DEPARTMENT OF LIBRARY & INFORMATION SCIENCE
(NAAC Accredited 'A' Grade University)
HIMACHAL PRADESH UNIVERSITY
Summer Hill Shimla-171005

Syllabus and Scheme of Examination
for
Bachelor of Library and Information Science (B.Lib.I.Sc.)

Course/ProgrammeUnder

(CBCS Semester System)

Applicable w.e.f. Academic session: (2024-25) onward

PROGRAMME DETAIL

1. **Name of the Department:** Department of Library and Information Science (Under Faculty of Social Science)
2. **Name of the Course**: Bachelor of Library and Information Science (B.Lib.I.Sc.)
3. **Nature of the Course**: Regular degree course of study.
4. **Duration of Completion of Course** : Minimum one year (Two Semester),Maximum (Three year from the date of admission to the programme)
5. **Number of Seats** : Thirty (20 - Subsidized and 10 - Non-Subsidized)

6. **Eligibility Criteria for Admission**: -

    (i)   Bachelor's degree in any stream from the University established by the law in India with 50 present marks (45% for student of SC./ST/OBC/PwD Category)

    OR

    (ii)   Bachelor's degree in any stream from the university established by the law in India with a minimum of 48 Credits in Major Subject, 48 Credits in Two minor subjects, 9 Credits in Compulsory Courses, 1 Credit in GI and Hobby with aggregate of 106 Credits for the award of Pass Degree.

    OR

    (iii)   Bachelor's degree in any stream from the University established by the law in India with a diploma (one year) in Library Science.

    OR

    (iv)   Bachelor's degree in any stream from the University established by the law in India with Two year of working experience in Library and Information Science.

7. **Procedure of Admission:-**
    The admission to the course/Degree shall be on the basis of merit of qualifying examination to the course.

8. **Fees :-**

    For subsidized Seats: Admission Fee for boys =Rs. 7300/-

    Admission Fee for Girls= Rs. 4900/-

    For Non-Subsidized Seats: Rupees 25,000.00 per Semester will be charged form the candidate taking admission under this category in addition to the fee prescribed for the subsidized seats. Fee once deposited under this category will not be refunded under any circumstances.

    Note: Fee subject to change/vary as per decision of the University authorities.
9. **Age Limit:-** The upper age limit will be applicable as per HP University rules for other PG Courses/Merit based courses.

10. **Reservation: -** The reservation for SC/ST/PWD and other applicable category shall be as per HP University rules

11. **Application Form Fee**:- Online application fee for Merit Based Courses will be Rs. 500/-(Rs 250/- in case of SC/ST/Antyodya /IRDP/EWS candidates) for Subsidized seats. The candidates are required to pay additional fee of Rs. 500/- for Non-Subsidized seats. The fee deposited will not be refundable under any circumstances.

12. Examination General:-

(i)   Same as otherwise provided in the Statute 20, there will be examination at the end of each semester, a degree shall be awarded to a candidate after such examination.

(ii)   In order to be eligible to appear in university examination a candidate should have 75% attendance in each of the concerned courses in theory as well as in practical. (The attendance will be taken into consideration from the date of admission of candidate to the course.)

(iii) The Chairperson of the department may under intimation to the candidate, not later than 15 days before the commencement of the examination, withdraw application of the candidate for the examination, who fails to fulfill the attendance requirement referred at point (12)(ii).

Syllabus of Semester Examination (SE) and Internal Assessment (I.A.) Scheme for Degree of Bachelor of Library & Information Science (two-Semester System) (Effective from the Academic session (2024-2025)

INSTRUCTIONS:

I.   The medium of instructions and Examinations shall be English only.
II.   End Semester Examination (ESE) & Practical Examinations shall be conducted at the end of each semester asper the Academic Calendar notified by H.P. University, Shimla-5 from time to time.
III. The maximum time allotted to each paper will be three hours.
IV.   Each course (Theory + Practical +Internal Assessment) will carry 100 marks and Internal Assessment will have following components :

Internal Assessment (IA) 20 marks:

    a) Assignment   05 marks
    b) Test/Quiz/Seminar/Model/Mid-Term Examination   10 marks(At least one Test)
    c) Attendance   05 marks

Criterion for Class-room attendance (05 marks); 75% Attendance will be minimum eligibility condition for appearing in the examination.

i) Attendance >75 but < 80%	1 mark
ii) Attendance 80% to 85%	2 marks
iii) Attendance > 85% but < 90%	3 marks
iv) Attendance 90% to 95%	4 marks
v)Attendance > 95%	5 marks

Minimum Pass Percentage for each course in every component (ESE, IA & Practical) shall be 50%, separately

Himachal Pradesh University
Department of Library and Information Science

Program Outcomes,

Program Specific Outcomes,

&

Course Outcomes

of

Bachelor of Library and Information Science

PROGRAM OUTCOME:

Upon completion of B.Lib.I.Sc Program, students will be able to:

1. Discuss concepts, history and issues of library and information science profession.
2. Perform administrative, service and technical functions in library and information centers.
3. Demonstrate competency in managing the libraries.
4. Become competent for job opportunities in LIS and related field.
5. to work effectively and respectfully with diverse teams.
6. demonstrate an ability to access, evaluate, and use a variety of relevant information sources; and use appropriate software for analysis of data.
7. use and critically evaluate both current and emerging information technologies in libraries and information centres.
8. demonstrate a critical understanding of the latest developments in the subject.

PROGRAM SPECIFIC OUTCOME:

1. Disciplinary Knowledge: Students will be capable of demonstrating comprehensive knowledge and understanding of major concepts, principles, theories and laws of various subjects in Library and Information Science and other related fields of study.
2. Professional Skills: Students will have to classify simple, compound and complex documents using standard classification schemes and will have capability to catalogue all types of documents using standard catalogue codes.
3. Digitally literate: Students will be capable of using digital technology for communication purpose, for library housekeeping operations and for searching information from online databases.

