

SHIVAJI UNIVERSITY, KOLHAPUR.



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Accredited By NAAC

Revised Syllabus For

Bachelor of Library and Information Science

(Faculty: Social Science)

(Subject to the modifications to be made from time to time)

Syllabus to be implemented from June 2010 - onwards.

Shivaji University, Kolhapur
Revised Syllabus
For
Bachelor of Library and information Science

1. TITLE : Subject Library and information Science
Under the Faculty of Social Science

2. YEAR OF IMPLEMENTATION:-

Revised Syllabus will be implemented from June 2010 - onwards.

3. GENERAL OBJECTIVES OF THE COURSE:

1. To educate the students to respond to the changing information needs of society.
2. To give the students an understanding of the basic principles and theories of library and Information Science.
3. To develop proficiencies and abilities of students essential for management of libraries and information systems.
4. To enable the students to understand the role of libraries and information centers in socio-economic development of the society.
5. To acquaint the students with Information and communication Technology and its applications in Libraries and Information centers.

4. NUMBER OF ADMISSIONS: Forty (40)

5. DURATION

- **The course shall be a full time regular course**
- **The duration of course shall be of one year / Two 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 applicable to regular course)i) **Entrance Examination Fee Rs. 300 /- (Not refundable)**ii) **Course Fee-**

Particulars	Rupees
Tuition Fee	Rs. 1200 /-
Laboratory Fee	Rs. 200 /-
Internet Fee	Rs. 200/-
Annual fee Per student	Total Rs. 1600/-

Other fee will be applicable as per University rules/norms.

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.10/- (To be paid with the application form)

2] Entrance Test fee Rs.300/- (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:

i) 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.

ii) In certain cases tuition fees may be refunded as per the rules framed in that behalf.

iii) No other fees are refundable.

11. MEDIUM OF INSTRUCTION:

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

12. HOSTEL:

There are men and women Hostels on the University premises and as per the rules in this behalf, The students will be accommodated in these hostels. Students desirous of taking admission to the University Hostels are requested to fill in the hostel admission form and complete the necessary formalities along with form of admission to the course. Mess is compulsory for Hostellers. Students are required to observe rules & regulations of hostel accommodation

Last date of application for admission : In the month of May every year

13. GENERAL :

Students of this University must submit their Transference Certificate (from the College/University last attended) before 14th August without fail.

1. No student will be allowed to appear for a Post-graduate Examination unless he/she has taken his/her Bachelor's Degree Certificate.
2. Students from other Universities should apply for Eligibility Certificate on or before 31st August after their admission to this University.
3. Every student must arrange to have an identity card at the time of his/her admission.
4. Seats are reserved for students belonging to Scheduled Castes, Scheduled Tribes etc. as per the Resolutions passed by the State Government from time-to-time.
5. No application form for admission to an examination will be accepted unless all dues are cleared by the student.

O.B.Lib.1 : To be eligible for admission to the B.Lib.& I.Sc. course, a candidate must have passed a Degree Examination of this University or an equivalent examination of a recognized University.

R.B.Lib. 1.: Admissions are made on the basis of marks obtained performance made in the entrance test.

O.B.Lib.2. : A candidate shall be admitted to the examination for B.Lib.& I.Sc. course if :

- i) He/She has kept two semesters for the B.Lib.& I.Sc. course satisfactorily and necessary attendance as per rules
- ii) He/She has satisfactorily completed the prescribed course of practical work and assignments.

O.B.Lib.3. Mechanism of Credit Systems:

Credit is a kind of weightage given to the contact hours to teach the prescribed syllabus, which is in a modular form. Normally one credit is allotted to 15 contact hours. The paper wise instructional days with a norm of 4 contact hours per week per paper will be of 120 days. That is 60 days or 60 contact hours per paper shall be completed during each semester session. By converting these contact hours into credit at the rate of 15 contact hours for each subject, there will be 4 credits allotted to each paper.

Conversion of Marks into grades:

The marks obtained by a candidate in each paper or practical/ CIE (Out of 100 or any fraction like 80 +20 shall be converted into grades on the basis of the following table.

Grades Points	Range of marks obtained out of 100 or in any fraction	
0	From 00	To 39
1	40	44
2	45	49
3	50	54
4	55	59
5	60	64
6	65	69
7	70	74
8	75	79
9	80	84
10	85	89
11	90	94
12	95	100

Grade & Grade Points:

The students performance of course will be evaluated by assigning a letter grade on a few point scale as given below. The grade and grade points and credits shall be calculated as under:

Grades	Credit Points
O	10 to 12
A+	8 to 9.99
A	6 to 7.99
B+	4 to 5.99
B	2 to 3.99
C+	1 to 1.99
C	0 to 0.99

The students shall be further graded on a scale ranging from 12 to 0. The grade and grade points as shown below will express the level of students.

