sc. for Semester-I and II under the **(Non-CBCS)** Scheme **(Through Regular Mode)** in the main Campus for the examinations to be held in the years indicated against each semester as under:-

Subject	Semester	For the examinations to be held in the year
B.Lib.I.Sc	Semester-I Semester-II	December 202, 2022 and 2023 May 2022, 2023 and 2024

DEAN ACADEMIC AFFAIRS

No. F.Acd/II/21/6691- 6702
Dated: 16-03-2021

Copy to:

1. Dean, Faculty of Social Sciences
2. HOD/Convener, Board of Studies in Library and Information Science
3. All members of the Board of Studies
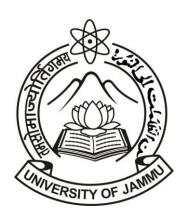4. C.A. to the Controller of Examinations
5. Director, Computer Centre, University of Jammu
6. Asst. Registrar (Conf. /Exams. 200 Prof.)
7. Incharge University Website for necessary action please

Syllabus Outline for Examination to be held in December 2021, 2022 & 2023 & May 2022, 2023 & 2024
Bachelor of Library and Information Science (B.Lib.I.Sc.)

First & Second Semester

Post Graduate Department of Library and Information Science
University of Jammu
Jammu

B.Lib.I.Sc. Programme

The following courses of study are prescribed in the First and Second Semesters of the B.Lib.I.Sc. Programme for the Session December 2021, 2022 & 2023 and May 2022, 2023 & 2024

First Semester Courses

Course Code	Title of the Course	Maximum Marks/ Credits
BL 101	Library and Information Society	100/ 6
BL 102	Knowledge Organization: Library Classification and Cataloguing (Theory)	100/ 6
BL 103	Reference and Information Sources & Services	100/ 6
BL 104	Library Management	100/ 6
BL 105 (A)	Fundamentals of Information Technology (Theory)	50/3
BL 105 (B)	Fundamentals of Information Technology (Practical)	50/3

Total Marks/ Credits: 500/ 30

Second Semester Courses

Course Code	Title of the Course	Maximum Marks/ Credits
BL 106	Library Classification (Practical) DDC and CC	100/ 6
BL 107	Library Cataloguing (Practical) AACR-II	100/ 6
BL 108	Library Operations	100/ 6
BL 109	Communication Skills	50/3
BL110 (A)	Application of IT in Libraries (Theory)	50/ 3
BL110 (B)	Application of IT in Libraries (Practical)	50/ 3

Total Marks/Credits: 450/ 27

The following courses of study are prescribed in the First Semester of B.Lib.I.Sc. Programme for the session December 2021, 2022 & 2023.

First Semester Courses

Course Code	Title of the Course	Maximum Marks/ Credits
BL 101	Library and Information Society	100/ 6
BL 102	Knowledge Organization: Library Classification and Cataloguing (Theory)	100/ 6
BL 103	Reference and Information Sources & Services	100/ 6
BL 104	Library Management	100/ 6
BL 105 (A)	Fundamentals of Information Technology (Theory)	50/3
BL 105 (B)	Fundamentals of Information Technology (Practical)	50/3

Total Marks/Credits: 500/ 30

Course Code: BL 101
Library and Information Society

Credit: 6   **Max. Marks: 100**
Duration of Exam: 3 Hours   **Semester Examination: 80 Marks**
                                                                  Internal Assessment: 20 Marks

Objectives:
- To make the students understand the basics of Library and Information Science as a subject.
- To acquaint them with the concept of a library.
- To acquaint them with the implications of Laws of Library Science and Library Legislation.
- To acquaint them with the role and functions of Library Associations.

Learning Outcomes:

The students will be able to:
- Comprehend the concept of Library and Information Society
- Understand the development of libraries with respect to their types and functions
- Understand Five laws of Library Science and their Implications
- Understand the importance of Library Legislation
- Assess the role of National and International library Associations and Organizations

Unit- I

Library: Concept and its Role in Society
Historical Development of Libraries in India
Five Laws of Library Science and their Implications
Library: Types, Objectives and Functions

Unit- II

Library Extension: Need, Importance and Methods
Resource Sharing: Concept, Needs and Methods, Library Consortia
Library Legislation: Need and Functions; Salient Features of Library Acts in India
Intellectual Property Rights

Unit- III

Role of Professional Associations at National Level: ILA and IASLIC
Role of Professional Associations at International Level: ALA and IFLA
National and International Promoters: RRRLF, UGC, UNESCO
National Information Policy

Unit- IV

Information: Characteristics, Nature, Importance and Use
Conceptual difference between Data, Information and Knowledge
Information Communication: Generation, Channels and Barriers
Information & Knowledge Society

Course Code: BL 101
Library and Information Society

Instructions for Paper-Setters / Examiners and Candidates:

- The syllabus is divided into four units.
- The examination in theory shall consist of 2 sections:
  - ❖ **Section-A:** shall be of **20 marks** and will comprise of 4 short answer type questions, one from each of the units and carrying 5 marks each. Answer should be comprehensive having 150-200 words only (all compulsory).
  - ❖ **Section-B:** shall be of **60 marks** and will comprise of 4 long answer type questions, one from each of the units and carrying 15 marks each. Answer should be 500 to 600 words with detailed analysis/ explanation/critical evaluation to the question.
- The candidates will be required to pass separately in theory and internal assessment examination.