Himachal Pradesh University
NAAC Accredited 'A' Grade University
Department of Library and Information Science

Bachelor of Library and Information Science

Course Code	Description	Course Type	Periods			Evaluation			Total Marks	Credit
			L	T	P	ESE Marks (Theory)	IA	P		
LIS-101	Foundations of Library and Information Science	C	6	0	0	80	20	0	100	6
LIS-102	Knowledge Organization : Classification (Theory)	C	6	0	0	80	20	0	100	6
LIS-103	Knowledge Organization: Cataloguing (Theory)	C	6	0	0	80	20	0	100	6
LIS-104	Basics of Information and Communication Technology (Theory+ Practice)	SEC	4	0	2	50	20	30	100	5
LIS-105	Information Sources and Services	C	6	0	0	80	20	0	100	6
	Total								**500**	**29**
LIS-201	Management of Library and InformationCenters	C	6	0	0	80	20	0	100	6
LIS-202	Knowledge Organization:Classification (Practice)	P	0	0	6	0	20	80	100	3
LIS-203	Knowledge Organization: Cataloguing (Practice)	P	0	0	6	0	20	80	100	3
LIS-204(A)	Management of Public Libraries	DSE	6	0	0	80	20	0	100	6
LIS-204(B)	Management of Academic Libraries	DSE	6	0	0	80	20	0	100	6
LIS-204(C)	Management of Special Libraries	DSE	6	0	0	80	20	0	100	6
LIS-205	Professional Ethics and Information Literacy	C	6	0	0	80	20	0	100	6
LIS-206	Internship Programme of 1 month duration	SEC							100	6
	Total								**600**	**30**
	Grand Total (Semester-I and Semester-II)								**1100**	**59**

Abbreviations used:

C : Core
DSE : Discipline Specific Elective
SEC : Skill Enhancement Course
L : Lectures
T : Tutorial
P : Practical

Note: Only one subject should be optedfrom Course type DSE.

Course Code	**LIS-101**		
Course Name	**Foundations of Library and Information Science**		
Credits	**6**		
Max. Marks= 100	Final Examination =80	Internal Assessment=20	Duration of Exam=3 hours

Course Outcome:
After completing this course students will be able to :
- Understand the different types of libraries and their role in the society.
- Classify libraries on the basis of their purpose and functions.
- Understand librarianship as a profession.
- Highlight role of various library promoters at the national and international level.

Note for the Paper Setter: The question paper will consists of Nine questions in all. The first question will be compulsory and will consist of Ten short questions of 2 marks each covering the whole syllabus. In addition, Eight more questions will be set unit-wise comprising of two questions from each of the four units. The candidates are required to attempt four more questions selecting at least one question from each unit of 15 marks each.

Course Contents:

Units	**Description of Course**
Unit I	**Information, Knowledge and Society** - Information: Meaning, Characteristics - Data, Information, Knowledge, Wisdom; Knowledge Society - Information Transfer Cycle: Generation, Storage and Dissemination of information - Library and Information Science as a Discipline
Unit II	**Libraries- Types and Roles** - Historical Development of Libraries - Types of Libraries and Information Centres: Objectives, Features, Functions; Public Relations and Extension Activities - Role of Libraries in Socio-economic, Cultural, Educational, Scientific and Technological Developments -Committees and Commission on Libraries
Unit III	**Laws Related to Libraries and Information** - Five Laws of Library Science - Library Legislation: Need, Features - Library Legislation in India - Model Public Library Act - The Press and Registration of Books Act; The Delivery of Books and

	Newspapers (Public Libraries) Act; Copyright Act - Right to Information Act; Information Technology Act;
Unit IV	**Professional Associations and Organizations** - Librarianship as a Profession - National and International Professional Associations: ILA, IASLIC, IATLIS, IFLA, ALA, CILIP, ASLIB and SLA - Role of UNESCO, UGC and RRRLF in the promotion and development of libraries

Suggested Readings:

1. Bawden, D., & Robinson, L. (2013). Introduction to information science. Chicago: Neal Schuman.
2. Davies, D. L. (2013). Library and information science. New Delhi: Random Exports.
3. Hill, M. W. (1998). The impact of information on society. London: Bowker-Saur.
4. Isaac, K. A. (2004). Library legislation in India: A critical and comparative study of state library Acts. New Delhi: EssEss Publications.
5. Leckie, G. J., Given, L. M., &Buschman, J. (2010). Critical theory for library and information science: Exploring the social from across the disciplines. Santa Barbara, Calif: Libraries Unlimited.
 6. Mangla, P.B. (1981) (Ed). Library and information science education in India. New Delhi: Macmillan.
7. McIntosh, J. (2011). Library and information science: Parameters and perspectives. Oakville, Ont: Apple Academic Press.
8. Ranganathan, S. R. (1957). The five laws of library science. Bombay: Asia Publishing House.
9. Rout, R. K. (1986). Library legislation in India: Problems and prospects. New Delhi: Reliance Publishing House.
10. Rubin, Richard E. (2013). Foundations of library and information science. 3rd ed. New Delhi: DBS Imprints.
11. Smith, M. M.(1999). Information ethics. London: Bowker-Saur.
12. Stock, W. G., Stock, M., & Becker, P. (2013). Handbook of information science. Berlin; Boston: De Gruyter Saur. 13. Venkaṭappaiah, V. &Madhusudhan, M. (2006). Public library legislation in the new millennium: New model public library Acts for the Union, States, and Union Territories. New Delhi: Bookwell.

B. Lib. I. Sc.
SEMESTER – 1

Course Code	LIS-102		
Course Name	**Knowledge Organization: Classification (Theory)**		
Credits	6		
Max. Marks= 100	Final Examination =80	Internal Assessment=20	Duration of Exam=3 hours

Course Outcome:

After completing this course students will be able to:
- Get skills to use National and International Classification Schemes.
- Understand the theoretical framework of Library Classification Schemes for its practical implementation.
- Illustrate knowledge as mapped in different classification schemes.
- Review current trends in library classification.

