Syllabus and scheme of Examination

For

Bachelor of Library and Information Science

(B. Lib. I. Sc.)

Course/Programme

Under

(Semester System)

Applicable

w.e.f.

Academic session: 2020-21 onwards

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 (2020-2021)

1 **The medium of instructions and Examinations shall be English only.**

2 **SE & Practical Examinations shall be conducted at the end of each semester as per the Academic Calendar notified by H.P. University, Shimla-5, time to time.**

3 **Each course (theory + Practical +Internal Assessment) will carry 100 marks and Internal Assessment will have following components.**

4 **The maximum time allotted to each paper will be three hours**

II.   **Internal Assessment (IA)   20 marks**

a)	**Assignment/Class Test/Quiz/Seminar/Model**	**05 marks**
a)	**Mid-Term Examination (At least one Test)**	**10 marks**
b)	**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% to 80%   1 mark

ii) Attendance above 80% to 85%   2 marks

iii) Attendance above 85% to 90%   3 marks

iv) Attendance above 90% to 95%   4 marks

v) **Attendance above 95%   5 marks**
Minimum Pass Percentage in each component (AE, IA & Practical) shall be 50%, separately

Himachal Pradesh University
NAAC Accredited ' A ' Grade University Summer
Hill, Shimla -171005

SYLLABUS OF BACHELOR OF LIBRARY AND INFORMATION SCIENCE
Session (2020-21)

Course structure

B. Lib. I. Sc.
First Semester

Course Code	Description	Marks	Internal Assessment/ assignments	Total Marks	Credit
LIS-101	Foundations of Library and Information Science	80	20	100	4
LIS-102	Knowledge Organization : Classification (Theory)	80	20	100	4
LIS-103	Knowledge Organization: Cataloguing (Theory)	80	20	100	4
LIS-104	Knowledge Organization: Classification and Cataloguing (Practice)	80	20	100	4

B. Lib. I. Sc.
Second Semester

Course Code	Description	Marks	Internal Assessment/ assignments	Total Marks	Credit
LIS-201	Management of Library and Information Centres	80	20	100	4
LIS-202	Information and Communication Technology: Basics	80	20	100	4
LIS-203	Information Sources and Services	80	20	100	4
LIS-204	Internship (30 Days)	100	-	100	4

Course Code: LIS-101
Course Title: Foundations of Library and Information Science

INSTRUCTIONS FOR THE PAPER-SETTERS / EXAMINERS AND CANDIDATES:

I.   The theory question paper will be of 80 marks.
II. The syllabus has been divided into four units. There shall be 9 questions in all in the question paper. The candidate has to answer five questions in all. The first question will be compulsory and shall be short answer type containing 15 short questions (on solving reference queries spread over the whole syllabus) to be answered in maximum 25 to 30 words each.
III. The candidates are required to attempt any 10 short answer type questions carrying 20 marks i.e. 2 marks for each. Rest of the paper shall contain 4 units.
IV. Each unit shall have two questions, and the candidates shall be given internal choice of attempting one question from each Unit. **V.**   Each question will carry 15 marks

B. Lib. I. Sc.

SEMESTER – 1
Course Code: LIS-101
Course Title: Foundations of Library and Information Science

Units	Description of Course
Unit I	Libraries: - Concept, definition, role and functions. Types of Libraries. Definition/attributes of information, knowledge, data and Information Science. Historical development of libraries in India and abroad.
Unit II	Library legislation and acts. Model Public Library Act, The Press and Registration of Books Act, RTI, Information Technology Act, Delivery of Books (Public Libraries Act) 1954 & Latest Amendments, Copyright Act, PR, Committees and commission on libraries
Unit III	Philosophy of Librarianship and Five Laws of Library Science, LIS profession-nature, scope, history, role and ethics. National Knowledge Commission of India, National Mission on Libraries, UNESCO Public Library Manifesto, IFLA Public Library Guidelines.
Unit IV	Features of Information and knowledge society, knowledge economy. National and International Library Associations. ILA, ITALS, IASLIC, SLA, ALA, IFLA, OCLC.