Recommended Readings:

⇔ Dhiman, A. K. & Yashoda, R. (2005). *Learn library and society*. New Delhi: EssEss Publications.
⇔ Gupta, S. & Singh, G. (2006). *Public library system in J & K state*. Jammu: Sonal Book Enterprises.
⇔ Greer, R. C., Grover, R. J. & Fowler, S. G. (2017). *Introduction to the library and information professions.* (2nd ed.) Westport, CT: Libraries Unlimited.
⇔ Jefferson, G. (1969). *Libraries and society*. London: James Clarks.
⇔ Khanna, J. K. (1984). *Fundamentals of library organization*. New Delhi: EssEss Publications.
⇔ Khanna, J. K. (1994). *Library and society*. New Delhi: EssEss Publications.
⇔ Koontz, C. & Gubbin, B., Eds. (2010). *IFLA public library service guidelines*. Berlin: De Gruyter Saur.
⇔ Krishan Kumar (1987). *Library organization*. New Delhi: Vikas Publishing House.
⇔ National Knowledge Commission. (2007). *Libraries: Gateway to knowledge*. Delhi: NKC.
⇔ Pitroda, S. (2009). *Recommendations of the national knowledge commission*. New Delhi: Academic Foundation.
⇔ Prasher, R. G. (1991). *Information and its communication*. New Delhi: Medallion Press.
⇔ Ranganathan, S. R. (2006). *Five laws of library science*. Bangalore: Sarada Ranganathan Endowment for Library Science.
⇔ Rout, R. K. (1986). *Library legislation in India: Problems and prospects*. New Delhi: Reliance Publishing House.
⇔ Sharma, P. S. K. (1987). *Libraries and society*. New Delhi: EssEss Publications.
⇔ Singh, S. P. (2005). *Special libraries in the electronic environment*. New Delhi: Bookwell.
⇔ Sridevi, J., & Vyas, S. (2005). *Library and society*. New Delhi: Shree Publishers & Distributors.
⇔ Sujata, G. (1999). *Resource sharing and networking of university libraries*. New Delhi: EssEss Publications.
⇔ Venktappaiah, V. & Madhusudhan, M. (2006). *Public library legislation in the new millennium*. New Delhi: Bookwell.
⇔ Rubin, R. E. (2016). Foundations of library and information science. London: Facet Publishing

Course Code: BL 102
Knowledge Organization: Library Classification and Cataloguing (Theory)

Credits: 6   **Max. Marks: 100**
Duration of Exam: 3 Hours   **Semester Examination: 80 Marks**
                                                           Internal Assessment: 20 Marks

Objective:
- To acquaint with conceptual foundation of Library Classification and Library Cataloguing as a base for knowledge organization.

Learning Outcomes:
The student will be able to:

- Explain the features of different Classification Schemes
- Elucidate various facets of Notation
- Understand the concept of Library Catalogue and its Forms
- Understand the concept and features of Subject Heading Lists

Unit- I
    Library Classification Concept: Definition, Need and Purpose
    History and Development of Library Classification since 19th century
    Structure and Features of Dewey Decimal Classification (DDC)
    Structure and Features of Colon Classification (CC)

Unit- II
    Notation: Concept, Definitions, Types, Qualities and Functions.
    Canons/ Normative Principles of Classification
    Species of Library Classification
    Five Fundamental Categories: PMEST
    Postulational Approach: Steps for Practical Classification

Unit- III
    Library Catalogue: Concept, Definition, and Functions
    History and development of standard Library Catalogue Codes: ALA, AACR and CCC
    Types of Library Catalogue: Dictionary Catalogue and Classified Catalogue
    Physical Forms of Catalogues

Unit– IV
    Co-operative and Centralized Cataloguing
    Union Catalogue: Definition, Need, Purpose and Functions
    Canons of Cataloguing: An Overview
    Subject Headings - Aim, Purpose; Sear's List of Subject Heading (SLSH)

Course Code: BL 102
Knowledge Organization: Library Classification and Cataloguing (Theory)

Instructions for Paper-Setters/ Examiners and Candidates

- The syllabus is divided into four units.
- The examination in theory shall consist of 2 sections:
    - ❖ **Section-A:** shall be of **20 marks** and will comprise of 4 short answer type questions, one from each of the units and carrying 5 marks each. Answer should be comprehensive having 150-200 words only (all compulsory).
    - ❖ **Section-B:** shall be of **60 marks** and will comprise of 4 long answer type questions, one from each of the units and carrying 15 marks each. Answer should be 500 to 600 words with detailed analysis/ explanation/critical evaluation to the question.
- The candidates will be required to pass separately in theory and internal assessment examination.

Recommended Readings:

⇔ Dhyani, P. (2008). *Library Classification Theory & Principles:* New Age International (P) Ltd.

⇔ Baba, A. M. (1988). *Dewey Decimal Classification, Universal Decimal Classification and Colon Classification*. Srinagar: Gulshan Publishers.

⇔ Bose, H. (1987). *Universal Decimal Classification: Theory and practice*. Bangalore: Sterling.

⇔ Bowman, J. H. (2003). *Essential cataloguing: The basics.*UK: facet publishing.

⇔ Hussain, S. (2004). *Library classification: Facets and analyses*. Delhi: B. R. Publishing.

⇔ Krishan Kumar (1985). *Theory of classification.* New Delhi: Vikas Publishing House.

⇔ Krishan Kumar (1986). *An Introduction to AACR2: Anglo-American cataloguing rules.* (2nd ed.). New Delhi: Vikas Publishing.

⇔ Kumbhar, R. (2011). *Library classification trends in the 21St century*. Burlington: Elsevier Science.

⇔ Ranganathan, S. R. (1993). *Classification and communication*. Bangalore: Sarada Ranganathan Endowment for Library Science.

⇔ Ranganathan, S.R. (2006). *Prolegomena to library classification*. Bangalore: Sarada Ranganathan Endowment for library Science.

⇔ Ranganathan, S. R. (2006). *Classified Catalogue Code*. New Delhi: EssEss Publications.

⇔ Ranganathan, S. R. (2015). *Colon Classification*. New Delhi: EssEss Publications.

⇔ Read, J. (2003). *Cataloguing without tears: Managing knowledge in the information society*. Oxford: Chandos Publishing.

⇔ Satija, M. P. (2013). *Dewey Decimal Classification* (19th ed. – 23rd ed.). New Delhi: EssEss Publications.

