

**Department of Library and Information
Science
Veer Narmad South Gujarat University, Surat**



Re-Accredited 'B' 2.82 CGPA 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.

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
(As per C.B.C.S.)**

INTRODUCTION:

- 1. TITLE : Subject - Library and Information Science
Under the Faculty of Arts**
- 2. YEAR OF IMPLEMENTATION:-**
Revised Syllabus will be implemented from 2011 -2012 onwards.
- 3. GENERAL OBJECTIVES OF THE COURSE:**
 - To educate the students to respond to the changing information needs of Society.
 - To give the students an understanding of the basic principles and theories of Library and Information Science.
 - To develop proficiencies and abilities of students essential for management of libraries and information systems.
 - To enable the students to understand the role of libraries and information centers in socio-economic development of the society.
4. To acquaint the students with Information and communication Technology and its applications in Libraries and Information centers.
- 5. NUMBER OF ADMISSIONS: Forty (40)**
- 6. DURATION**
 - The course shall be a full time regular course
 - The duration of course shall be of one year / Tow Semesters.
- 6. PATTERN:-**
 - Pattern of Examination will be Semester.
- 7. ATTENDANCE:**
 - Minimum attendance for keeping a semester is 75% of the total number of theory and practical periods in each Semester.
- 8. FEE STRUCTURE: (as per V.N.S.G.Uni. Rules and Regulations)**
 - i) Entrance Examination Fee Rs. 100 /- (Not refundable)
 - ii) Course and Other Fees- (as per V.N.S.G.U. Rules and Regulations)

9. ADMISSION:

An application in the prescribed form along with necessary testimonials for admission to the B.Lib.& I.Sc. Course must be accompanied with prescribed fees.

1. Application fee Rs.100/-
2. Entrance Test fee Rs.100/- (To be paid with the application form)

The above fees are not refundable.

The last date of application for the admission for B.Lib.& I.Sc. Course shall be notified by the University in the newspapers and on the university Website.

No. T.A. & D.A. will be paid to the candidates called for entrance test.

10. REFUND OF MONEY:

- Library Deposit shall be refunded only at the end of the course after making such deductions as may be required. A student shall withdraw his/her amount of deposit within six months after the declaration of results. If not withdrawn within the prescribed time, it may be forfeited.
- No other fees are refundable.

11. MEDIUM OF INSTRUCTION:

Medium of instruction shall be in Gujarati and English Medium of Examination shall be in English or Gujarati.

12. GENERAL:

**ORDINANCES AND REGULATIONS FOR THE ONE-YEAR POST-GRADUATE
DEGREE COURSE OF BACHELOR OF LIBRARY AND INFORMATION SCIENCE
(B.L.I.Sc.)**

O.B.L.I.Sc. 1 :

Every candidate for admission to the course of Bachelor of Library and Information Science must have passed the first Bachelor's degree examination of this University in any faculty of any other University recognised as equivalent thereto, atleast with English as a compulsory language.

O.B.L.I.Sc. 2 :

A Candidate who has passed an equivalent examination from any recognised University, and who is seeking admission for this course shall not be admitted without producing an Eligibility Certificate from the Veer Narmad South Gujarat University.

Candidate admitted on the strength of the provisional eligibility certificate produce the final eligibility certificate before the end of the first semester. In all such cases, admission to this course shall be treated as provisional until the production of the final eligibility certificate. If a student so admitted falls to produce the final eligibility certificate before the close of the first semester, his/her admission to this course and his/her attendance during the first semester is liable to be cancelled.

O.B.L.I.Sc. 3 :

There shall be university examination for all the papers at the end of the semesters.

O.B.L.I.Sc. 4 :

No candidate shall be admitted to the examination for the B.L.I.Sc. Degree unless he produces a certificate from the head of the department that:

- (i) He/She has attended the prescribed course of studies for two semesters and fulfilled the conditions of the minimum attendance of 75% of the total attendance both for theory and practical papers and
- (ii) He/She has obtained at least 40% marks in the aggregate of all the subjects in the internal test to be conducted by the Department sometime at the end of each semesters.

O.B.L.I.Sc. 5 :

Candidate desirous of appearing at the examination leading to each semester of B.L.I.Sc. must forward their applications In the prescribed form along with examination fees to the Registrar through the Head of the Department on or before the last date prescribed for the same by the University.