Note for the Paper Setter: The question paper will consists of Nine questions in all. The first question will be compulsory and will consist of Ten short questions of 2 marks each covering the whole syllabus. In addition, Eight more questions will be set unit-wise comprising of two questions from each of the four units. The candidates are required to attempt four more questions selecting at least one question from each unit of 15 marks each.

Course Contents:

Unit	Description of Course
Unit I	**Universe of Knowledge** - Universe of Knowledge: Nature, Attributes - Subject: Meaning, Types (Basic, Compound, Complex) -Library classification: Concept, Purpose and function -Species of Library Classification - Modes of Subject Formation - Mapping in Different Classification Schemes (DDC, UDC,CC, LCC)
Unit II	**Colon Classification (CC):** -Salient features and Components -Fundamental Categories (PMEST), Devices, Three planes -Notation: Concept, Need, Function, Types, Qualities, Call No. -Mnemonics, Phase Relations, Common Isolates (ACI and PCT), Rounds and Levels, Canons, Index. **Universal Decimal Classification (UDC):** -Salient Features Nature and Scope - Structure, Notational System, Arrangement and Tables in UDC. -Common Auxiliary Tables: Scope and Examples -Common Auxiliary Signs: Scope and Types Master Reference File (UDC MRF)

Unit III	**Dewey Decimal Classification DDC)** - Salient Features, Structure and layout - organization of basic classes, notational system, Chain-Structure, DDC Summaries, Relative Index, Table Schedules Summaries, entries, notes. - Postulation approach to classification : Principles of helpful sequence
Unit IV	**Current Trends in classification and Organization of the Web Resources:** - Online Versions: Web Dewey, UDC online and LC Web. - Brief Introduction to OCLC Classify. - Folksonomy: Basic concept, Tagging and Social Bookmarking. - Semantic Web - concept, need, purpose, and advantages. - Activities of DRTC and ISKO. - Simple Knowledge Organization Systems (SKOS)

Suggested Readings:

1. Chan, L. M. and Salaba, A. (2015). Cataloguing and classification: an introduction.4th ed. Lanham, MD: Rowman & Littlefield Publishers.
2. Dhyani, P. (2000). Theory of library classification. Delhi: Vishwa Prakashan.
3. Hunter, E. J. (2017). Classification made simple: an introduction to knowledgeorganisation and information retrieval. Routledge.
4. Krishan Kumar (1993). Theory of classification. New Delhi: Vikas Publishing House.
5. Kumbhar, Rajendra (2011). Library classification trends in 21st century. Oxford:Chandos Publishing.
6. Marcella, R., & Maltby, A. (2017). The future of classification. Routledge.
7. Ranganathan, S. R. (2006). Prolegomena to library classification. 3rd ed. New Delhi:EssEss Publications.
8. Ranganathan, S. R. (2006). Philosophy of library classification. Bangalore: EssEssPublications.
9. Satija, M. P. (2013). The Theory and practice of the Dewey Decimal classificationsystem. Chandos Publications.
10. Satija, M. P. Exercises in the 23rd edition of DDC. EssEss Publications.
11. Sayers, W.C. (1950). Introduction to library classification. London: Andradautch.
12. Batley, S. (2005). Classification in theory and practice. Oxford: Chan

B. Lib. I. Sc.
SEMESTER – 1

Course Code	LIS-103	
Course Name	Knowledge Organization: Cataloguing (Theory)	
Credits	6	
Max. Marks= 100	Final Examination =80	Internal Assessment=20 Duration of Exam=3 hours

Course Outcome:
After completing this course students will be able to:
- Understand the concept of library catalogue.
- Understand the main and added entries of library catalogue.
- Comprehend about the normative principles of cataloguing.
- Know the current trends in library cataloguing.

Note for the Paper Setter: The question paper will consists of Nine questions in all. The first question will be compulsory and will consist of Ten short questions of 2 marks each covering the whole syllabus. In addition, Eight more questions will be set unit-wise comprising of two questions from each of the four units. The candidates are required to attempt four more questions selecting at least one question from each unit of 15 marks each.

Course Contents:

Unit	Description of Course
Unit I	**Library Catalogue:** - Library Catalogue: Concept, Objectives, Functions - Physical/Outer Forms of Library Catalogue: Conventional and Non-conventional - Inner Forms of Catalogue: Dictionary Catalogue, Classified Catalogue, Alphabetico-Classed Catalogue, Alphabetico-Subject Catalogue - Authority File, ISBN, ISSN: Concept and Use
Unit II	**Catalogue Code and Normative principles** - Catalogue Codes: History and Development - Canons and Normative Principles of Cataloguing - Cataloguing Entries Acc. To AACR -2R - Cataloguing Entries Acc. To CCC(5th edition
Unit III	**Subject and Union Catalogue** - Subject Cataloguing: Meaning, purpose , Usefulness and Problems - Tools and technique for deriving Subject Headings(Chain Procedure and Sear's List of Subject Heading) - Union Catalogue: Concept, Purpose - Union Catalogues of INFLIBNET, DELNET and OCLC - Selective, Simplified, Cooperative and Centralized Cataloguing

Unit IV	**Current Trends in Cataloguing** - ISBD, CCF, RDA, FRBR - BIBFRAME:Concept - Metadata: Meaning, Purpose, Types, Uses - MARC 21, DUBLIN CORE, TEI (Text Encoding Initiative), METS, EAD, VRA Core, MODES - Standards for Bibliographic Interchange and Communication: ISO 2709, Z39.50 and Z39.71