⇔ Sears, M. E. (2004). *Sears list of subject headings.* (20th ed.). New York: H. W. Wilson.

⇔ Taylor, A. G. (2007). *Introduction to cataloguing and classification*. (10th ed.) New Delhi: Atlantic.

⇔ Taylor, A. G., & Miller, D. P. (2006). *Wynar's introduction to cataloguing and classification*. (10th ed.). London: Libraries Unlimited.

⇔ Viswanathan, C. G. (2008). *Cataloguing: Theory and practice*. New Delhi: EssEss Publications.

⇔ Welsh, A., & Batley, S. (2013*). Practical cataloguing*: AACR, RDA, MARC21.New Delhi: EssEss Publications.

Bachelor of Library & Information Science - First Semester
Examination to be held in December 2021, 2022 & 2023

Course Code: BL 103
Reference and Information Sources & Services

Credits: 6 **Max. Marks: 100**
Duration of Exam: 3 Hours **Semester Examination: 60 Marks**
Internal Assessment: 20 Marks
Practical: 20 Marks

Objectives:
- To provide an overview of the different categories of References Tools.
- To acquaint with the criteria for evaluation of Reference Sources (Both online and offline).
- To make acquaintance of various Web-based resources and their evaluation.

Learning Outcomes:

The student will be able to:
- Understand, identify, explore and evaluate different types of Reference Sources, including E-resources.
- Explore, Collate and Facilitate Access to the Electronic Resources, such as e- Journals, e-Books, Databases and Digital Repositories.
- Provide Library Services using sources such as Blogs, Portals, Wikis, Subject Gateways, etc.

Unit- I

Reference Service: Concept, Need and Purpose
Theories of Reference Service
Types of Reference services: Short Range Reference Service, Long Range Reference Service
Online/Digital Reference Service: Concept and techniques

Unit- II

Reference Librarian: Role, Qualities and Competencies
Types of Reference Sources: Documentary and Non- Documentary
Difference between Reference Services & Information Services
Evaluation of Reference Sources- Online and Print Parameters

Unit- III

Introduction to Electronic and Web-based Resources
E-journals and E-books, Websites etc.
Databases, Online Dictionaries, Encyclopedia etc.
Subject Gateways and Institutional Repositories (IR)

Unit- IV

Practical Component:
Evaluation of Physical and Web-based Resources: Dictionaries, Encyclopedias
Bibliographical Sources: National, Trade and Subject Bibliographies
Directories: DOAJ, ROAR and DOAR
Statistical Sources: Handbooks, Manuals, etc.
Geographical Sources, Biographical Sources
Institutional Repositories (IR) – National and International

Course Code: BL 103
Reference and Information Sources & Services

Instructions for Paper-Setters / Examiners and Candidates

- The syllabus is divided into four units.
- The examination in theory shall consist of 2 sections:
  - ❖ **Section-A**: Section-A shall be of 15 marks and will comprise of 3 short answer type questions, one from each of the units and carrying 5 marks each. Answer should be comprehensive having 150-200 words only (all compulsory).
  - ❖ **Section-B:** Section-B shall be of 45 marks and will comprise of 3 long answer type questions, one from each of the Units and carrying 15 marks each. Answer should be 500 to 600 words with detailed analysis/ explanation/critical evaluation to the question
- The practical examination will be only from unit IV of 20 marks. The assessment will be done by HOD and the teacher concerned.
- The candidates will be required to pass separately in theory, assessment and practical examination.

Recommended Readings:

⇔ Singh, G. (2013). *Information Sources Services and Systems*. New Delhi: PHI Learning Pvt. Ltd.

⇔ Cassell, K. A., & Hiremath, U. (2013). *Reference and information services: An introduction*. 3rd ed. London: Facet Publishing.

⇔ Chatterjee, Amitabha (2013). *Elements of information analysis, consolidation and repackaging (IACR).* Kolkata: Prova Prakashani.

⇔ Choudhury, G. G. (2001). *Information sources and searching on the World Wide Web*. London: Facet Publishing.

⇔ Choudhury, G. G. (2001). *Searching CD-ROM and online information sources*. London: Facet Publishing.

⇔ Grogan, D. (1992). *Practical reference work.* London: Library Association.

⇔ Higgens, C. (Ed.). (1980). *Printed reference materials*. London: Library Association.

⇔ Katz, B. (1991). *Reference and information services: A Reader for the Nineties*. Metuchen: Scarecrow Press.

⇔ Katz, William A. (1982*). Introduction to reference work: Basic information sources* (4th ed). New York: McGraw Hill.

⇔ Khanna, J. K. (2000). *Documentation and information services, systems and techniques*. Agra: Y. K Publishers.

⇔ Krishan Kumar (1980). *Reference services*. New Delhi: Vikas Publishing.

⇔ Mohapatra, M. et al. (1997). *Access to electronic information*. Bhubaneshwar: SIS Chapter

⇔ Reference & User Services Association (RUSA) (2017) 'Guidelines for implementing and maintaining virtual reference services.' Available at: http://www.ala.org/rusa/sites/ala.org.rusa/files/content/Guidelines VirtualReference_2017.pdf.

Course Code: BL 104
Library Management

Credits: 6   **Max. Marks: 100**
Duration of Exam: 3 Hours   **Semester Examination: 80 Marks**
                                                        Internal Assessment: 20 Marks

Objectives:
- To present an understanding of Management concepts, theory, principles and practice in Library & Information Centers.
- To enable students to become effective Library/Information managers.