Suggested Readings:

1. Baker, D. (2011). Libraries and society. Chandos Publishing.
2. Bawden, D., & Robinson, L. (2013). Introduction to information science. Chicago: Neal Schuman.
3. Davies, D. L. (2013). Library and information science. New Delhi: Random Exports.
4. Feather, J. (2013) Information society: a study of continuity and change. Facet Publications.
5. Gilchrist, A. (2009). Information science in transition. Facet Publications
6. Goulding, A. (2017). Public libraries in the 21st century: defining services and debating the Future. London: Routledge.
7. Isaac, K. A. (2004). Library legislation in India: a critical and comparative study of state library Acts. New Delhi: Ess Ess Publications.
8. Koontz, C.& Gubbin, B. (2010). IFLA public library service guidelines. 2nd Rev ed. Berlin: Walter de Gruyter & Co.
9. Mangla, P.B. (1981) (Ed). Library and information science education in India. New Delhi: Macmillan.
10. Ranganathan, S. R. (1957). The five laws of library science. Bombay: Asia Publishing House.
11. Rout, R. K. (1986). Library legislation in India: problems and prospects. New Delhi: Reliance Publishing House.
12. Rubin, R. E. (2013). Foundations of library and information science. 3rd ed. New Delhi:
    DBS Imprints.
13. Smith, M. M.(1999). Information ethics. London: Bowker -Saur.
14. Tarango, Javier (2017). The role of information professionals in the knowledge economy. Chandos Publishing.
15. The Facet LIS textbook collection, 2019.
16. Kumar, P. S. G. (1998). Fundamentals of information science. New Delhi: S. Chand.

B. Lib. I. Sc.

<u>SEMESTER – 1</u>

Course Code: LIS-102
Course Title: Knowledge Organization: Classification (Theory)

INSTRUCTIONS FOR THE PAPER-SETTERS / EXAMINERS AND CANDIDATES:

I.   The theory question paper will be of 80 marks.
II.   The syllabus has been divided into four units. There shall be 9 questions in all in the question paper. The candidate has to answer five questions in all. The first question will be compulsory and shall be short answer type containing 15 short questions (on

solving reference queries spread over the whole syllabus) to be answered in maximum 25 to 30 words each.

III. The candidates are required to attempt any 10 short answer type questions carrying 20 marks i.e. 2 marks for each. Rest of the paper shall contain 4 units.

IV. Each unit shall have two questions, and the candidates shall be given internal choice of attempting one question from each Unit. **V.** Each question will carry 15 marks.

B. Lib. I. Sc.

<u>**SEMESTER – 1**</u>

Course Code: LIS-102
Course Title: Knowledge Organization: Classification (Theory)

Unit	Description of Course
Unit I	Knowledge Organization and Universe of Knowledge. Library Classification-Concept, need and objectives. Species of Library Classification. Faceted and Enumerative Schemes of classification. Introduction to descriptive and dynamic theory of classification. Modes of formation of subjects and knowledge. Simple Knowledge Organization System (SKOS), Mapping and division of knowledge in various schemes of Library Classification with special reference to DDC, UDC and Colon Classification.
Unit II	Colon Classification (CC): Salient features and Components. Facet analysis, principles of facet sequence, Fundamental Categories (PMEST), Devices, Notational System, Three planes, 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): Basic Concept UDC Translations: Current Status
Unit III	Dewey Decimal Classification (DDC): Salient Features, Structure and layout, organization of basic classes, hierarchy, coverage, notation, simplicity, memorability, hospitality, Chain-Structure, flexibility, manual, DDC Summaries, Relative Index, Table Schedules Summaries, entries, notes. Postulational approach to classification, Principles of helpful sequence, Five Fundamental Categories, facet analysis& facet 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.

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 knowledge organisation 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: Ess Ess Publications.
9. Satija, M. P. (2013). The Theory and practice of the Dewey Decimal classification system. Chandos Publications.
10. Satija, M. P. Exercises in the 23rd edition of DDC. Ess Ess 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 Title: Knowledge Organization: Cataloguing (Theory)

INSTRUCTIONS FOR THE PAPER-SETTERS / EXAMINERS AND CANDIDATES:

I.   The theory question paper will be of 80 marks.
II.   The syllabus has been divided into four units. There shall be 9 questions in all in the question paper. The candidate has to answer five questions in all. The first question will be compulsory and shall be short answer type containing 15 short questions (on solving reference queries spread over the whole syllabus) to be answered in maximum 25 to 30 words each.
III.   The candidates are required to attempt any 10 short answer type questions carrying 20 marks i.e. 2 marks for each. Rest of the paper shall contain 4 units.
IV.   Each unit shall have two questions, and the candidates shall be given internal choice of attempting one question from each Unit. V.   Each question will carry 15 marks