Suggested Readings:
1. Westby, B. M. (1977). Sears List of Subject Headings, New York, HW Wilson.
2. Byrne, D. J. (1998) MARC Manual: Understanding and Using MARC Record. Englewood, Libraries Unlimited.
3. Cole, T. & Han, M-J K. (2013). XML for catalogers and metadata librarians. Libraries Unlimited.
4. Fritz, D. A. (1998) Cataloguing with AACR2 and US-MARC Records. Chicago, ACA.
5. Hart, A. (2014). RDA made simple: a practical guide of the new cataloguing rules.
6. Joudrey, D. N. & Taylor, A. G. (2015). Introduction to cataloguing and classification, 11th ed. Santa Barbara: Libraries Unlimited.
7. Bowman, J. H. (2003). Essential cataloguing. London: Facet Publishing.
8. Brenndorfer, Thomas (2016).RDA Essentials. Chicago, American Library Association.
9. Bristow, Barbara A. (2018). Sears List of subject headings. 22nd ed. New York: Grey House Publishing.
10. Chan, L. M., & Hodges, T. (2007). Cataloging and classification: An introduction. 3rd ed. Lanham, Md: Scarecrow Press.
11. Chowdhury, G. G., & Chowdhury, S. (2007). Organizing information: From the shelf to the Web. London: Facet Publishing.
12. Girja Kumar &Krishan Kumar (2011). Theory of cataloguing. 5th ed. Delhi: Vikas Publishing House.
13. Gorman, M., & Winkler, P. (2005). Anglo-American Cataloguing Rules -2R. Chicago: American Library Association.
14. Krishan, G. (2000). Library online cataloguing in digital way. Delhi: Authors press.
15. Lazarinis, Fotis (2014). Cataloguing and classification: An introduction to AACR2, RDA, DDC, LCC, LCSH and MARC 21 Standards. London: Chandos Publishing.
16. Mitchell, A. M., & Surratt, B. E. (2005). Cataloging and organizing digital resources: A how to-do-it manual for librarians. London: Facet Publication.

Course Code	**LIS-104**			
Course Name	**Basics of Information and Communication Technology (Theory + Practice)**			
Credits	**5**			
Max. Marks= 100	Final Examination =50	Internal Assessment = 20	Practical=30	Duration of Exam =3 hours

Course Outcome:

After completing this course students will be able to :

- Understand the structure of computer and functions of various units.
- Evaluate various Library Management Software.
- Highlight the nature and components of Computer Networks and their protocols.
- Discuss the Internet,, search engine and network security.

 Note for the Paper Setter: The theory paper will be of 50 marks. The question paper will consists of Nine questions in all. The first question will be compulsory and will consist of Five short questions of 2 marks each covering the whole syllabus. In addition, Eight more questions will be set unit-wise comprising of two questions from each of the four units. The candidates are required to attempt four more questions selecting at least one question from each unit of 10 marks each.

Course Contents (Theory):

Unit	Description of Course
Unit I	**Fundamentals of Computers** - Concept, Generations, Types, Hardware - Units of Computers: Arithmetic and Logic Unit, Control unit, Input and Output Unit, Memory Unit - Software: System Software - Operating Systems-MS-Windows, UNIX and LINUX Application Software - MS-Word, MS-Excel and MS-Power point
Unit II	**Computer Networks and Library Networks** - Computer Networks: Concept, Need, Topologies, Types: LAN, MAN, WAN Internet: Concept and Features of WWW and E-mail, Domain Name: Concept, Purpose and syntax -Web Browser: Concept and Features. - Search Engines: Concept, Working principle and Types - Wireless Communication: Concept and use of Wi-fi and Li-fi -Internet Protocols and Standards: HTTP, SHTTP, FTP, SMTP, TCP/IP, URI, URL; Search Strategies -Internet of things: Concepts and Application; The Invisible Web: Concept -Internet Safety: Concept, Common cause and Prevention - Library Networks: Concept, History, Need, Types (Regional, National, International)

Unit III	**Networks and Library 2.0** - Computer Networks: Concept need and Features. - Academic Social Networks (ASN): Concept, Benefits and Examples. - Library 2.0: Concept and Characteristics, Library 3.0 introduction. - Screen Readers: Concept and Application in libraries
Unit IV	**Library Automation** - Definition, Purpose, Historical Development - Planning and Implementation of Automation in Housekeeping Operations, Retrospective Conversion - Standards for Library Automation - Library Management Software: Proprietary, Free and Open Source Software (FOSS); Evaluation

Course Contents (Practice):

Note: The practical will be of 30 marks and will be conducted by the Department internally.

Unit	Description of Course
Unit I	Setting of Desktop; Use of Operating System; Use of Word Processing Software, Spread Sheet Management Software and Power Point Presentation Software
Unit II	Installation and Use of Library Management Software (all modules); Generation of Various Reports using Library Management Software
Unit III	Searching Information from Internet using Different Search Engines; Searching WebOPAC, WorldCat, IndCat; Formulating and applying various strategies
Unit IV	Searching Databases by adopting various search strategies and filters

Suggested Readings:

1. Bailey, D. R., & Tierney, B.G. (2008). Transforming library service through Information commons: Case studies for the digital age. Chicago: ALA.
2. Bilal, D. (2014). Library automation: Core concepts and practical systems analysis. California: Libraries Unlimited.
3. Norton. (2017). Introduction to Computers. New Delhi: McGraw Hill Education.
4. Singh, H., Kakkar, S.K., & Sharma, A. (2011). A book of fundamentals of information technology. Amritsar: Lakhanpal Publishers.
5. Sinha. (2022). Foundations of Computing. India: BPB Publication.
6. Stallings. & Brown, L. (2019). Computer security: Principles and practice. Boston: Pearson.
7. Tanenbaum, A.S., & Feamster, N. (2019). Computer networks. Boston: Pearson.
8. Williams, B.K., & Sawyer, S.C. (2015). Using information technology: A practical introduction to computers & communications. New York: McGraw Hill.
9. Price, M. (2021). Microsoft 365 in easy steps: Covers MS office 365 essentials. London: In Easy Steps Limited.
10. Bharihoke, Deepak (2012). Fundamentals of Information Technology. 4th ed. New Delhi: Excel Books.
11. Borgman, Christine L. (2017). Big data, little data, no data: Scholarship in the networked world. Cambridge: The MIT Press.
12. Haravu, L. J. (2014). Library automation: Design, principles and practice. Allied Publishers, New Delhi.
13. Hennig, Nicole. (2017). Keeping up with emerging technologies: Best practices for information professionals. Santa Barbara: Libraries Unlimited.
14. Joiner, Ida. (2017). Emerging library technologies: It's not just for geeks. Oxford: Chandos Publishing.