Learning Outcomes:

The student will be able to:
- Understand the concept of Motivation and Leadership
- Monitor and Analyze the ongoing projects
- Learn various Budgeting techniques and methods
- Understand the methods and importance of Human Resource Management
- Learn Quality Assurance Techniques
- Learn the Disaster Management and Change Management Techniques

Unit- I

Management: Principles and Functions
Theories/Schools of Management Thoughts
Management by Objectives (MBO), Management Information System (MIS)
Total Quality Management

Unit- II

Change Management
Monitoring & Controlling Techniques: SWOT Analysis
Conflict Management
Disaster Management
Crisis Management

Unit- III

Leadership: Need, Purpose, Theories or Approaches
Motivation: Need, Purpose and Theories
Human Resource Management: Need, Purpose and Functions
Human Resource Planning, Human Resource Development
Performance Measurement and Evaluation Techniques

Unit- IV

Policy and Decision making
Financial Management: Need, Purpose, Principles and Sources of Finance in LICs
Budgeting Methods and Techniques, Budgetary Control System,
Costing Techniques and Cost Analysis
Marketing of Library Products and Services

Bachelor of Library & Information Science - First Semester
Examination to be held in December 2021, 2022 & 2023

Course Code: BL 104
Library Management

Instructions for Paper-Setters / Examiners and Candidates

- The syllabus is divided into four units.
- The examination in theory shall consist of 2 sections:
    - ❖ **Section-A:** shall be of **20 marks** and will comprise of 4 short answer type questions, one from each of the units and carrying 5 marks each. Answer should be comprehensive having 150-200 words only (all compulsory).
    - ❖ **Section-B:** shall be of **60 marks** and will comprise of 4 long answer type questions, one from each of the units and carrying 15 marks each. Answer should be 500 to 600 words with detailed analysis/ explanation/critical evaluation to the question.
- The candidates will be required to pass separately in theory and internal assessment examination.

Recommended Readings:

⇔ Jacobs, F. R., & Chase, R. (2017). *Operation and chain supply management*. New Delhi: McGraw Hill.

⇔ Khanna, J. K. (2008). *Advances in library administration*. Agra: Y.K. Publishers.

⇔ Krishna Kumar (2004). *Library administration and management*. Delhi: Vikas Publishing.

⇔ Krishna Kumar (2011). *Library management in electronic environment*. New Delhi: Har-Anand.

⇔ Mahapatra, P. K. (1999). *Collection management in libraries*. New Delhi: EssEss Publications.

⇔ Mittal, R. L. (2007). *Library administration: Theory and practice*. New Delhi: EssEss Publications.

⇔ Mohammad, N. & Mukherjee, B. (2016). *Knowledge management in library: Concept, tool and approaches*. London: Chandos Publishing.

⇔ Premchand, P. (2009). *Total quality management in university libraries*. Delhi: Authors Press.

⇔ Pugh, L. (2007). *Change management in library and information services.* (2nd ed) England: Ashgate.

⇔ Ranganathan, S. R. (2006). *Library administration*. New Delhi: EssEss Publication.

⇔ Sahu, A. K. (2008). *Library management: New trends*. New Delhi: Shree Publishers.

⇔ Seetharama, S. (2015). *Marketing in library and information centres*. New Delhi: EssEss Publications.

⇔ Tripathi, P.C., & Reddy, P.N. (2017). *Principles of management*. (6th ed.). New Delhi: McGraw Hill.

Course Code: BL 105 (A)
Fundamentals of Information Technology (Theory)

Credits: 3   **Max. Marks: 50**
Duration of Exam: 2 Hours   **Semester Examination: 40 Marks**
                                                                         Internal Assessment: 10 Marks

Objective:
- To familiarize with basic Concepts and components of Computer, Programming Language useful for Information Management.

Learning Outcomes:
The student will be able to:
➢ Build the concept of Computer and the functions of various units
➢ Understand the Generation and Classification of Computer
➢ To know about Character Recognition Codes
➢ Understand the concept of Computer Hardware, Software and Programming Languages

Unit- I
Computer: Concept, Need, and its Components
Evolution and Generations of Computer
Character Recognition (ASCII, ISCII, UNICODE)

Unit- II
Computer Hardware and Peripherals
Computer Software: System and Application Software
Programming Languages: Concept

Instructions for Paper-Setters / Examiners and Candidates
- The syllabus is divided into two units.
- The examination in theory shall consist of 2 sections:
  ❖ **Section-A:** Section-A shall be of **10 marks** and will comprise of 2 short answer type questions, one from each of the units and carrying 5 marks each. Answer should be comprehensive having 150-200 words only (all compulsory).
  ❖ **Section-B:** Section-B shall be of **30 marks** and will comprise of 2 long answer type questions, one from each of the Units and carrying 15 marks each. Answer should be 500 to 600 words with detailed analysis/ explanation/critical evaluation to the question.
- The candidates will be required to pass separately in theory and internal assessment examination.

Recommended Readings:
⇔ Droomy, R. G. (2004). *How to solve it by computer*. New Delhi: Prentice Hall of India.
⇔ Sinha, P. & Sinha, P. K. (2004). *Computer Fundamentals: Concepts, Systems & Applications*. BPB Publications
⇔ Leon, A. & Mathews, L. (1999). *Fundamentals of information technology*. Chennai: Vikas Pub.
⇔ Norton, A. (2006). *Introduction to computers* (2nded.). New Delhi: Tata McGraw-Hill.
⇔ O'Leary, T. J. & O'Leary, L. I. (2018). *Computing essentials 2019*. International Edition. New York: McGraw-Hill Irwin.
⇔ Pratt, T. W. & Zelkowitz, M. V. (2003). *Programming languages: Design and implementation*. (4th ed.). New Delhi: Pearson Education.
⇔ Ray, A.K., & Acharya, T. (2004). *Information technology: Principles and Applications*. New Delhi: Prentice Hall.
⇔ Schneider, G. M. & Gersting, J. L. (1998). *An invitation to computer science*. (2nd ed.). California: Brooks/Cole Publishing Company.
⇔ Senn, J. A. (2004). *Information technology: Principles, practices, and opportunities (*3rded.). N. J: Pearson Prentice Hall.
⇔ Williams, B. K. & Sawyer, S. C. (2003). *Using information technology: A practical introduction to computers and communications*. (5th ed.). New Delhi: Tata McGraw-Hill Publishing.

