



**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

Semester

Course Structure Recommended by the Board of Studies Held

24/4/18 On for 2018-19 Session

R.K. Singh
24/4/18

[Signature]
24/4/18



Dr. Ram Manohar Lohia Avadh University, Faizabad

DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE

Bachelor of Library and Information Science (B.Lib. I.Sc.)

Course Structure Recommended by the Board of Studies Held

24/4/18 On for 2018-19 Session

DISTRIBUTION OF MARKS

SEMESTER –I

Paper	Title	Marks	
		Theory	Sessional IA/Viva/GD/Seminar
I	Foundation of Library and Information Science	80	20
II	Management of Library and Information Centers	80	20
III	Knowledge Organization – Library Classification & Cataloguing (Theory)	80	20
IV	Computer Application Practical	80	20
V	Library Cataloguing Practical	80	20

SEMESTER –II

Paper	Title	Marks	
		Theory	Sessional IA/Viva/GD/Seminar
I	Information Sources & Services	80	20
II	Basics of Information Technology	80	20
III	Communication Skills	80	20
IV	Library Classification Practical	80	20

Tour Report & Viva-Voce:

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

Maximum Marks	1000
---------------	------

[Handwritten Signature]
24/4/18 24/4/18

SEMESTER –I

Paper –I Foundation of Library and Information Science

Max. Marks: 80

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.
- National Libraries of India, U.K. and U.S.A.(concept, functions & services)
- 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 –Need, purpose & objectives.
- 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
- Intellectual Property Act.

UNIT-IV Library and Information promoters and Professional Associations

- Role and activities of library association and agencies such as, ILA, IASLIC, 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.

S.K. Singh
24/4/18 24/4/18

- Library extension services.
- Library and Information Science Education in India.

Recommended Books

1. BENGE (Ronald). Libraries and Cultural Change. 1970. Clive Bingley, London.
2. CHAPMAN (E A) and LYNDEN (F C). Advances in Librarianship. 24V. 2000. Academic Press, San Diego.
3. HESSEL (A). History of libraries. Tr. by Reuben Peiss. 1955. Scarecrow Press, New York.
4. INDIA, LIBRARIES (Advisory Committee for): Report. 1955. Manager of Publications, Delhi.
5. KRISHAN KUMAR. Library Organisation. 1993. Vikas, New Delhi.
6. McCOLVIN (L R). Public library extension. 1951. UNESCO, Paris.
7. MURISON (W J). Public Library: Its origin, purpose and significance. Ed 2. 1971. Harrap, London.
8. PEDLEY (P). Copyright for library and information service professionals. Ed 2. 2000. Europa Pub, London.
9. RADDON (R), Ed. Information dynamics. 1996. Gower, London
10. RANGANATHAN (S R). Five laws of Library Science. Ed. 2. 1989. Sarada Ranganathan Endowment for Library Science, Bangalore.
11. RANGANATHAN (S R), Ed. Free book service for all: An International survey. 1969. Asia Publishing House, Bombay.
12. RANGANATHAN (S R). Library development plan: A thirty year programme for India with draft bill. 1950. University of Delhi, Delhi.
13. RUBIN (Richard E). Foundation of Library and Information Science. Ed 2. 2004. Neal- Schuman, New York.
14. TOTTERDELL (A), HARNSEY (A) and PULLEN (L). The library and information work primer. Ed. 2. 2001. Library Association, London.
15. UNESCO. National libraries: Their problems and prospects. 1960. Unesco, Paris.
16. WHITE (Carl M), Ed. Bases of modern librarianship. 1964. Pergamon Press, New York.

Handwritten signature: A.K. Singh
Handwritten date: 24/11/18
Handwritten mark: A box with a checkmark and the number 24/11/18

SEMESTER –I

Paper –II Management of Library and Information Centers

Max. Marks: 80

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.