B. Lib. I. Sc.
SEMESTER – 1

Course Code	LIS-105
Course Name	Information Sources and Services
Credits	6
Max. Marks= 100	Final Examination =80	Internal Assessment=20	Duration of Exam=3 hours

Course Outcome:
After completing this course students will be able to:
- Understand, identify and explore different types of Information Sources.
- Understand the nature of print and electronic resources.
- Understand the concept of library resource sharing and consortia competency developed.
- Comprehend the nature and functions of various information systems and networks.

Note for the Paper Setter: The question paper will consists of Nine questions in all. The first question will be compulsory and will consist of Ten short questions of 2 marks each covering the whole syllabus. In addition, Eight more questions will be set unit-wise comprising of two questions from each of the four units. The candidates are required to attempt four more questions selecting at least one question from each unit of 15 marks each.

Course Contents:

Unit	Description of Course
Unit I	Reference and Information Sources: Documentary sources of information: Print, non-print including electronic sources – Definition, need and use. Non documentary information sources: Human and Institutional and Electronic - Nature, types, characteristics and utility. Categories: Primary, Secondary and Tertiary information sources.
Unit II	Information Services and Products: Information services and products. Information Services: Concepts, definition, need and trends. Alerting Services: Need, techniques and evaluation (CAS and SDI Bibliographic, Referral, Document delivery and Translation services. Web Resources
Unit III	Information Seeking Behavior (ISB); Theory and models. Measuring Usage. Library consortia: need, type, objective and services. Information needs, and methods of user study. Types of users and their needs.
Unit IV	Implication of Social Networking Sites in Library Services and Digital Information Literacy. Library networks, Social media. User and Reference services:- Print and electronic Services: Augmented reality (AR), Library apps, SMS alert, RSS Feed.

Suggested Readings:

1. Jain, M. K. (2006). Nirmal Teaching learning library and information services: amanual. Delhi: Shipra.

2. Murty, S., &Sonal S. (2006).Information services, library education and research inIndia, Jaipur: RBSA Pub.
3. Crawford, J. C. (2006). The culture of evaluation in library and information services.Oxford: Chandos
4. Saroja, G. Sekhara, R. V. C., & Dr. B.R. Ambedkar Open University. Department ofLibrary & Information Science,. (2013)New dimensions in web-based library and information services. New Delhi: Pearl Books.
5. Ramesh, B. V. P. (2011). Quality of library and information services in highereducation: A global scenario. New Delhi: Kanishka Publishers, Distributors.
6. Singh, G. (2013) Information sources, services and systems. Delhi: PHI Learning 7.Kumar, K. (2007) Reference Service(5th rev. ed.) Delhi: Vikas.
13. Kumar, P.S.G.(1998). Fundamentals of information science. New Delhi: S. Chand.
14. Katz, W.A. Introduction to reference works. 7[th]ed. New York: McGraw-Hill, 1996. 2vols.

15. Tripathi, S. M. Modern bibliographical control, Bibliography and documentation.Agra: Y.K., 1992.
16. Madan Mohan Singh. Reference sources and services in library science.
17. Chieney, F. N., & Williams, W. J. (1971). Fundamental reference sources (2nd Ed.)Chicago: American Library Association.
18. Crawford, J. (2000). Evaluation of library and information services. London: ASLIB.

Course Code	LIS-201
Course Name	Management of Library and Information Centers
Credits	6
Max. Marks= 100	Final Examination =80 Internal Assessment=20 Duration of Exam=3 hours

Course Outcome:
After completing this course students will be able to:
- Understand the concepts, principles and functions of management.
- Understand various functions and management of information centres.
- Maintain the library statistics and prepare annual report.
- Understand the different services of library and information centre.

Note for the Paper Setter: The question paper will consists of Nine questions in all. The first question will be compulsory and will consist of Ten short questions of 2 marks each covering the whole syllabus. In addition, Eight more questions will be set unit-wise comprising of two questions from each of the four units. The candidates are required to attempt four more questions selecting at least one question from each unit of 15 marks each.

Course Contents:

Unit	Description of Course
Unit I	**Principles and Functions of Management** - Management: Concept, scope, principles and functions - Principles of Scientific Management, Henry Fayol 14 Principle of Management - Management Information System (MIS): Concept, scope and characteristics. - Management By Objectives (MBO): Concept, need and steps. - Library Committee, Library Authority, Delegation of Authority.
Unit II	**Collection development and access management:** - Collection development-Need, purpose, principles and factors and policy. - Procedure of ordering, appointing vendors. - Book trade problems with special reference to India. Accessioning. - Good Offices Committee (GOC).
Unit III	**Human Resource Management** - Human Resource Management: Policy and Staffing - Recruitment and Training, Job Description, Job Analysis, and Job Evaluation. - Motivation: Definition and Theories of McGregor, Herzberg and Maslow. - SWOT analysis: Concept - TQM: Concept,

Unit IV	**Financial Management, Library Rules and Reports** - Sources of library finance, Estimation of library's financial requirements - Library building and Space management - Budgeting techniques - Cost Effectiveness Analysis and Cost Benefit Analysis: Concept - Library statistics and Annual Report - Library rules and regulations

Suggested Readings:

1. Christian, A. R. (2013). Academic library management: Universities, colleges and institutions. 12 Jaipur: Vista Publishers.
2. Dorado, A. (2012). New trends in library management. London: Koros Press.
3. Evans, G.E., Layzell, W.P., &Rugaas, B. (2000). Management basics for information professionals. New York: Neal Schuman Publishers.
4. Johnson, P. (2014). Fundamentals of collection development and management (3rd ed.). Chicago: ALA.
5. Koontz, H., &Weihrich, H. (2015). Essentials of management (10 th ed.). Chennai: Tata McGraw Hill.
6. Thanuskodi, S. (2013). Challenges of academic library management in developing countries. Hershey PA: Information Science Reference.
7. Velasquez, D. (2013). Library management 101: A practical guide. Chicago: ALA.