B. Lib. I. Sc.

<u>SEMESTER – 1</u>

Course Code: LIS-103
Course Title: Knowledge Organization: Cataloguing (Theory

Unit	Description of Course
Unit I	Forms of Library Catalogue : Library Catalogue: Concept, objectives, purpose and functions. Physical forms of Library Catalogue: Conventional and Nonconventional (OPAC). Types of Catalogue: Dictionary Catalogue, Classified Catalogue, Alphabetico-Classed Catalogue, Alphabetico-Subject Catalogue.
Unit II	Catalogue Entries and Subject Cataloguing: Catalogue Entries: Main entry and Added entries (According to CCC 5th ed. and AACR-2). Subject Cataloguing: Meaning, purpose, objectives, approaches (Chain Procedure and Sear's List of Subject Headings).
Unit III	Union Catalogue: Concept, purpose, Union Catalogues of INFLIBNET, DELNET and OCLC. Selective, Simplified and Centralized Cataloguing. Authority File, Shelf List, ISBN, ISSN. Normative Principles of Cataloguing: Canons and Principles of Cataloguing : Their application to CCC and AACR -2 and its revisions
Unit IV	Current Trends in Cataloguing: ISBD, CCF, RDA and FRBR. Metadata: meaning, purpose, use, & types - MARC 21, DUBLINCORE, TEI (Text Encoding Initiative), METS, EAD, VRA Core Web OPAC and its functions, BIBFRAME, Centralized and Cooperative Cataloguing: OCLC, World Cat, IndCat, Shodhganga, e-Shodh Sindhu.

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. Lubas, R. (2013). The Metadata Manual. Chandos Publishing.
8. MARC 21 standards. Oxford: Chandos Publishing.
9. Maxwell, R. & Maxwell, M. F. (1997) Maxwell's handbook of AACR2R: explaining and illustrating the Anglo American Cataloguing Rules and the 1993 amendments.

10. Mering, M. (2014). The RDA workbook: learning basics of resource description and access. Libraries Unlimited.
11. Ranganathan, S. R. (1995). Cataloguing practice. South Asia Books.
12. Chowdhury, G. G., & Chowdhury, S. (2007). Organizing information: From the shelf to the Web. London: Facet.
13. Girja, K., & Krishan, K. (2011). Theory of cataloguing (5th ed.). Delhi: Vikas Pub. House.
14. Krishan, G. (2000). Library online cataloguing in digital way. Delhi: Authors press
15. Ranganathan, S. R. (1964). Classified catalogue code(5thed.). Bombay: Asia Pub. House.

B. Lib. I. Sc.

SEMESTER – 1

Course Code: LIS--104
Course Title: Knowledge Organization: Classification and Cataloguing (Practice)

INSTRUCTIONS FOR THE PAPER-SETTERS / EXAMINERS AND CANDIDATES:

The practical question paper will be of 80 marks.   Time Duration: 3 Hour
Classification: 40 Marks   Cataloguing: 40 Marks

The syllabus has been divided into four units.

Classification: There shall be 16 titles, out of which 8 titles to be classified (Basic class + component) by both DDC and CC. From each unit, the candidates shall be given internal choice i.e. the candidates shall attempt 4 titles from 6 titles from each units according to DDC and CC, respectively. Questions in Unit-I and II shall be of 5 marks each. In no case a title should be asked from outside the syllabus. The question paper should be strictly according to the instructions mentioned above.

Cataloguing: There should be 16 questions in all, out of which the candidate be asked to attempt questions in all, selecting three questions from each unit. The first question shall be of serial / periodical publication. One Title shall be given and the candidates shall be asked to catalogue the same according to either AACR-2 or CCC .It shall carry 12 marks and shall be compulsory question. Each unit shall have 2 questions carry 7 marks and the candidates shall be given internal choice i.e. the candidate shall attempt one question from each unit. The questions should be evenly distributed within the units. In no case a question should be asked from outside the syllabus. The question paper should be strictly according to the instructions mentioned above.