O.B.L.I.Sc. 6 :

No candidate will be declared successful at the B.L.I.Sc. Examination unless he passes in all the papers at the Internal Assessment and University examination.

R.B.L.I.Sc. 1 :

For purpose of deciding the final results the ratio between the Final University and Internal Assessment shall be 70:30. For the purpose of internal assessment, the department will conduct one test of 50 marks each in each paper/practical at the end of each semesters.

R.B.L.I.Sc. 2 :

The scheme of examination for B.L.I.Sc. will be as under: Semester - I

Paper No	Title of the Paper	Duration of Exam.	Examination Marks			Credits	Lectures per Week
			Max. Marks	Internal Marks	Total Marks		
I	Foundation of Library and Information Science (Paper I)	3 Hours	70	30	100	3	3
II	Knowledge Organization, Information Processing and Retrieval (Paper I)	3 Hours	70	30	100	3	3
III	Management of Libraries and Information Centers (Paper I)	3 Hours	70	30	100	3	3
IV	Information Sources and Services (Paper I)	3 Hours	70	30	100	3	3
V	Information Technology Basics (Paper I)	3 Hours	70	30	100	3	3
VI	Library and Users (Paper I)	3 Hours	70	30	100	3	3
Practical's							
VII	Knowledge Organization-I (Practical I) : Classification of Documents using DDC19 th Edition	3 Hours	70	30	100	3	3
VIII	Knowledge Organization-II (Practical I) : Cataloguing of documents using AACR-II	3 Hours	70	30	100	3	3

R.B.L.I.Sc.3 : The details of the Semester I & II Examinations shall be as under:

Semester I Theory = 600 Marks
Practical's = 200 Marks

Semester II Theory = 600 Marks
Practical's = 200 Marks

A candidate who fails and reappears for the Examination as an Ex-Students shall be entitled to have the marks previously assigned to him/her by the Head of the Department of Library and information Science for the record of practical work. These marks will be carried forward in respect with his/her subsequent performance of the examination. In case, however, the candidate joins the course again as a regular student, He/she shall have to do the record of Practical work afresh

R.B.L.I.Sc. 4 :

The following are the syllabi in various subjects of the Examination for the B.L.I.Sc. :

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

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
- Cost effectiveness and Cost benefit analysis
- Outsourcing

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

Unit 4 : Web resources

- 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 No	Title of the Paper	Duration of Exam.	Examination Marks			Credits	Lectures per Week
			Max. Marks	Internal Marks	Total Marks		
I	Foundation of Library and Information Science (Paper II)	3 Hours	70	30	100	3	3
II	Knowledge Organization, Information Processing and Retrieval (Paper II)	3 Hours	70	30	100	3	3
III	Management of Libraries and Information Centers (Paper II)	3 Hours	70	30	100	3	3
IV	Information Sources and Services (Paper II)	3 Hours	70	30	100	3	3
V	Information Technology Basics (Paper II)	3 Hours	70	30	100	3	3
VI	Library and Users (Paper II)	3 Hours	70	30	100	3	3
Practical's							
VII	Knowledge Organization-I (Practical II) : Classification of Documents using Colon Classification 6 th Edition	3 Hours	70	30	100	3	3
VIII	Knowledge Organization-II (Practical II) : Cataloguing of documents using Classified Catalogue Code.	3 Hours	70	30	100	3	3

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

FEE (SUBJECT TO REVISION)

PER YEAR FEE

Sr. No.	Particulars Fee	Rs.
1	University Campus Development	100-00
2	University Sports and Cultural Activity	40-00
3	University Sports Complex Development	40-00
4	Tuition	5000-00
5	Practical	1500-00
6	Student and Teacher Welfare	300-00
7	Books, Equipment etc.	500-00
8	Student Union	200-00
9	Amenities	300-00
10	Campus Development	200-00
11	Internal Examination	150-00
12	Identity (One Time)	50-00
13	Admission (One Time)	50-00
14	Registration (One Time)	100-00
15	Library Deposit (One Time)	200-00
16	College Deposit (One Time)	100-00
	TOTAL	8830-00

HOSTEL FACILITIES

Student of B.L.I.Sc. Course who to take hostel accommodation in the University,

shall apply in the prescribed form. No guarantee can be given for hostel accommodation.