Course Code	LIS-202
Course Name	**Knowledge Organization : Classification (Practice)**
Credits	**3**
Max. Marks= 100	Final Examination =80 Internal Assessment=20 Duration of Exam=3 hours

Course Outcome:
After completing this course students will be able to:
- Practically implement the National and International classification schemes in different Libraries.
- Determine different notational system of Library Classification Schemes.
- Build class number for document with simple, compound and complex subject.
- Know how to use index in different Classification Schemes.

Note for the Paper Setter/Candidate: Each Unit shall carry 20 marks and shall be compulsory. Each unit shall have 8 titles and the candidates shall be given internal choice i.e., the candidates shall attempt 4 titles. In no case a title should be asked from outside the syllabus. The question paper should be strictly according to the instructions mentioned above. The students will be provided Colon Classification. (6thRev.Ed.) and Dewey decimal classification (22nd edition) during the examination.

Course Contents:

Unit	Description of Course
Unit I	Classification of documents with simple subjects: According to CC
Unit II	Classification of documents with compound subjects: According to CC
Unit III	Classification of documents with simple subjects: According to DDC
Unit IV	Classification of documents with compound subjects: According to DDC

Suggested Readings:

1. Dewey, M. (2011). Dewey Decimal Classification and relative index (Julianne Beall, Rebecca Green & Giles Martin, Eds.; 23rd ed., Vol. 4,). Dublin: OCLC.
2. Ranganathan, S. R. (2007). Colon classification (6th Ed., Reprint). Ess Ess Publication.
3. Satija, M.P. (2013). The theory and practice of the Dewey Decimal Classification system (2nd ed.). Oxford: Chandos Publishing.
4. Satija, M.P. (2012). Exercises in the 23rd edition of Dewey Decimal Classification. New Delhi: Ess Ess Publications.
5. Satija, M. P. (2019). Colon classification: A student companion. Ess Ess Publication.

B. Lib. I. Sc.
SEMESTER – II

Course Code	LIS-203		
Course Name	**Knowledge Organization : Cataloguing (Practice)**		
Credits	3		
Max. Marks= 100	Final Examination =80	Internal Assessment=20	Duration of Exam=3 hours

Course Outcome:
After completing this course students will be able to:
- Understand the importance of Cataloguing Practice.
- Use the catalogue code like AACR-2R, CCC.
- Prepare catalogue entries for different types of documents.
- Prepare Catalogue cards in different libraries.

Note for the Paper Setter: The paper will contain 4 units consisting of 8 questions/titles in all (i.e. 2 titles in each unit). Candidates shall catalogue 4 Titles out of 8 from each unit. Each question shall carry 20 marks. In no case a question should be asked from outside the syllabus. The question paper should be strictly according to the instructions mentioned above

Course Contents:

Unit	Description of Course
Unit I	Cataloguing of Works of Single Authorship, Shared Authorship, Pseudonyms, Mixed Responsibilities
Unit II	Cataloguing of Editorial Works, Composite Works, Multi-volume Works
Unit III	Cataloguing of Works of Corporate Authorship
Unit IV	Cataloguing of Serial Publications and Non-Book Materials

Suggested Readings:

1. Bristow, Barbara A. (2018). Sear's list of subject headings. 22nd ed. New York: Grey House Publishing.
2. Gorman, M., & Winkler, P. (2005). Anglo-American Cataloguing Rules -2R. Chicago: American Library Association.
3. Ranganathan, S. R. (1964). Classified catalogue code: with additional rules for dictionary catalogue. 5th (Reprint) ed. New Delhi: Ess Publications.

Course Code	**LIS-204(A)**		
Course Name	**Management of Public Libraries**		
Credits	**6**		
Max. Marks= 100	Final Examination =80	Internal Assessment=20	Duration of Exam=3 hours

Course Outcome:

After completing this course students will be able to:

- Understand the importance, principles and role of Public Libraries in society.
- Understand the resource and collection development of public libraries.
- Know the staffing norms and standards of public libraries.
- Understand the library finance, budgeting and infrastructure.

Note for the Paper Setter: The question paper will consists of Nine questions in all. The first question will be compulsory and will consist of Ten short questions of 2 marks each covering the whole syllabus. In addition, Eight more questions will be set unit-wise comprising of two questions from each of the four units. The candidates are required to attempt four more questions selecting at least one question from each unit of 15 marks each.

Course Contents:

Unit	Description of Course
Unit I	**Public Libraries** - Public Libraries: Meaning, importance, functions. - Role of Public Library in literacy and mass education. - Public Library Movement in India: Recommendation by S.R. Ranganathan, Advisory Committee for India - Role of Raja Ram Mohan Roy Library Foundation (RRRLF) and National Library (Kolkata). - UNESCO manifesto on Public Libraries. - Organisation of Public Library System: National, regional and State, Library governance.
Unit II	**Public Library Legislation in India and Library and Information Policy** - Library acts in India: Salient features of library acts of Tamil Nadu, Andhra Pradesh, Karnataka, Maharashtra, West Bengal, Manipur, Kerala, Haryana, Goa and Mizoram. - Library and Information Policy: Library and Information Policy at National and International level.
Unit III	**Organization of Public Libraries** - Manpower Development: Qualifications, recruitment, job description. job analysis, staff manual. - Library Finance: Sources, budgeting, accounting and auditing. - Library Building: Planning, Concept of Modular Building. - Library Furniture and Equipment. - Collection Development: Print, Non-Print (including Electronic documents). - Organization of various Sections: Periodical, Technical, Reference, Circulation and Maintenance Section.