B. Lib. I. Sc.

<u>SEMESTER – 1</u>

Course Code: LIS-104
Course Title: Knowledge Organization: Classification and Cataloguing (Practice)

Unit	Description of Course
Unit I	Classification of Documents according to DDC (23 ed.)
Unit II	Classification of documents according to CC (6th rev. ed.).
Unit III	Anglo American Cataloguing Rules, 2nd ed. (1988)
Unit IV	Classify Catalogue Code, 6th ed. by Dr. S. R. Ranganathan

Suggested Readings:

1. Dewey, M., & Custer, B. A. (1979). Dewey decimal classification and relative index (23rd Ed.). (Vol. 4). Albany: Forest Press.
2. Ranganathan, S.R. (1989).Colon Classification (6th rev. ed.). Bangalore: Sarda Ranganathan Endowment for Library Science.
3. Satija, M. P. (2011). A guide to the theory and practice of colon classification. New Delhi: EssEss Publications.
4. Satija, M. P. (2013). The theory and practice of the Dewey Decimal Classification system (2nd ed.). Oxford: Chandos Pub.
5. Satija, M. P. (2004). Exercises in the 22nd edition of the Dewey decimal classification. New Delhi: Ess Ess Publications.
6. Singh, S. (2011). The theory and practice of the Dewey decimal classification system. New Delhi: Isha Books.
7. British Standards Institution.,& International Federation for Documentation. (1961). Universal Decimal Classification: Abridged English edition (3rd rev. ed.). London: BSI
8. Gorman, M., Winkler, P. W. (Eds.), Joint Steering Committee for Revision of AACR.,& American Library Association. (1988). Anglo-American cataloguing rules. Ottawa: Canadian Library Association.
9. Chan, L. M. (2007). Cataloguing and classification: An Introduction (3rd ed.). New York: Scarecrow Press.
10. Ranganathan, S. R., & Neelameghan, A. (1964). Classified catalogue code: With additional rules for dictionary catalogue code. New York: Asia Pub. House.
11. Ranganathan, S.R. (1989). Cataloguing practice (2nd ed.). Bangalore: Sarada Ranganathan Endowment for Library Science.

12. Sears, M. E. (2014). Sears list of subject headings (20th ed.). New York: H.W. Wilson. Welsh, A., & Batley, S. (2012). Practical cataloguing: AACR, RDA and MARC 21. London: Facet Publishing

B. Lib. I. Sc.

SEMESTER – II

Course Code: LIS-201
Course Title: Management of Library and Information Centres

INSTRUCTIONS FOR THE PAPER-SETTERS / EXAMINERS AND CANDIDATES:

I.   The theory question paper will be of 80 marks.
II.   The syllabus has been divided into four units. There shall be 9 questions in all in the question paper. The candidate has to answer five questions in all. The first question will be compulsory and shall be short answer type containing 15 short questions (on solving reference queries spread over the whole syllabus) to be answered in maximum 25 to 30 words each.
III.   The candidates are required to attempt any 10 short answer type questions carrying 20 marks i.e. 2 marks for each. Rest of the paper shall contain 4 units.
IV.   Each unit shall have two questions, and the candidates shall be given internal choice of attempting one question from each Unit.
V.   Each question will carry 15 marks

B. Lib. I. Sc.

SEMESTER – II

Course Code: LIS-201
Course Title: Management of Library and Information Centres

Unit	Description of Course
Unit I	Functions and principles of Management. Principles of scientific management and their application to Libraries and Information Centers. Management by Objectives. Library Authority, Library Committee, Delegation of Authority. Library Organizational Structure. Management Information System (MIS).
Unit II	Collection development and access management: Need, purpose, principles and factors. Collection development policy. Procedure of ordering, appointing vendors. Book trade problems with special reference to India. Accessioning. Good Offices Committee (GOC).

Unit III	Human Resource Management: Policy and Staffing; Recruitment and Training, Job Description, Job Analysis, and Job Evaluation. Motivation (definition, nature, importance, and Theories of McGregor, Herzberg's two factor and Maslow).TQM
Unit IV	Library Planning, Financial Management and Reporting: Library Building. Resource mobilization. Budgeting techniques. Cost effectiveness and Cost benefit analysis. Library Statistics and Annual Report. Library rules and regulations.

Suggested Readings:

1. Christian, A. R. (2013). Academic library management: Universities, colleges and institutions.Jaipur: Vista Publishers.
2. Bryson, J. (2011). Managing information services: A sustainable approach. Farnham: Ashgate Pub.
3. Evans, G. E., Layzell, W. P., Rugaas, B., & Evans, G. E. (2000). Management basics for information professionals. New York: Neal-Schuman Publishers.
4. Edwards, E. G. (2005). Developing Library & Information Centre Collections. Westport: Libraries Unlimited.
5. Johnson, P. (2014). Fundamentals of collection development & management (3rded.). Chicago: American Library Association.
6. Krishan, K. (2007).Library Management in Electronic Environment. New Delhi: HarAnand Publication.
7. Mittal, R. L. (2007). Library administration: Theory and practice (4th ed.). Delhi: Ess Ess Pub.
8. Stueart, R. D., Moran, B. B., &Morner, C. J. (2013). Library and information center management. Englewood, Colo: Libraries Unlimited.
9. Thanuskodi, S. (2013). Challenges of academic library management in developing countries. Hershey PA: Information Science Reference.
10. Sood, N. M. (2011). Fundamentals of library administration and management. New Delhi:
    Mahaveer& Sons.
11. Ranganathan, S.R. Library administration. Latest Ed
12. Ranganathan, S.R. Library Manual for Authorities, Librarians and Honorary Library Workers. 2nd ed. Bombay: Asia, 1967
13. 16. Singh, R.S.P. Fundamentals of Library Administration and Management. Delhi Prabha, 1990.

