

Department of Library and Information Science

Veer Narmad South Gujarat University, Surat



**Accredited with CGPA of 3.02 on seven point
scale at 'A' grade by NAAC**

**Revised syllabus for
Bachelor of Library and Information Science
(As per C.B.C.S.)**

(Faculty : Arts)

Syllabus to be implemented from 2011-2012 - onwards.

VEER NARMAD SOUTH GUJARAT UNIVERSITY, SURAT

FACULTY OF ARTS

DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE

Syllabus for the Degree of the Bachelor of Library and Information Science

INTRODUCTION:

Libraries have already proved their worth as important institutions for self-education. Formal education can be had, from Schools, Colleges and Universities, but it is only the Library which can educate man in all dimensions.

The importance of Libraries as intermediates supporting cultural, educational and communicational activities of the society is not only fully recognised, but, of late, renewed emphasis is being placed on them as instruments of social change. As media of dissemination of recorded thought, their importance is unique, especially in the context of explosion of information.

The techniques of library services have made great advances during last few decades with the result that the libraries are better planned, organised, equipped and administered, the book-stocks are more effective and better arranged and the readers are given increased facilities and greater assistance. Library is an asset of modern education and research. The situation has been created in such a way that the society cannot breathe without the library.

The libraries to-day are not expected to be mere store-houses of books, and librarian a mere custodian of books. To-day with vast graphic material a modern library is supposed to amass has a definite value and has its task in the advancement of research on one side and the advancement of society on the other.

For all this, an elaborate planning in every field demands specialised training and so also in librarianship. A systematic training for personnel in modern libraries has become an absolute necessity to meet the demands. The skills that are now expected of those who man these modern libraries have become rather sophisticated. Entrants to this profession should therefore possess requisite intellectual background and a sense of avocation, in order to enable them to work with confidence, initiative and expertise so necessary for success when they embrace this profession.

Syllabus

Paper I: Foundation of Library and Information Science (paper I)

Unit 1: Library as a Social Institution

- Social and Historical foundation of Library
- Different types of Libraries and their Features and Functions : Academic, Public, Special
- Libraries and National Library of India.
- Role of Library in formal and informal education.

Unit 2: Normative Principles of Library and Information Science

- Five Laws of Library Science
- Implications of Five Laws in Library and Information Science

Unit 3: Landmarks of Library Movements

- Landmarks of Library Movements in U.K and U.S.A.
- Library Movements in India

Unit 4: Library Development

- Development of Libraries in India with Special Reference to Gujarat.
- Role of UGC in Developing Academic Libraries: Various Commissions and Committees
- Resource Sharing : Concept, Need and application in Libraries and Information Centers
- Library Consortia: Definition, Purpose, Functions, Consortia in India

Paper II: Knowledge Organization, Information Processing and Retrieval (Paper I)

Unit 1 : Document Classification

- Library Classification: Definition, Scope and Purpose
- Notational System: Meaning, Need, Types, Qualities and Functions of Notation, Three Planes of Work.
- Normative Principles of Classification and their Application.

Unit 2: Scheme of Classification

- Overview of schemes of classification.
- Detailed Study of DDC (19th Edition)
- Call Number: Class Number, Book Number, Collection Number
- New Trends in Library Classification.

Unit 3: Document Cataloguing

- How to read a book technically.
- Catalogue: Purpose, Structure and types, physical forms, filing rules.
- Normative Principles of Cataloguing.
- Overview of Standard Codes of Cataloguing
- OPAC (Online Public Access Catalogue)

Unit 4: Standards of Cataloguing Code

- AACR II: Salient Features
- Subject Heading: Definition, Evolution, Importance, Sear's list and Library of Congress list of Subject Headings.
- Relation between Classification and Cataloguing
- Cost effectiveness and Cost benefit analysis
- Outsourcing

Paper III: Management of Libraries and Information Centers (paper I)

Unit 1 : Management

- Management: Concepts, Definition, Historical overview
- Principles and Functions of Management (POSDCORB)
- Concept of Scientific Management

Unit 2 : Human Resource Management

- Organizational structure of staff
- Job Description, Job Analysis, Job Evaluation., Performance Appraisal
- Motivation, group Dynamics Delegation of Authority, Communication and Participation
- Inter-personal Relations
- Recruitment Procedure
- Disciplines and Grievances