Unit IV	**Resource Sharing and Automation** - Networking and Resource Sharing, Integrated public library system. - Library Automation: Automating the housekeeping services in various sections in the public libraries. - Library services to special groups of people including physically handicapped, mentally challenged, visually impaired, Prisoners and Children.

Suggested Readings:

1. Goulding, A. (2017). Public libraries in the 21st century: Defining services and debating the future. London: Routledge.
2. Hille, R.T. (2019). The new public library: Design innovation for the twenty-first century. New York: Routledge.
3. Kendal Spires. (2021). Public Library Core Collection: Nonfiction. New York: H.W. Wilson Publishing.
4. Leorke, D., & Wyatt, D. (2019). Public libraries in the smart city. Singapore: Palgrave Macmillan.
5. Moore, D.R., & Shoaf, E.C. (2018). Planning optimal library spaces: Principles, processes, and practices. Maryland: Rowman & Littlefield.

Course Code	LIS-204(B)		
Course Name	Management of Academic Libraries		
Credits	6		
Max. Marks= 100	Final Examination =80	Internal Assessment=20	Duration of Exam=3 hours

Course Outcome:

After completing this course students will be able to:

- Highlight the role of Academic Libraries in inculcating reading habit among students.
- Select, acquire organize and manage collection of Academic Libraries.
- Provide various types of library services to school/college students.
- Understand the resource and collection development of public libraries.

Note for the Paper Setter: The question paper will consists of Nine questions in all. The first question will be compulsory and will consist of Ten short questions of 2 marks each covering the whole syllabus. In addition, Eight more questions will be set unit-wise comprising of two questions from each of the four units. The candidates are required to attempt four more questions selecting at least one question from each unit of 15 marks each.

Course Contents:

Unit	Description of Course
Unit I	**Academic Libraries** - Academic Libraries: Definition, Aims, Objectives and Types. - Role of UGC in Strengthening Academic library system in India. - Academic Library as a Space/Place: Concept, Significance and Components. - Library Learning Commons. Library Maker spaces in Academic Libraries. - Library Research Support (LRS): Concept, Relevance and Scope.
Unit II	**Collection Development and Evaluation** - Collection Development Policy (CDP): Concept, Need and Elements. - Evidence-Based Acquisition Model (EBA): Concept, Significance and Features. Concept of Demand-Driven Acquisition (DDA)/Patron-Driven Acquisition (PDA). - Collection Evaluation and Assessment Methods: Quantitative and Qualitative Techniques - Creative commons (CC): Concepts & Types of Licenses.
Unit III	**HRM and Library Quality Management** - Performance Appraisal: Need, Importance & Evaluation Process in Indian Academic Libraries. - Professional Development of Library Staff: Concepts & Need. Opportunities for Continuous Professional Development CPD. - Library Quality: Concept and Components of TQM and Six-Sigma. - NAAC Quality Indicators in Library and Information Services: College and University Libraries.

Unit IV	**Open Courseware, Green Library & Marketing** - Open Courseware and MOOCs: Concepts, Significance and Role of Academic Libraries. - NMeICT initiatives: ePG-Pathshala and SWAYAM - Green Libraries: Concept, Need & Features. - Marketing of Library Products & Services: Concepts & Rationale. Marketing Mix in Academic Libraries.

Suggested Readings:

1. Burke, J., & Tumbleson, B.E. (2016). Learning management systems: Tools for embedded librarianship. Chicago: ALA.
2. Carr, M.M. (2013). The green library planner: What every librarian needs to know before starting to build or renovate. Maryland: The Scarecrow Press.
3. Daniel, L.N. (2019). The changing academic library: Work culture and operations. New York: Magnum Publishing.
4. Forbes, C., & Bowers, J. (2015). Rethinking reference for academic libraries: Innovative developments and future trends. Maryland: Rowman & Littlefield.
5. Forbes, C., & Keeran, P. (2020). Academic library services for graduate students: Supporting future academics and professionals. California: Libraries Unlimited
6. Gronwald. (2020). Integrated business information systems: A holistic view of the linked business process Chain ERP-SCM-CRM-BI-Big Data. Berlin: Springer.
7. Koufogiannakis, D., & Brettle, A. (2016). Being evidence based in library and information practice Chicago: Neal Schuman Publishers. 23
8. Verishagen, N. (2019). Social media: The academic library perspective. Cambridge: Chandos Publishing.
9. Wesolek, A., Lashley, J., & Langley, A. (2018). OER: A field guide for academic librarians Oregon: Pacific University Press.
10. Willingham, T., Stephens, C., Willingham, S., &Boer,J.D. (2018). Library makerspaces: the complete guide. Maryland: Rowman & Littlefield.
11. Zhou, M.Y. (2019). Open educational resources (OER) pedagogy and practices. Hershey, PA: IGI Global.

Course Code	**LIS-204(C)**		
Course Name	**Management of Special Libraries**		
Credits	**6**		
Max. Marks= 100	Final Examination =80	Internal Assessment=20	Duration of Exam=3 hours

Course Outcome:
After completing this course students will be able to:
- Understand the define the primary objectives of special libraries, their types, and functions of special libraries
- Gain knowledge about planning and organisation of special libraries;
- Know the procedure for selection and recruitment of library staff
- Study of library finance, and budgeting system;

Note for the Paper Setter: The question paper will consists of Nine questions in all. The first question will be compulsory and will consist of Ten short questions of 2 marks each covering the whole syllabus. In addition, eight more questions will be set unit-wise comprising of two questions from each of the four units. The candidates are required to attempt four more questions selecting at least one question from each unit of 15 marks each.