Course Code: LIS-202
Course Title: Information and Communication Technology: Basics

INSTRUCTIONS FOR THE PAPER-SETTERS / EXAMINERS AND CANDIDATES:

I.   The theory question paper will be of 80 marks.
II.   The syllabus has been divided into four units. There shall be 9 questions in all in the question paper. The candidate has to answer five questions in all. The first question will be compulsory and shall be short answer type containing 15 short questions (on solving reference queries spread over the whole syllabus) to be answered in maximum 25 to 30 words each.
III.   The candidates are required to attempt any 10 short answer type questions carrying 20 marks i.e. 2 marks for each. Rest of the paper shall contain 4 units.
IV.   Each unit shall have two questions, and the candidates shall be given internal choice of attempting one question from each Unit.
V.   Each question will carry 15 marks

Unit	Description of Course
Unit I	Fundamentals of Information and Communication Technology (ICT): Definition, concept, objectives, and scope of ICT. Computer generations. Functional Units of Computers: Input Unit, Storage Unit, Central Processing Unit (CPU) and Output Unit. Definition of Software and Hardware. Application & System Software Common Application Software: Features of Word Processor, Spreadsheet and Presentation Software. Online Office Suites: Concept & features. Concept of Open Source Software (OSS), Introduction to Open Office. Operating
	Systems: Concept and basic features of Windows. Mobile Operating System (OS): Concept. Introduction to Android

Unit II	Computer Networks and Communication: Concept, Need, & Purpose. Common Network Devices, Classification of Computer Networks: Organization scope (Intranet, Extranet & Internet), and Geographical Scale (LAN, MAN, WAN). Network Topologies: Concept, Physical & Logical Topology, Topology and Its Types The Internet: Definition, Concept, Basic Service. World Wide Web (WWW): Concept & Examples. Domain Name: Concept, Purpose, and Syntax. Internet of Things: Concept & Applications. The Invisible Web: Concept. Internet Safety: Concept, Common causes and Prevention
Unit III	Library automation: introduction, objectives, Evolution of Library Automation Automated Library System: Standards and Software (Koha and SOUL): Introduction, Barcode software, Library and Information networks with special reference to India: DELNET, INFLIBNET.
Unit IV	Digital Library: Concept and Definition, Needs and Characteristics, Development of Digital Libraries, National, International project of Digital Library and Digital Library software (D-Space, Greenstone, Omega, Fedora) Open Standards: OAI-PMH, OAI-ORE, REST, SWORD, PDF-A, JPEG, MPEG Metadata Standards: Dublin Core, Qualified Dublin Core etc. Preservation Metadata: PREMIS.

Suggested Readings:

1. Chowdhury, G.G. (2003). Introduction to digital libraries. London: Facet Publishing.
2. Clobridge, A. (2010). Building a digital repository program with limited resources. Chandos Publications.
3. Carpenter, L., Shaw, S.& Prescott, A. (1998). Towards the digital library.
4. Cohn, J. M., Kelsey, A. L.& Fiels, K. M. (1998). Planning for library automation: a practical handbook. London: Library Association.
5. Lovecy, I. (1984). Automating library procedures: a survivor's handbook. London: Library Association.
6. Simons, N. (2013). New content in digital repositories. Chandos Publications
7. Bharihoke, D. (2012). Fundamentals of Information Technology. 4th ed. New Delhi: Excel Books.
8. Phadke, D. N. (2017). Library information technology. Pune: Universal Publications.
9. Rajaraman, V. &Adabala, N. (2014). Fundamentals of computers. 6th ed. New Delhi: Prentice-Hall of India.
10. Tanenbaum, A. S. &Wetherall, D. J. (2013). Computer networks. 5th ed. New Delhi: Prentice Hall.
11. Goel, Anita. (2010). Computer Fundamentals. 1sted. New Delhi: Pearson Education 12. Chopra, H.S. (2006). Digital Library: Indian and Global Scenario. New Delhi: Shree Pub.
13. Kaushik, P. (2006). Library and information technology. New Delhi: Anmol Publications. 2006.
14. Theresa, T. B., Ratna, K. C., & Rai, B. A. (2011).Information technology and library automation. New Delhi: Commonwealth Publishers.7.

