SHIVAJI UNIVERSITY, KOLHAPUR

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Reaccredited By NAAC with ‘A’ Grade

CHOICE BASED CREDIT SYSTEM

Syllabus For
Bachelor of Library and Information Science
(Faculty: Interdisciplinary Studies)

SEMESTER I AND II
(Syllabus to be implemented from June, 2018 onwards)
Shivaji University, Kolhapur
Revised Syllabus
For
Bachelor of Library and Information Science
(Choice Based Credit System based on Semester Pattern)

1. PROGRAMME TITLE: Bachelor of Library and information Science under the Faculty of Interdisciplinary Studies

2. YEAR OF IMPLEMENTATION:-
   Revised Syllabus will be implemented from June 2018 - onwards.

3. PROGRAMME OBJECTIVES:

   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. PROGRAMME OUTCOMES:

   LIS Students:
   
   1. Will learn the skills of organizing information and recorded knowledge.
   2. Will be able to provide traditional and modern Information and Reference services for users.
   3. Will become competent for job opportunities in LIS and related field.
5. PROGRAMME SPECIFIC OUTCOMES:

LIS Students:
1. Can apply the skills and attitudes of visioning, entrepreneurship, advocacy, planning and management of Libraries and Information Centres (LICs) and effective leadership in the LIS field.
2. Possess the skills to respect, engage and collaborate with a diverse community in order to advocate for and construct inclusive, meaningful, and participatory library services, programmes and resources.
3. Can perform and access research based practices through the application of information literacy, inquiry, and research methods including data discovery, analytics and qualitative measures.

6. NUMBER OF ADMISSIONS: Forty (40)

7. DURATION

- The programme shall be a full time regular programme
- The duration of programme shall be of one year of two Semesters.

8. PATTERN:-
Pattern of Examination will be Semester with 80+20 (100 marks) with Choice Based Credit System.

9. ATTENDANCE:
Minimum attendance for each semester is 75% of the total number of Theory, Tutorial, Practical, Seminar, and Group Discussion periods.

10. FEE STRUCTURE: (as applicable to regular programme)
Fees will be applicable as per University Rules/ Norms

11. ELIGIBILITY FOR THE PROGRAMME:
1. To be eligible for admission to the B. Lib. and I. Sc. programme, a candidate must have passed a Degree Examination of this University or an equivalent examination of any other recognized University.
12. ADMISSION PROCESS:

- The admissions will be on the basis of merit of entrance examination and reservation policy of the Govt. of Maharashtra

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

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

- No. T.A. and D.A. will be paid to the candidates called for Interview.

13. REFUND OF MONEY:

1. Library Deposit shall be refunded only at the end of the programme 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.

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

3. No other fees are refundable.

14. MEDIUM OF INSTRUCTION:

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

15. 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 programme. Mess is compulsory for Hostellers. Students are required to observe rules and regulations of hostel accommodation

   Last date of application for admission: In the month of May/ June every year
16. 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. Seats are reserved for students belonging to Schedule Castes, Scheduled Tribes etc. as per the Resolutions passed by the State Government from time-to-time.
4. No application form for admission to an examination will be accepted unless all dues are cleared by the student.

❖ A candidate shall be admitted to the examination for B. Lib.and I. Sc. programme if:

i) He/ She has necessary attendance in each semester.
ii) He/ She has satisfactorily completed the prescribed programme of practical work, Seminars, Tutorials and assignments.

• A candidate who fails and reappears for the Examination as 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 programme again as a regular student, He/she shall have to do the record of Practical work afresh.

• Internship: The students shall work in one Library for 15 working days under the supervision of concern Librarian. The librarian has to give hands on training to each sections of the library.
• Students have supposed to complete the internship immediately after the end of Semester I and before the commencement of Semester II.
• Students have to maintain and submit the internship report dully signed by the concern librarian.

❖ 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.
The details of the Semester I and II Examinations shall be as under:

**Semester I ----**
- Theory = 500 Marks
- Practicals = 300 Marks

**Semester II ---**
- Theory = 500 Marks
- Practicals = 300 Marks

Total credits for B. Lib. and I. Sc. Programme

<table>
<thead>
<tr>
<th>S.N.</th>
<th>Paper</th>
<th>Total Paper</th>
<th>Credit per paper</th>
<th>Semester-I</th>
<th>Semester-II</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Theory</td>
<td>5</td>
<td>4</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>02</td>
<td>Practical</td>
<td>3</td>
<td>4</td>
<td>12</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>32</strong></td>
<td></td>
<td><strong>32</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Total Credits:** Semester- I (32) + Semester- II (32) = 64