Course Contents:

Unit	Description of Course
Unit I	**Special Libraries** - Special Libraries: Concept, role, characteristics, and functions. - Development of special libraries in India. - Role of IASLIC and NIScPR
Unit II	**Library Organization and Administration** - Collection Development and Management: Government documents, maps, manuscripts, newspaper clippings, serials, specifications (patents and Standards) technical reports, theses. - Financial Management auditing: Sources of finance, budgeting techniques. Accounting and Auditing. - Manpower development and recruitment: Qualifications, Job Description, Staff Manual.
Unit III	**Information Services, Systems and Databases** - Information Services: CAS, SDI, eDDS, Translation Services and Trend Reports - MEDLARS - INIS - INSPEC - AGRIS - Patent Information System - Access Science

Unit IV	**Resource Sharing** - Resource Sharing: Concept, areas and factors of Development - Role of CSIR, DRDO and BARC - Role of SLA and IFLA Section on Special Libraries

Suggested Readings:

1. Avon. (2021). Creative planning of special library facilities. London: Routledge.
2. Matarazzo, J.M., & Connolly, S.D. (2016). Knowledge and special libraries. London; Taylor & Francis Group.
3. Murray, Tara E (2013), The specialist. Journal of library administration. 53, 274 – 282.
4. Robertson, G. (2021). Disaster planning for special libraries. Cambridge: Chandos Publishing.
5. Scammell, A. (2008). Handbook of special librarianship and information work. London: Routledge.
6. Yap, J.M., Perez, M. J.V., Ayson, M.C.I., & Entico, G.J.E. (2016). Special library administration, standardization, and technological integration. Hershey, Pensylvania: Information Science Reference

Course Code	**LIS-205**		
Course Name	**Professional Ethics and Information Literacy**		
Credits	**6**		
Max. Marks= 100	Final Examination =80	Internal Assessment=20	Duration of Exam=3 hours

Course Outcome:

After completing this course students will be able to:

- Understand the meaning and importance of Professional Ethics.
- Discuss various ethical standards for LIS professionals.
- Explain the role of IPRs in professional life.
- Understand the basic concepts of Information Literacy, Media & Information Literacy and the different Models & Standards of Information Literacy

Note for the Paper Setter: The question paper will consists of Nine questions in all. The first question will be compulsory and will consist of Ten short questions of 2 marks each covering the whole syllabus. In addition, eight more questions will be set unit-wise comprising of two questions from each of the four units. The candidates are required to attempt four more questions selecting at least one question from each unit of 15 marks each.

Course Contents:

Unit	Description of Course
Unit I	**Professional Ethics:** - Ethics - Professional Ethics : Objectives, Importance, Professional Ethics for Librarianship - Code of Ethics for LIS Professionals : American Library Association Code of Ethics, Library Association Code of Professional Conduct - Code of Ethics for LIS Profession in India - Code of Ethics in Digital Era - Plagiarism
Unit II	**Intellectual Property Right:** - Concept of Intellectual Property - Concept of Intellectual Property Rights - Nature and objective of Intellectual Property Rights - Types of Intellectual Property Rights - Emerging Issues of Intellectual Property Rights - Significance of Intellectual Property Rights
Unit III	**Information Literacy** - Concept, Objectives, Need for Information Literacy - Historical Background - Information Literacy Models - ACRL information literacy standards - Imparting Information Literacy

Unit IV	**Media and Information Literacy**
	- Concept & Definition
	- Need and purpose of media and information literacy
	- Types of Literacy
	- SCONUL Seven pillars of information literacy

Suggested Readings:

1. Bolton, C. K. "The Ethics of Librarianship: A Proposal for a Revised Code". Annals of the American Academy of Political and Social Science 101 (1922): 138-146.
2. Broadfield, A. A. Philosophy of Librarianship. London: Grafton, 1949.
3. Kumar P.S.G. Foundations of Library and Information Science; Paper I of UGC Model Curriculum. Delhi: B.R.Publications, 2003
4. Mukherjee, A. K. Librarianship: Its Philosophy and History. Delhi: Asia Publishing House, 1966.
5. Navalani, K, and Kiran Kathuria. "Code of Ethics. Library and Information Profession in India : Dr. P. S. G. Kumar Festschrift. Eds. C. P. Vashishth and M. P. Satija. Delhi: B. R. Publishing Corporation, 2004.
6. Narayanan, P., Intellectual Property Law, Eastern Law House (2007) 3rd ed.
7. Intellectual Property Licensing: Forms and Analysis, by Richard Raysman, Edward A. Pisacreta and Kenneth A. Adler. Law Journal Press, 1999-2008. ISBN 973-58852-086-9
8. Schechter, Roger E., and John R. Thomas. Intellectual Property: The Law of Copyrights, Patents and Trademarks. New York: West/Wadsworth, 2003, ISBN 0-314-06599-7
9. Baldwin (V A). Information Literacy in Science & Technology Disciplines. Library Conference Presentation and Speech. (2005). University of Nebraska, Lincoln
10. Kenix, Linda Jean. Alternative and Mainstream Media. ISBN: 9781849665421, Publisher: Bloomsbury Academic, Year: 2011

B. Lib. I. Sc.
SEMESTER – II

Course Code	LIS-206
Course Name	Internship Programme of 1 month duration.
Credits	6

Course Outcome:
After completing this course students will be able to:
- Introduce with functioning of libraries.
- Upgrade their skills in a specific area of information services.
- Familiarize with different types of reference books/journals.
- Develop practical skills in computerized system of libraries.

Course Contents:

The candidates shall have to undergo internship program with universities and research library for minimum one-month duration. The respective library where the candidates complete the internship program shall submit the performance appraisal report of the candidate in the following format:

Sr. No.	Parameter for Evaluation	Marks Obtained	Maximum Marks
1.	Punctuality/Regularity		20
2.	Work Performance/Work Culture		20
3.	Penchment for Learning/Innovations		20
4.	Conduct and Attitude		20
5.	Perception/perservance /commitment		20
Total			**100**