Bachelor of Library & Information Science - First Semester
Examination to be held in December 2021, 2022 & 2023

Course Code: BL105 (B)
Fundamentals of Information Technology (Practice)

Credits: 3   **Max. Marks: 50**
Duration of Exam: 2 Hours   **Semester Examination: 40 Marks**
                                                                 Internal Assessment: 10 Marks

Objective:
- To impart practical knowledge of Windows operating Systems, word processors, spreadsheets, and presentations.

Learning Outcomes:

The student will be able to:
- ➢ Understand the Desktop Setting in Windows O/S
- ➢ Use CMD commands and Window operating system
- ➢ Create, edit and manage files using Word Processing, Spread Sheet and Power Point Presentation software

Unit-I

Desktop Settings
Use of operating system- WINDOWS
CMD commands

Unit-II

MS Office: WORD
MS Office: EXCEL
MS office: POWER POINT

Instructions for Paper-Setters / Examiners and Candidates

- The syllabus is divided into two units.
- The practical examination will be conducted jointly by invited external examiner and the internal examiner.
- The candidates will be required to pass separately in practical examination and internal assessment examination.

Recommended Readings:

⇔ Bluttman, K. (2013). *Excel formulas and functions for dummie*s. New Jersey: John Wiley & Sons.
⇔ Jonathan, M. (2018), The Windows Command Line Beginner's Guide, independently published
⇔ Leonhard, W. (2009). *Windows 7: All in one for dummies*. New Jersey: Wiley Publishing.
⇔ Marmel, E. J. (2013). *Teach yourself visually Office 2013: The fast and easy way to learn*. Indianapolis, IN: John Wiley & Sons, Inc.
⇔ Mathews, M. S., & Mathews C. (2007). *Microsoft office word 2007 Quicksteps*. New York: McGraw Hill.
⇔ Mathews, M. S., & Cronan, J. (2005). *Microsoft office word 2003*. New York: McGraw Hill.
⇔ McCoy, J. (1996). *Mastering web design*. New Delhi: BPB.
⇔ Ritchie, C. (2003). *Operating systems incorporating UNIX and WINDOWS (3rd ed.).* New Delhi: BPB Pub.
⇔ Rutkosky, N, & Seguin, D. (2004). *Microsoft POWERPOINT 2003.* St. Paul: EMC/Paradigm.
⇔ Rutkosky, N., & Seguin, D. (2004). *Microsoft ACCESS 2003.* St. Paul: EMC/Paradigm.
⇔ Schwartz, S. A. (2013). Microsoft office 2013. Berkeley. Calif.: Peach pit Press.

The following courses of study are prescribed in the Second Semester of B.Lib.I.Sc. Programme for the Session May 2022, 2023 & 2024

Second Semester Courses

Course Code	Title of the Course	Maximum Marks/ Credits
BL 106	Library Classification (Practical) DDC and CC	100/ 6
BL 107	Library Cataloguing (Practical) AACR-II	100/ 6
BL 108	Library Operations	100/ 6
BL 109	Communication Skills	50/3
BL110 (A)	Application of IT in Libraries (Theory)	50/ 3
BL110 (B)	Application of IT in Libraries (Practical)	50/ 3

Total Marks/Credits: 450/ 27

Bachelor of Library & Information Science - Second Semester
Examination to be held in May 2022, 2023 & 2024

Course Code: BL 106
Library Classification (Practical) DDC and CC

Credits: 6
Duration of Exam: 3 Hours

Max. Marks: 100
Semester Examination: 80 Marks
Internal Assessment: 20 Marks

Objective:

- To acquaint the students with the techniques of classifying documents according to the Dewey Decimal Classification and the Colon Classification Schemes (Latest available edition).

Learning Outcomes:

The student will be able to:

➢ Construct class numbers for documents with simple, compound and complex subjects using the standard subdivisions/common isolates/auxiliary tables

PART- A
Classification of Documents According to Dewey Decimal Classification (DDC)
(Latest Available Edition)

Unit - I:

Introduction and Structure of DDC
Definitions, Notes and Instructions, Use of Relative Index
Classification of Documents: Simple Subjects
Classification of Documents: Use of Table 1
Classification of Documents: Use of Table 2

Unit - II:

Classification of Documents: Use of Tables 3 and 4
Classification of Documents: Use of Tables 5 and 6
Classification of Documents: Use of Table 7
Classification of Documents: Compound and Complex Subjects
Multiple Syntheses

PART- B
Classification of Documents According to Colon Classification Scheme (CC)
(Latest Available Edition)

Unit- III:

Introduction and Structure of CC
Definitions and Use of Annexures and Rules
Classification of Simple Subjects
Classification of Documents: Use of Space Isolates
Classification of Documents: Use of Time Isolates

Unit- IV:

Classification of Documents: Use of Language Isolates
Classification of Documents: Use of Common Isolates
Classification of Documents: Use of Devices
Classification of Documents: Use of Phase Relations
Classification of Documents: Complex Subjects

Bachelor of Library & Information Science - Second Semester
Examination to be held in May 2022, 2023 & 2024

Course Code: BL 106
Library Classification (Practical) DDC and CC

Instructions for Paper-Setters / Examiners and Candidates

- The syllabus is divided into four units.
- The examination shall consist of 3 sections including total thirty titles the candidate will be required to classify **fifteen** titles
  - ❖ **Section-A:** shall be of 20 marks and will comprise of ten titles out of which the candidate will be required to classify five titles each using Dewey Decimal Classification (Latest Available edition). Each title carries 4 marks
  - ❖ **Section-B:** shall be of 20 marks and will comprise of ten titles out of which the candidate will be required to classify five titles each using Colon Classification (Latest Available Edition), Each title carries 4 marks
  - ❖ **Section-C:** shall be of 20 marks and will comprise of ten titles out of which the candidate will be required to classify five titles each using both the schemes. Each question carries 4 marks.
- The candidates will be required to pass separately in practical and internal assessment examination.