Overall Final Credits	Level of Students	
10 to 12	Higher Distinction Level	Extraordinary
8 to 9.99	Distinction Level	Excellent
6 to 7.99	First Class	Very Good
4 to 5.99	Higher Second Class	Good
2 to 3.99	Second Class	Satisfactory
1 to 1.99	Pass	Fair
0 to 0.99	Fail	Unsatisfactory

R. B. Lib.2 : The details of the Semester I & II Examinations shall be as under:

Semester I ----- Theory = 600 Marks

Practicals = 300 Marks

Semester II ----- Theory = 600 Marks

Practicals = 300 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. Lib 3: Standards for passing the Examination

1. A candidate shall have to obtain a minimum of 40% marks in each theory paper.
2. A candidate shall have to obtain a minimum of 40% of the total marks in the practical examination and candidate has to appear for all the sub-heads under practical examination compulsory.
3. A candidate shall be declared successful if he/she secures 40% of the total marks in the whole examination.
4. A candidate can claim exemption for each theory or practical paper, if he/she secures 40% marks in theory or practical paper.

The candidate shall be declared to have passed in the examination in pass class if he/ she pass the examination in semester I & II with minimum 40% aggregate marks. Those of the successful candidates who obtain 50% and more shall be declared to have passed in Second class and who obtain 60% and more marks shall be declared to have passed in First class and those who obtain 70% or more marks shall be declared to have passed in First class with distinction.

O. B. Lib 4:**Equivalence in Accordance with Titles and Contents of Papers:**

The Equivalence in accordance with Titles and Contents of the Theory Papers in the revised syllabus of B.Lib.I. Sc. Course is given to the same respective Titles of the Theory Papers in pre-revised syllabus of B.Lib.I.Sc. Course

R. B. Lib 4: The details of the Semester I & II Examination shall be as under

Teacher's Qualifications: M. Lib. I. Sc. (B+) and NET/SET Pass

**The following shall be the papers prescribed for
examination**

Semester I

Paper No.	Title of the Paper	Examination Marks			Credits	Teaching Hrs. per week
		Max Marks	Internal Marks	Total Marks		
I	Foundation of Library and Information Science (Paper I)	80	20	100	4	4
II	Knowledge Organization, Information Processing and Retrieval (Paper I)	80	20	100	4	4
III	Management of Libraries and Information Centres (Paper I)	80	20	100	4	4
IV	Information Sources and Services (Paper I)	80	20	100	4	4
V	Information Technology Basics (Paper I)	80	20	100	4	4
VI	Library and Users (Paper I)	80	20	100	4	4
Practicals						
VII	Knowledge Organization (Practical I) : Classification of Documents Cataloguing of Documents	80	20	100	4	
VIII	Information Sources and Services (Practical I)	80	20	100	4	
IX	Information Technology Basics (Practical I)	40	10	50	2	
X	Library Sectional Work (Practical I)	40	10	50	2	
	Total			900	36	

Theory

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 Maharashtra.
- Role of UGC in Developing Academic Libraries: Various Commissions and Committees
- Resource Sharing : Concept, Need and application in Libraries and Information Centres
- 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 (Latest 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, WindowsNT
- Types of Softwares: 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.

Practicals – Semester I

VII: Knowledge Organization– I

Classification of Documents Using DDC (Latest 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.

Cataloguing of Documents.

- Using AACR (Latest Ed.)
- Cataloguing of Simple documents
- Cataloguing of complex documents
- Assigning subject Headings

VIII: Information Sources and Services – I

- Evaluation of Reference sources
- Compilation of Content List of articles/ Press Clippings.
- Bibliography of Documents

IX: Information Technology Basics – I

- MS-DOS Commands
- MS-Word, MS-Excel, MS-PowerPoint

X: Library Sectional Work-I

Semester II

Paper No.	Title of the Paper	Examination Marks			Credits	Teaching Hrs. per week
		Max Marks	Internal Marks	Total Marks		
I	Foundation of Library and Information Science (Paper II)	80	20	100	4	4
II	Knowledge Organization, Information Processing and Retrieval (Paper II)	80	20	100	4	4
III	Management of Libraries and Information Centres (Paper II)	80	20	100	4	4
IV	Information Sources and Services (Paper II)	80	20	100	4	4
V	Information Technology Basics (Paper II)	80	20	100	4	4
VI	Library and Users (Paper II)	80	20	100	4	4
Practicals						
VII	Knowledge Organization (Practical II): Classification of Documents Cataloguing of Documents	80	20	100	4	
VIII	Information Sources and Services (Practical II)	80	20	100	4	
IX	Information Technology Basics (Practical II)	40	10	50	2	
X	Library Sectional Work (Practical II)	40	10	50	2	
Total				900	36	

Theory

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
- Maharashtra 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 (Latest 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 centres

Unit 4: Computer Networks

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

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 Use 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 (Latest 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.

Cataloguing of Documents.

- Using CCC (Latest Ed.)
- Cataloguing of Simple documents
- Cataloguing of complex documents
- Assigning subject Headings

VIII. Information Sources and Services – II

- Journal Writing: Exercises based on Reference questions, Notes on Reference Sources, Writing Abstracts.
- Viva- Voce based on Reference Sources and their use (Practical Work)

IX. Information Technology Basics – II

- Database creation using at least one DBMS software
- Use of Internet

X. Library Sectional Work -II