15. Kresh, D., & Council on Library and Information Resources. (2009). The whole digital library handbook. New Delhi: Indiana.
16. Singh, S. P.(2009).Information technology in library. New Delhi, India: Omega Publications.
17. Singh, U.N. (2004). Information technology in libraries. New Delhi: Shree Pub.

B. Lib. I. Sc.

SEMESTER – II

Course Code: LIS-203
Course Title: Information Sources and Services

INSTRUCTIONS FOR THE PAPER-SETTERS / EXAMINERS AND CANDIDATES:

I.   The theory question paper will be of 80 marks.
II.   The syllabus has been divided into four units. There shall be 9 questions in all in the question paper. The candidate has to answer five question in all. The first question will be compulsory and shall be short answer type containing 15 short questions (on solving reference queries spread over the whole syllabus) to be answered in maximum 25 to 30 words each.
III. The candidates are required to attempt any 10 short answer type questions carrying 20 marks i.e. 2 marks for each. Rest of the paper shall contain 4 units.
IV.   Each unit shall have two questions, and the candidates shall be given internal choice of attempting one question from each Unit.
V.   Each question will carry 15 marks

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SEMESTER – II

Course Code: LIS-203
Course Title: Information Sources and Services

Unit	Description of Course
Unit I	Reference and Information Sources: Documentary sources of information: Print, non-print including electronic sources – Definition, need and use. Nondocumentary 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: a manual. Delhi: Shipra.
2. Murty, S., & Sonal S. (2006).Information services, library education and research in India, 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 of Library & 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 higher education: 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.
8. Kumar, P.S.G.(1998). Fundamentals of information science. New Delhi: S. Chand.
9. Katz, W.A. Introduction to reference works. 7th ed. New York: McGraw-Hill, 1996. 2 vols.

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

B. Lib. I. Sc.

SEMESTER – II

Course Code: LIS-204

Internship (30 Days)

The candidates shall have to undergo internship program with universities and research library for minimum one-month duration. On completion of the internship programme, the candidate should have to submit the report of his/her experience. The respective library where the candidates complete the internship program shall submit the performance appraisal report of the candidate.

Other terms and conditions

Department of Library and Information Science
(Under the Faculty of Social Sciences)

Course of Study:-

(1)   Name of the Course:- **Bachelor of Library and Information Science** (B.Lib. I.Sc.)

(2)   Nature of the Course: Regular degree course of study.

(3)   Duration of Completion of Course : Minimum one year (Two Semester), Maximum (Three year from the date of admission to the programme)

(4)   Number of Seats : Thirty (10 - Subsidised and 20 - Non-Subsidised)

(5)   Eligibility Criteria for Admission: -

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

OR

(b) Bachelor's degree in any stream from the university established by the law the 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.

<div align="center">OR</div>

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

<div align="center">OR</div>

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

(6) Procedure of Admission:-

The admission to the course/Degree shall be on the basis of merit as determined by the marks obtained by the candidates in their three year Bachelor's course.

(7) Fees :-

(a) For subsidised Seats: The fee will be same as charged for the M.Sc. (Science Streams-Physics, Chemistry, Maths etc.) of HPU Shimla-5, per Semester.

(b) For Non-Subsidised 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 subsidised seats. Fee once deposited under this category will not be refunded under any circumstances.

(8) Age Limit:- The upper age limit will be applicable as per HP University rules for other PG Courses.

(9) Reservation :- The reservation for SC/ST/PWD and other applicable category shall be as per HP University rules

(10) Application Form Fee:- The online application fee of Rupees 700.00 (Rupees 350.00 in case of SC/ST/ Antyodaya /IRDP/PwD)will be made in favour of Finance officer, H.P. University, Shimla-5 and payable at State Bank of India, Shimla-5. The Candidate will need to put a separate application form for the subsidised and non-subsidised seats accompanied by the requisite fees. Application form fee once deposited will not be refunded under any circumstances.

(11) Examination General :-

(a) 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.

(b) In order to be eligible to appear in university examination a candidate should have put in 75% 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.)

(c) 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 (11)(b).