Recommended Readings for Dewey Decimal Classification

- ⇔ Dewey, M. (1979). *Dewey Decimal Classification and Relative Index (19ᵗʰ* ed., Vol.3). Albany: Forest Press. OR Latest available edition of *Dewey Decimal Classification*
- ⇔ OCLC. (2012). *Dewey Decimal Classification. OCLC*. Available at http://www.oclc.org/dewey/ OCLC. (2012)
- ⇔ Satija, M. P. (2007). *The theory and practice of DDC system*. Oxford: Chandos.
- ⇔ Satija, M. P. (2012). *Exercises in the 23ʳᵈ edition of Dewey Decimal Classification*. Lancaster: Gazelle Book Services.
- ⇔ Shokeen, A. & Kaushik, S. (2012). *Dewey Decimal Classification: A practical manual of 23ʳᵈ edition*. Portland: International specialized book services.
- ⇔ *Web Dewey.* Available at http://www.oclc.org/dewey/resources/tutorial/

Recommended Readings for Colon Classification

- Ranganathan, S. R. (1960). *Colon Classification*. 6ᵗʰ Ed. Bangalore: Sarada Ranganathan Endowment, 1960. Reprint 2000 OR Latest available edition of *Colon Classification*
- Satija, M. P. (2011). *A Guide to the Theory and Practice of Colon Classification*. New Delhi: EssEss Publications.

Course Code: BL 107
Library Cataloguing (Practical) AACR-II

Credits: 6   **Max. Marks: 100**
Duration of Exam: 3 Hours   **Semester Examination: 80 Marks**
                                                              Internal Assessment: 20 Marks

Objective:
- To acquaint with the procedures involved in cataloguing of documents according to AACR-2
- SLSH/LCSH will be used for preparing Subject Headings.

Learning Outcomes:
The student will be able to:

- ➢ Use the catalogue code
- ➢ Prepare catalogue entries for various types of documents
- ➢ Derive subject headings using Subject Heading List or other methods

Unit- I
Introduction to AACR-II
Documents with Single Authorship
Documents with Multiple Authorship
Documents with Editors

Unit- II
Documents with Pseudonyms
Multiple Volume Works
Corporate Authorship

Unit- III
Serial publications
Uniform titles
Complexities of Periodicals

Unit- IV
Graphic and Cartographic Materials
Sound Recordings, Motion Pictures and Video Recordings
Computer Files

Course Code: BL 107
Library Cataloguing (Practical) AACR-II

Instructions for Paper-Setters / Examiners and Candidates

- The syllabus is divided into four units.
- Candidates shall be given **eight** titles out of which they will be required to catalogue fully **four** title selecting one from each unit
- The candidates will be required to pass separately in practical and internal assessment examination.

Recommended Readings for AACR-II

⇔ Gorman, M., & Winkler, P.W. (1978). *Anglo-American cataloguing rules (*2nd ed.). London: Concept Publishing Company.

⇔ Krishan Kumar (1985). *An introduction to cataloguing practice.* New Delhi: Vikas Publishing.

⇔ Krishan Kumar (2001). *Introduction to AACR-2.* (4th ed.). New Delhi: Vikas Publishing.

⇔ Miller, J. & Mc-Carthy, S. (2010). *Sear's list of subject headings* (20th ed.). New York: H. W. Wilson Company.

⇔ Nigam, D. *(2019). Cataloguing practice CCC and AACR-2R.*

⇔ Sears, M. E. (2004). *Sears list of subject headings* (20th ed.). New York: H. W. Wilson.

⇔ Singh, S. N., & Prasad, H. N. (1985). *Cataloguing manual AACR-II*. Delhi: B. R. Publishing Corporation.

⇔ Viswanathan, C. G. (2008). *Cataloguing: Theory and practice*. New Delhi: EssEss Publications.

Course Code: BL 108
Library Operations

Credits- 6   **Max. Marks: 100**
Duration of Exam: 3 Hours   **Semester Examination: 80 Marks**
                                                Internal Assessment: 20 Marks

Objectives:

- To acquaint with the essential routines and operations performed in libraries to provide effective services.

Learning Outcomes:

Students will be able to:
- ➢ Work efficiently within different section of the libraries.
- ➢ Serve the clientele effectively.
- ➢ Care and preserve the collection of Library.

Unit- I

Library Operations: An Introduction to Various Sections
Organizational Pattern of Different types of Libraries
Ethics of Librarianship and Skill developments
Library Rules and Regulations, and Library Orientation

Unit- II

Collection Development: Philosophy, Purpose and Policy
Collection Development: Tools and Principles
Acquisition of Print, Non-Print material, and Serials
Library Infrastructure: Building, Furniture, etc.

Unit- III

Technical Processing: Functions and Procedures
Circulation Section: Functions, Charging and Discharging Systems
Preservation and Conservation of Library Materials
Library Statistics and Annual Reports

Unit- IV

Library Authority and Library Committee
Library Finance: Sources
Stock Verification: Methods and Tools
Weeding out

Course Code: BL 108
Library Operations

Instructions for Paper-Setters / Examiners and Candidates:

- The syllabus is divided into four units.
- The examination in theory shall consist of 2 sections:
  - ❖ **Section-A:** shall be of **20 marks** and will comprise of 4 short answer type questions, one from each of the units and carrying 5 marks each. Answer should be comprehensive having 150-200 words only (all compulsory).
  - ❖ **Section-B:** shall be of **60 marks** and will comprise of 4 long answer type questions, one from each of the units and carrying 15 marks each. Answer should be 500 to 600 words with detailed analysis/ explanation/critical evaluation to the question.
- The candidates will be required to pass separately in theory and internal assessment examination.