**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.

<table>
<thead>
<tr>
<th>Grades Points</th>
<th>Range of marks obtained out of 100 or in any fraction</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>From 00 To 39</td>
</tr>
<tr>
<td>1</td>
<td>40</td>
</tr>
<tr>
<td>2</td>
<td>45</td>
</tr>
<tr>
<td>3</td>
<td>50</td>
</tr>
<tr>
<td>4</td>
<td>55</td>
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<tr>
<td>5</td>
<td>60</td>
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<td>6</td>
<td>65</td>
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<td>7</td>
<td>70</td>
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<td>8</td>
<td>75</td>
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<tr>
<td>9</td>
<td>80</td>
</tr>
<tr>
<td>10</td>
<td>85</td>
</tr>
<tr>
<td>11</td>
<td>90</td>
</tr>
<tr>
<td>12</td>
<td>95</td>
</tr>
<tr>
<td></td>
<td>100</td>
</tr>
</tbody>
</table>
Grade and Grade Points:

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

<table>
<thead>
<tr>
<th>Grades</th>
<th>Credit Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>O</td>
<td>10 to 12</td>
</tr>
<tr>
<td>A+</td>
<td>8 to 9.99</td>
</tr>
<tr>
<td>A</td>
<td>6 to 7.99</td>
</tr>
<tr>
<td>B+</td>
<td>4 to 5.99</td>
</tr>
<tr>
<td>B</td>
<td>2 to 3.99</td>
</tr>
<tr>
<td>C+</td>
<td>1 to 1.99</td>
</tr>
<tr>
<td>C</td>
<td>0 to 0.99</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Overall Final Credits</th>
<th>Level of Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 to 12</td>
<td>Higher Distinction Level</td>
</tr>
<tr>
<td>8 to 9.99</td>
<td>Distinction Level</td>
</tr>
<tr>
<td>6 to 7.99</td>
<td>First Class</td>
</tr>
<tr>
<td>4 to 5.99</td>
<td>Higher Second Class</td>
</tr>
<tr>
<td>2 to 3.99</td>
<td>Second Class</td>
</tr>
<tr>
<td>1 to 1.99</td>
<td>Pass</td>
</tr>
<tr>
<td>0 to 0.99</td>
<td>Fail</td>
</tr>
</tbody>
</table>

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 and 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.

**Note:** Each theory course requires 60 hours for teaching. Teacher shall engaged 10 hours altogether for conducting tests, assignments, seminars/presentations, discussion/round table, tutorial, brainstorming session, case studies, and any other activities respective teacher feels to be conducted for continuous evaluation and internal examination.
Question Paper Patterns for Theory Course (Semester- I and II)

----------------------------------------------------------------------------------------
Time: 3 Hours         Total Marks: 80
----------------------------------------------------------------------------------------

Q.1 to Q.6) Descriptive Questions:
• Solve any four descriptive questions out of Six.
• All descriptive questions carry equal marks i.e.15 marks each.

Q.7) Short Notes:
• Write any four short notes out of Six.
• All short notes carry equal marks i.e. 5 marks each.

Practical Course (P1): Question Paper Pattern For Classification of Documents:

----------------------------------------------------------------------------------------
Time: 3 Hours         Total Marks: 80
----------------------------------------------------------------------------------------

• All questions are compulsory.

Q.1) Classify any Five out of eight [20 Marks]
Q.2) Classify any Five out of eight [20 Marks]
Q.3) Classify any Four out of Six [20 Marks]
Q.4) Classify any Four out of Six [20 Marks]

Evaluation of Internal Assessment: 20 Marks
○ Internal Test: 10 Marks
○ Submission of Practical Exercise/Assignments Book : 10 Marks

Note: Passing minimum shall be 40% out of 20 marks i.e. 8 Marks
Practical Examination in Information and Communication Technology

Time: 2.30 hours
Maximum Marks: 80

Q. 1) Creation of database in DBMS Package e.g.- MS- Access
20 Marks

OR

Provided text to be formatted according to the instructions given

Q.2) Preparing a slide in power point along with animation, slide transition on given topics
20 Marks

OR

Creation of worksheet (mark sheet) of MLISc students and convert into graph

Q. 3) Generate the report in any given module of library automation software.
20 Marks

Q.4) Viva- Voce
20 Marks

Practical Course (P4): Cataloging of Documents According to AACR-II

Time: 3 Hours
Total Marks: 80

o All examples carry equal marks i.e. 20 marks/ example.

o Solve any four titles according to AACR-II out of Six.

o Prepare all types of entries.

