

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

**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**

<b>Course Code</b>	<b>Title of the Course</b>	<b>Maximum Marks/ Credits</b>
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  
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**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  
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**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* (19<sup>th</sup> 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 23<sup>rd</sup> edition of Dewey Decimal Classification*. Lancaster: Gazelle Book Services.
- ⇔ Shokeen, A. & Kaushik, S. (2012). *Dewey Decimal Classification: A practical manual of 23<sup>rd</sup> 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*. 6<sup>th</sup> 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.

**Bachelor of Library & Information Science - Second Semester  
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**Course Code: BL 107  
Library Cataloguing (Practical) AACR-II**

**Credits: 6**

**Duration of Exam: 3 Hours**

**Max. Marks: 100**

**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

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**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** titles 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* (2<sup>nd</sup> ed.). London: Concept Publishing Company.
- ⇔ Krishan Kumar (1985). *An introduction to cataloguing practice*. New Delhi: Vikas Publishing.
- ⇔ Krishan Kumar (2001). *Introduction to AACR-2*. (4<sup>th</sup> ed.). New Delhi: Vikas Publishing.
- ⇔ Miller, J. & Mc-Carthy, S. (2010). *Sear's list of subject headings* (20<sup>th</sup> 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* (20<sup>th</sup> 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.

**Bachelor of Library & Information Science - Second Semester  
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**Course Code: BL 108  
Library Operations**

**Credits- 6**  
**Duration of Exam: 3 Hours**

**Max. Marks: 100**  
**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

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Examination to be held in May 2022, 2023 & 2024**

**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*. (3<sup>rd</sup> 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* (2<sup>nd</sup> 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*. (9<sup>th</sup> ed.). US:ABC-CLIO.
- ⇔ Moran, Morner & Stueart (2012). *Library and information center management*. (8<sup>th</sup>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.

**Bachelor of Library & Information Science - Second Semester  
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**Course Code: BL 109  
Communication Skills**

**Credits: 3  
Duration of Exam: 2 Hours**

**Max. Marks: 50  
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.



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**Course Code: BL 109  
Communication Skills**

**Recommended Readings:**

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

**Credits: 3**

**Duration of Exam: 2 Hours**

**Max. Marks: 50**

**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

**Bachelor of Library & Information Science - Second Semester  
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**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 Networking: 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**

**Duration of Exam: 2 Hours**

**Max. Marks: 50**

**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 Networking: 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.

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