Recommended Readings:

⇔ Budd, J.M. (2018). *The changing academic library: Operations, culture, environment*. (3rd ed.). US: ACRL.

⇔ Elguindi, A. C., & Schmidt, K. (2012). *Electronic resource management: Practical perspectives in a new technical services model*. Oxford: Chandos.

⇔ Johnson, P. (2004). *Fundamentals of collection development and management*. Chicago: American Library Association.

⇔ Krishan Kumar (1987). *Library administration and management*. Delhi: Vikas Publishing.

⇔ Magrill, R. M. (1989). *Acquisitions management and collection development in libraries* (2nd ed). Chicago: American Library Association.

⇔ Millard, S. (2004). *Introduction to serials work for library technicians*. U.S.A: Haworth Press.

⇔ Moran & Morne. R. (2017*). Library and information center management*. (9th ed.). US:ABC-CLIO.

⇔ Moran, Morner & Stueart (2012). *Library and information center management*. (8th ed.). US: ABC-CLIO.

⇔ Mukherjee, A. K. (1974). *Book selection, principles, practices and tools*. Calcutta: World Press.

⇔ Nihar K. P. (2017). *Digital Disruption and Electronic Resource Management in Libraries*. Oxford: Chandos.

⇔ Preer, J. (2008). *Library ethics*. Colorado: Libraries unlimited.

⇔ Ranganathan, S. R. (1989). *Library administration* (2nd rev. ed.). Bangalore: Sarada Ranganathan Endowment for Library Science.

⇔ Stueart, R. D. & Sullivan, M. (2010). *Developing library leaders: A How-to-do-it manual for coaching, Team building, and mentoring library staff.* US: Neal-Schuman Publishers.

Course Code: BL 109
Communication Skills

Credits: 3   **Max. Marks: 50**
Duration of Exam: 2 Hours   **Semester Examination: 40 Marks**
                                                                                       Internal Assessment: 10 Marks

Objectives:
- To facilitate the learners in acquiring listening and speaking competence
- To assist the learners in independent language comprehension and production
- To make the students aware of the different communicative functions of English
- To inculcate various communication skills among the students.

Learning Outcomes:

At the end of the semester the students will be able to:
➢ Understand the basic concept of Communication and its types.
➢ Present himself for the Job interview
➢ Read aloud a text with Proper stress and intonation
➢ Enact a dialogue on a specific situation with proper contextual language markers
➢ Speak independently on a given topic

Unit- I

Communication Fundamentals
Job Interview: Self-Introduction, Importance, Preparation of Portfolio and Curriculum Vitae
Workplace Skills: Presentation Skills, Electronic Media in Communication

Unit- II

Workplace skills: Group Discussion Skills, Body Language
Writing Skills: Basic Guidelines
Writing Skills: Formal and Informal Letters, Layout and Content, Official Writings
Writing Skills: Proposal and Reports

Instructions for paper-setters / examiners and candidates
- The syllabus is divided into two units.
- The examination in theory shall consist of 2 sections:
  ❖ **Section-A:** shall be of **10 marks** and is compulsory.
  ❖ **Section-B:** shall be of **30 marks** and will comprise of 2 long answer type questions, one from each of the Units and carrying 15 marks each. Answer should be 500 to 600 words with detailed analysis/ explanation/critical evaluation to the question.
- The candidates will be required to pass separately in theory and internal assessment examination.

Course Code: BL 109
Communication Skills

<u>**Recommended Readings:**</u>
- Pease, B. & Pease, A. (2004). *The Definitive Book of Body Language*. Australia: McPherson's Printing Group.
- Alred, G. J., Brusaw, C. T., & Oliu, W. E. (2018). *The Handbook of Technical Writing*. Bedford/St. Martin
- Banks, T., (2012). *Writing for Impact*. Cambridge University Press.
- Beattie, G., (2003). *Visible Thought the New Psychology of Body Language*. Routledge.
- Bentley, T. J., (2004), *Report Writing in Business: The Effective Communication of Information*. Viva Books Pvt. Ltd. New Delhi, print.
- Bowstead, J. M., (2011). *A Guide to Preparing your Portfolio*. A&C Black.
- Brock, S. L., (2004). *Writing Business Proposals and Reports.* New Delhi: Viva Books Pvt Ltd.
- Corfield, R., (2010). Preparing the Perfect CV. Kogan Page India Private Limited.
- Dignen, B, (2013). *Communicating in Business English*. Compass Publishing.
- Eastwood, J. (2000). *Oxford Practice Grammar: With Answers*. Oxford University Press.
- Forsyth, P. (2009). *How to Be Better at Writing Reports and Proposals*. Kogan Page Ltd.
- Furman, (2003). *Effective Group Discussion: Theory and Practice*. McGraw-Hill.
- Greenhall, M., (2004). *Report Writing Skills Training Course*. UK: Universe of Learning Ltd.
- Gupta, N.K., (2012). *Cracking the Job Interviews*.G4 IBC Academy.
- Hamper. R. J & Baugh, L., (2011). *Handbook for Writing Proposals*, McGraw Hills.
- Hewings, M. & Thaine, C., (2012). *Cambridge Academic English C1 Advanced Student's Book*. Cambridge University Press.
- Hughes, J, & Mallett, A., (2012). *Successful Presentations DVD and Student's Book Pack*. Oxford University Press.
- Patnaik, P. (2011). *Group Discussion and Interview Skills with CD*. India: Cambridge University Press.
- Rogers, J. (2011). *Job Interview Success: Your Complete Guide to Practical Interview Skills*. McGraw-Hill Professional Publishing.
- Schnurr, S. (2012). *Exploring Professional Communication*. Routledge.
- Smith, D. G., (2007). *Express Series English for Telephoning.* Oxford University Press.
- Sweeney, S. (2004). *Communicating in Business: A Short Course for Business English Students*. Cambridge Professional English.
- Boldt, A. G. & Enelow, W. S. (2006). *No-Nonsense Resumes: The Essential Guide to Creating Attention-Grabbing Resumes That Get Interviews & Job Offers*. Career Press.
- Whitmore, T. (2011). *How to Write an: Impressive CV & Cover Letter*. Rupa & Co.