[Handwritten signature]
24/4/18

[Handwritten signature]
24/4/18

Recommended Books

1. ALA LIBRARY BUILDING AND EQUIPMENT INSTITUTE. Guidelines for Library Planners. 1960. ALA, Chicago.
 2. AMERICAN LIBRARY ASSOCIATION. Minimum standards for public library systems. 1966. ALA, Chicago.
 3. EATON (T), Ed. Contribution to American Library History. 1961. Union Book Store, Champaign.
 4. ESDAILE (A). National Libraries of the world. Ed. 2. 1957. Library Association, London.
 5. JOECKEL (CB). Government of the American Public Library. 1935. University Press, Chicago.
 6. KRISHAN KUMAR. Library administration and management. 1993. Vikas, New Delhi.
 7. LAWES (Ann), Ed. Management skills for the information manager. 1993. Ashgate Pub. U.K.
 8. LOCK (R N). Library administration. Ed. 3. 1973. Philosophical Library, New York.
 9. LOWES (Ann), Ed. Management skills for the information manager. 1993.
 10. McCOLVIN (LR). Public Library System of Great Britain. Report on its present conditions with proposals for reorganization. 1942. Library Association, London.
 11. PRYTHERCH (Ray), Ed. Handbook of library and information management. 1998. Gower Publishing, England.
 12. RANGANATHAN (SR). Library Development Plan: A Thirty Year Programme, India with draft Library Bill. 1950. University of Delhi, Delhi.
 13. RANGANATHAN (S R). Library administration. Ed. 2. 1989. Sarada Ranganthan Endowment for library science, Bangalore.
 14. THOMPSON (James). Introduction to university library administration. Ed. 3. 1979. Clive Bingley, London
 15. URWICK (L). Elements of administration. Ed. 2. 1947. Pitman, London.
 16. WHITE (Carl M), Ed. Bases of modern librarianship. 1964. Pergamon Press, New York.
- WITHERS (F N). Standards for library service: An international survey. 1974. UNICCO, Paris.

24/4/18
24/4/18

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.
- Filling of Catalogue Entries & Alphabetization.

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.

Handwritten signature and date:
24/4/18
24/4/18

Recommended Books:

1. DEWEY (Melvil). Dewey Decimal classification. (DDC 21).1996.Forest Press, New York
2. KRISHAN KUMAR. Theory of Classification.1993.Vikas Publications, New Delhi.
3. MANN (Margaret). Introduction to Cataloguing and the Classification of Books. Ed 2. 1943. ALA, Chicago.
4. RANGANATHAN (S R). Prolegomena to Library Classification. Ed 3. 1989. Sarada Ranganathan Endowment for Library Science, Bangalore.\
5. RANGANTHAN (S R). Colon Classification. (6th Ed).1960. Sarada Ranganathan Endowment for Library Science, Bangalore.
6. RANGANTHAN (S R). Descriptive Account of the Colon Classification. 1990. Sarada Ranganathan Endowment for Library Science, Bangalore.
7. SAYERS (W C B). Introduction to Library Classification. Rev by Arthur Maltby. Ed 9. 1958.Grafton, London.
8. SAYERS (W C B). Manual of Classification for Librarians. Rev by Arthur Maltby. Ed 5. 1975.Andre Deutsch, London.
9. WYNAR (Bohdan S). Introduction to cataloguing and classification. Ed 7. 1985. New York
11. UNIVERSAL DECIMAL CLASSIFICATION (3RD Ed.). F.I.D.1961. British Standard Institution, London.

Q. K. Singh
24/4/18

[Signature]
24/4/18

SEMESTER –I
PAPER –IV Computer Applications Practical

Max. Marks: 80

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: 80

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).

RK Singh
24/4/18

SEMESTER –II
PAPER –I INFORMATION SOURCES AND SERVICES

Max. Marks: 80

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:

- Information Services: Concepts, Definition, Needs and trends.
- 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.
- Nature, Characteristics, Utility and Evaluation of different types of information sources.
- 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.