Unit 3: Financial Management

- Resources Mobilization
- Budgeting Techniques
- Budgetary Control

Unit 4: Planning

- Definition and Need
- Policies and procedures
- Library Building : Features, Standards, Space Management, Furniture and Equipments
- Risk Management, Contingency Management

Paper IV: Information Sources and Services (paper I)

Unit 1: Fundamental Sources of Information

- Categories of Information Sources : Primary, Secondary and Tertiary
- Study of Reference Sources: Dictionaries, Encyclopedias, Almanacs, Year Books, Directories, Handbooks, Manuals, Bibliographies, Educational and Geographical, Reference Sources

Unit 2: Information Sources and their evaluation

- Evaluation of different types of Information sources

- Electronic Information Sources : E-documents and databases

Unit 3: Information Service

- Definition, Need, Scope
- Types of information service: Ready Reference, Long Range Reference, Referral
- Information Services in different types of Libraries
- Gateways, Digital libraries, forum, etc.

Paper V: Information Technology Basics (paper I)

Unit .1 Information Technology

- Definition, Need, Scope and Objectives
- Components of Information Technology
- Applications of Information Technology

Unit 2 : Computer Basics

- Introduction to Computers : Definition, Characteristics, Component and their Functions
- Overview of Historical Development of Computers
- Generations of Computers, Classification of Computers

Unit 3. Computer Architecture

- Hardware: Various Input and Output devices, Various Storage devices used.

Unit. 4. Computer Software

- Operating Systems: Single & Multi User Systems, Basic features of MS-DOS, MS Windows, Linux, UNIX, Windows NT
- Types of Software's: System Software, Application Software
- Programming Languages: Concept and Types, Algorithm and Flowcharting.

Paper VI: Library and Users (paper I)

Unit 1: Information Users and their needs

- Identification of Information user
- Categories of information users, Academic Community- Teachers and Students, Scientist and Technologists, R & D Personnel, Other Professionals, Planners, Policy Makers, Ethnic groups
- Information Need- Definition and Models
- Information Seeking Behaviors

Unit 2: Information Literacy

- Definition and need,
- Information Literacy Activities : Library Bibliographic instructions, Library tour, Initiation to Freshman, Library Orientation.

Unit 3. User Orientation Programme

- Need and objectives
- Conventional and modern Techniques: Study tour, Newsletters, Handbooks, Leaflets, PowerPoint Presentation, Websites

Unit 4 User Study

- Meaning and importance
- Planning and Organization
- Methods/ Techniques of User Studies.
- Methods for data collection : Proforma, Interview and Record Analysis
- Evaluation of user study.

Practical's – Semester I

VII: Knowledge Organization– I

Classification of Documents Using DDC (19th Ed.)

- Classification of documents representing simple subject.
- Classification of documents having common sub-divisions.
- Classification of documents representing compound subject.
- Classification of documents representing complex subject.
- Assigning Book Number.

VIII: Knowledge Organization– II

Cataloguing of Documents.

- Using AACR- II
- Cataloguing of Simple documents
- Cataloguing of complex documents
- Assigning subject Headings

Semester – II

Paper I: Foundation of Library & Information Science (paper II)

Unit 1: Laws Relating to Libraries and Information

- Library legislation Need, Purpose and Features.
- Library legislation in India
- Library Legislation: Problems and Prospects
- Gujarat Public Library Act.
- Press and registration act and delivery of books act (Public Libraries).
- Copyright act and Intellectual Property Right (IPR)

Unit 2 : Library Education and Profession.

- Attribution of Profession
- Librarianship as a Profession
- Professional Qualities and Ethics
- Professional Education and Research
- Library Education in India

Unit 3 : Professional Associations

- Role of Professional Associations in Library Development.
- National Library Associations: ILA, IATLIS, IASLIC: Objectives, Functions and Activities
- International Library Associations: IFLA, ALA, LA: Objectives, Functions and Activities
- Promoters of Library and Information Services: National Level-RRRLF, International Level-UNESCO

Unit 4: Public Relations and Extension Activities:

- Concept, Definition and Scope
- Facets and Programmes
- Library Publicity, Extension/Outreach Activities
- Library Path finders (Guides)