Bachelor of Library & Information Science - Second Semester
Examination to be held in May 2022, 2023 & 2024

Course Code: BL 110 (A)
Applications of IT in Libraries (Theory)

Credits: 3   **Max. Marks: 50**
Duration of Exam: 2 Hours   **Semester Examination: 40 Marks**
                                                                Internal Assessment: 10 Marks

Objective:
- To familiarize with basic concepts and components of telecommunication, networking, their protocols, standards and security.

Learning Outcomes:
The student will be able to:
- Identify and state the features of telecommunication channels, modes, media, modulation, standards and protocols
- Highlight the nature and components of computer networks and their protocols and standards
- Understand concept of Internet and search engines
- Understand the concept of OSI

Unit- I
Need and Importance of IT in Library & Information Services
Data Communication and Telecommunication: Concept, Need and Transmission Media
Network: Topology and Architecture

Unit- II
Internet: Overview and History
Uniform Resource Identifiers, Hyper Text, Hyper Link, and Hyper Media
Internet Protocol: HTTP, HTTPS, FTP, Remote Login, Z39.50, OAI-PMH
Seven layers of OSI Model
Web 2.0 & Web 3.0: Concept, Development and Features

Course Code: BL 110 (A)
Applications of IT in Libraries (Theory)

Instructions for Paper-Setters / Examiners and Candidates

- The syllabus is divided into two units.
- The examination in theory shall consist of 2 sections:
  - ❖ **Section-A:** Section-A shall be of **10 marks** and will comprise of 2 short answer type questions, one from each of the units and carrying 5 marks each. Answer should be comprehensive having 150-200 words only (all compulsory).
  - ❖ **Section-B:** Section-B shall be of **30 marks** and will comprise of 2 long answer type questions, one from each of the Units and carrying 20 marks each. Answer should be 500 to 600 words with detailed analysis/ explanation/critical evaluation to the question.
- The candidates will be required to pass separately in theory and internal assessment examination.

Recommended Readings:

⇔   Leon-Garcia, A. & Widjaja, I. (2000). *Communications Networks*: Tata McGraw Hill.

⇔   Kurose, J. F. & Ross, K.W. (2002). *Computer Networkin*g: *A Top-Down Approach Featuring the Internet*: Pearson.

⇔   Tanenbaum, A. S. (2003). *Computer Networks*, 4th Edition. New Delhi: Pearson.

⇔   Stallings, W. (2013). *Data and Computer Communications*. New Delhi: Pearson.

⇔   Forouzan, B. A. (2007). *Introduction to Data Communication & Networking*. Boston: McGraw Hill.

⇔   Pandya, R. (1999). *Mobile and Personal communication services and systems*. New Delhi: Prentice Hall of India.

⇔   Sharda, N. K. (1999). *Multimedia information networking*. New Delhi: Prentice Hall of India.

⇔   Viswanathan, T. (2005). *Telecommunication Switching Systems and Networks*. New Delhi: Prentice Hall of India.

⇔   Breeding, M. (2012). *Cloud computing for libraries*. Chicago: ALA.

⇔   Mukhopadhyay, P. (2014). Library automation processes. Unit 2 In BLIS – Course 9 (ICT in Libraries), New Delhi: IGNOU.

⇔   Ryan, J. (2013). *A History of the Internet and the Digital Future.* London: Reaktion Books.

⇔   Sinha, P & Sinha, P.K. (2004). *Computer Fundamentals: Concepts, Systems & Applications.* BPB Publications.

⇔   Chowdhury, G. & Chowdhury, S. (2001) *Information sources and searching on the world wide web.* Facet Publishing, UK.

Bachelor of Library & Information Science - Second Semester
Examination to be held in May 2022, 2023 & 2024

Course Code: BL 110 (B)
Applications of IT in Libraries (Practical)

Credits: 3   **Max. Marks: 50**
Duration of Exam: 2 Hours   **Semester Examination: 40 Marks**
                                                                                                Internal Assessment: 10 Marks

Objective:
- To impart practical knowledge of Internet Settings creating E-mail Account, Search Techniques and Installation of software

Learning Outcomes:
The student will be able to:
➢ Create and customize E-mail Account
➢ Apply various Search Techniques
➢ Use web OPAC
➢ Install software

Unit- I

Internet Settings - Default Search Engine/Website, Clearing History, Blocking Sites, etc.
Search Techniques, Search Engines and Meta Search Engines
E-Mail Account: Features and Settings

Unit- II

Web-OPAC
Installation of Software
Creation of Library Blogs

Instructions for paper-setters / examiners and candidates

- The syllabus is divided into two units.
- The practical examination will be conducted jointly by invited external examiner and the internal examiner.
- The candidates will be required to pass separately in practical examination and internal assessment examination.

Recommended Readings:

⇔   Leon-Garcia, A. & Widjaja, I. (2000). *Communications Networks*: Tata McGraw Hill.
⇔   Kurose, J. F. & Ross, K.W. (2002). *Computer Networkin*g: *A Top-Down Approach Featuring the Internet*: Pearson.
⇔   Tanenbaum, A. S. (2003). *Computer Networks*, 4th Edition. New Delhi: Pearson.
⇔   Forouzan, B. A. (2007). *Introduction to Data Communication & Networking*. Boston: McGraw Hill.
⇔   Viswanathan, T. (2005). *Telecommunication Switching Systems and Networks*. New Delhi: Prentice Hall of India.
⇔   Mukhopadhyay, P. (2014). Library automation processes. Unit 2 In BLIS – Course 9 (ICT in Libraries), New Delhi: IGNOU.

****