[Handwritten signature]
[Handwritten signature]
24/4/18

Recommended Books

1. BATRA (B.B.). Information Technology: Opportunities and Challenges. 2001. Delhi. Kalpaz Publications. Delhi.
2. BROPHY (Peter). Library in the twenty first century: New services for the information age. 2000. Library Association, London.
3. BROPHY (Rowley). The basics of information systems. 1996. Library Association, London.
4. Date (C.J.) An introduction to database system. 1997. Narora publishing: New Delhi
5. DHIMAN (Anil Kumar). Basics of information technology for libraries and information scientists. 2003. ESS ESS publication. New Delhi.
6. DHYANI (P.). Directory of Information Services and Computer Application.
7. Discovering Microsoft Office 2000: Premium and professional. 1999. Microsoft Corporation, U.S.A.
8. FERRIS (Jeffrey A). WINDOW 2000: Development and desktop management. 2000. Pearson Education, New Riders.
9. Getting Started Microsoft Windows 98. 2nd Ed. 1999. Microsoft Corporation, U.S.A.
10. MADAN (Somnath). Computer and Library Services. 1987. Common wealth. New Delhi.
11. MINASI (Mark). Mastering Windows NT Server 4. Ed. 7. Sybex Inc. U.S.A.
12. Mini-Micro CDS/ISIS: Reference Manual and CDS/ISIS PASCAL Manual. 1989. UNESCO, Paris.
13. SEGHAL (R. L.). Computing and Disk Operating Systems for Librarians. 1994. Ess Ess Publications. New Delhi.
14. SHUKLA (R.L.). Information Technology in Next Millennium. 2000. Rajat Publications. New Delhi.
15. SINHA (P.K.). Computer Fundamentals. 2001. BPB Publication. New Delhi
- STALLINGS (William). Operating systems. 2000. 2nd edition. Prentice hall of India. New Delhi.

Handwritten signature and date:
24/11/18
24/11/18

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.
- Management and challenges 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.

K. Singh
02/04/18 *24/4/18*

➤ INFLIBNET, DELNET, UGC-INTERNET, OCLC, CALIBNET.

Recommended Books

16. BATRA (B.B.). Information Technology: Opportunities and Challenges. 2001. Delhi. Kalpak Publications. Delhi.
17. BROPHY (Peter). Library in the twenty first century: New services for the information age. 2000. Library Association, London.
18. BROPHY (Rowley). The basics of information systems. 1996. Library Association, London.
19. Date (C.J.) An introduction to database system. 1997. Narora publishing: New Delhi
20. DHIMAN (Anil Kumar). Basics of information technology for libraries and information scientists. 2003. ESS ESS publication. New Delhi.
21. DHYANI (P.). Directory of Information Services and Computer Application.
22. Discovering Microsoft Office 2000: Premium and professional. 1999. Microsoft Corporation, U.S.A.
23. FERRIS (Jeffrey A). WINDOW 2000: Development and desktop management. 2000. Pearson Education, New Riders.
24. Getting Started Microsoft Windows 98. 2nd Ed. 1999. Microsoft Corporation, U.S.A.
25. MADAN (Somnath). Computer and Library Services. 1987. Common wealth. New Delhi.
26. MINASI (Mark). Mastering Windows NT Server 4. Ed. 7. Sybex Inc. U.S.A.
27. Mini-Micro CDS/ISIS: Reference Manual and CDS/ISIS PASCAL Manual. 1989. UNESCO, Paris.
28. SEGHAL (R. L.). Computing and Disk Operating Systems for Librarians. 1994. Ess Publications. New Delhi.
29. SHUKLA (R.L.). Information Technology in Next Millennium. 2000. Rajat Publications. New Delhi.
30. SINHA (P.K.). Computer Fundamentals. 2001. BPB Publications. New Delhi
- STALLINGS (William). Operating systems. 2000. 2nd edition. Prentice hall of India. New Delhi.

Handwritten signature: K. Singh
Handwritten date: 24/4/18
Handwritten initials: ST

SEMESTER –II
Paper –III Communication Skills

Max. Marks: 80

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

L.K. Singh
24/4/18 *24/4/18*

SEMESTER –II
Paper –IV LIBRARY CLASSIFICATION PRACTICAL
Max. Marks: 80

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: (50Marks) 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.

L.K. Singh
24/4/18 
24/4/18