Paper II: Knowledge Organization, Information Processing and Retrieval (Paper II)

Unit 1: Bibliographic Description

- Overview of Principles and Practices in Document Description
- Standards for Bibliographic Description: ISBD, ISBN, ISDN, ISSN

Unit 2: Standards for Document Description

- Importance of document description
- Machine Readable Catalogue (MARC) : LCMARC, UKMARC, CANMARC, UNIMARC, CCF, MARC21
- Current trends in Standardization

Unit 3: Scheme of Classification

- Detailed Study of CC (6th Edition)
- Facet Formula for Book Number according to CC

Unit 4: Standards of Cataloguing Code

- CCC: Salient Features
- Comparative study of AACRII and CCC

Paper III: Management of Libraries and Information Centers (paper II)**Unit 1: System Analysis and Design**

- Library as a system
- Graphical Network Technique : PERT,CPM
- Performance evaluation standards
- Performance measurement, Reengineering, Time and Motion study
- Decision Tables and DFD (Data flow diagram)
- SWOT (Strength, weakness, opportunities, threats)

Unit 2: Total Quality Management (TQM)

- Definition, Components
- Quality audit, LIS related standards.
- Technology management.

Unit 3: Library Housekeeping Operations:

- Different sections of library and their functions.
- Book Acquisition, Technical Processing, Circulation, Stock Verification, Weeding, Serial Control.
- Collection Development and Collocation Management.
- Annual Report Contents and Compilation

Unit 4: Management of Change

- Concept of change
- Changes in Procedures, Methods, Tools
- Problems of incorporating change
- Techniques of managing change

Paper IV: Information Sources & Services (paper II)

Unit 1. Information Service

- Definition and Need
- Documentation Services: Abstracting, Indexing, Translation, Reprography, Alerting Services-CAS and SDI
- Document Delivery Service

Unit 2. Abstracting Service

- Abstract: Meaning, Types : Indicative and Informative. Parts of an Abstract.
- Abstracting Products: LISA,CAS,INSPEC

Unit 3: Indexing Systems

- Definition and Need
 - Pre-coordinate and Post coordinate- POPSI, PRECIS, KWIC, KWAC, KWOC and UNITERM.

Unit. 4. Information Systems and their Services.

- Study of National and International Information Systems: Their Information Services and Products.
- National Information Systems : NISCAIR, ICSSR
- International Information Systems : MEDLARS, AGRIS

Paper V: Information Technology Basics (paper II)

Unit. 1. Computer Applications in Libraries and Information Centers

- Library Automation: Concept and its need
- Automation of Housekeeping Operations: Acquisition, Cataloguing, Circulation, Serial Control and OPAC

Unit 2. Database

- Database: Concept, types, features, structure and use
- DBMS Packages- CDS/ISIS, MS-Access, SQL (Basic features)

Unit. 3 Multimedia

- Multimedia: definition and components
- Applications of multimedia in Libraries & Information centers

Unit 4: Computer Networks

- Network - Types, Topology and Components
- Internet- Concept and Services
- Applications in Library and Information Centers

Unit 5: Digital Library and Virtual Library

- Basic Concepts and Objectives
- Features and advantages

Paper VI: Library and Users (paper II)

Unit 1: Techniques of User Studies

- Use studies in different types of libraries.
- Quantitative and qualitative techniques.
- Citation studies.

Unit 2: User Education

- Goals, Objectives and levels.
- User Education Programme.
- Evaluation of User Education Programme

Unit 3: User Education: Technique and Methods

- Introduction: Programmed instructions in specified disciplines, resource based Instructions, use of A/V aids
- Information Literacy Models
- Information literacy and lifelong learning.

Unit 4 : Report Writing for Use & User studies

- Basics of report writing, use of Standards (Style Manual)
- Guidelines for report writing

Practicals (Semester – II)

VII. Knowledge Organization–II

- Classification of Documents Using CC (6th Ed.)
- Classification of documents representing simple subject.
- Classification of documents having common isolates.
- Classification of documents representing compound subject.
- Classification of documents representing complex subject.
- Assigning Book Number.

VIII. Knowledge Organization–II

- Cataloguing of Documents Using CCC.
- Cataloguing of Simple documents
- Cataloguing of complex documents
- Assigning subject Headings