Evaluation of Internal Assessment: 20 Marks

• Internal Test: 10 Marks

• Submission of Practical Exercise/Assignments Book: 10 Marks

Note: Passing minimum shall be 40% out of 20 marks i.e. 8 Marks
Bachelor of Library and Information Science
(Semester- I)
The following shall be the courses prescribed for examination

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Title of the Course</th>
<th>Examination Marks</th>
<th>Credits</th>
<th>Teaching Hours per Week</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Max. Marks</td>
<td>Internal Marks</td>
<td>Total Marks</td>
</tr>
<tr>
<td></td>
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<tr>
<td>• Compulsory (Theory)</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>C1</td>
<td>Foundation of Library and Information Science</td>
<td>80</td>
<td>20</td>
<td>100</td>
</tr>
<tr>
<td>C2</td>
<td>Information &amp; Communication Technology: Basics</td>
<td>80</td>
<td>20</td>
<td>100</td>
</tr>
<tr>
<td>C3</td>
<td>Knowledge Organization: Classification and Ontology</td>
<td>80</td>
<td>20</td>
<td>100</td>
</tr>
<tr>
<td>C4</td>
<td>Archival, Museums and Archeological Information System</td>
<td>80</td>
<td>20</td>
<td>100</td>
</tr>
<tr>
<td>• Elective (Theory) Choose any one</td>
<td></td>
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</tr>
<tr>
<td>E1</td>
<td>Public Library System</td>
<td>80</td>
<td>20</td>
<td>100</td>
</tr>
<tr>
<td>E2</td>
<td>Academic Library System</td>
<td>80</td>
<td>20</td>
<td>100</td>
</tr>
<tr>
<td>• Practicals (Compulsory)</td>
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</tr>
<tr>
<td>P1</td>
<td>Classification of Documents</td>
<td>80</td>
<td>20</td>
<td>100</td>
</tr>
<tr>
<td>P2</td>
<td>Information &amp; Communication Technology</td>
<td>80</td>
<td>20</td>
<td>100</td>
</tr>
<tr>
<td>P3</td>
<td>Library Sectional Work and Seminars</td>
<td>80</td>
<td>20</td>
<td>100</td>
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</tbody>
</table>

(Abbreviations Used: C= Compulsory, E= Elective and P= Practical)
Course (C1): Foundation of Library & Information Science

Course Objectives/Outcome (CO)
- To make the students aware about types of libraries and their functions.
- To acquaint the students with fundamental laws, legislations and associations.

Course Contents (CC)

Unit 1: Library as a social Institution
- Social and historical Foundation of Libraries
- Role of Libraries in national development
- Information Society
- Library Extension Activities and Outreach programmes
- Information as a Commodity

Unit 2: Laws & Legislation
- Five Laws of Library Science
- Implications of Five Laws of Library Science
- Public Library Movement
- Library Legislation in India
- Maharashtra Public Library Act 1967

Unit 3: Library Development
- Development of Libraries in India With Special Reference to Maharashtra
- Library Resource sharing and Networking : Concept, Need and Application in Library and Information Centres
- Librarianship as Profession: Attributes, Ethics of Profession

Unit 4: Library Associations and Institutions
- Role of Library Associations in Development of Libraries
- International Associations : UNESCO, IFLA, ALA and LA
- National Associations: ILA, IASLIC and IATLIS
• **Recommended Books:**


7) Evan, S.E.: (1978) Management Techniques for Librarian


**Course (C2): Information and Communication Technology (ICT): Basics**

**Course Objectives/Outcome (CO)**

- To provide knowledge about basic of ICT.
- To introduce students with network technology, library automation and software packages.

**Course Contents (CC)**

**Unit1: Fundamentals of ICT**

- Meaning, Definition, Components, Channels and Applications
- Computer Basics: Definition, Characteristics, Components, Generations and Classification of Computers
- Computer Hardware: Overview of various Input, Output and Storage devices
- Basics of Operating Systems and Programming Languages
- Types of Computer Software: System Software and Application Software
Unit 2: Networks Technology
  • Network - Types, Topology and Components
  • Internet- Concept, Services and Applications of Internet in Library and Information Centers

Unit 3: Library Automation
  • Concept, pre-requisites/planning and need of Library Automation
  • Automation of Housekeeping Operations: Acquisition, Cataloguing, Circulation, Serial Control and OPAC

Unit 4: Library Automation Software packages
  • Commercial Software packages : SOUL, LibSys etc. (Basic features)
  • Open Source Software packages : KOHA, New-GenLib, e-granthalaya etc.(Basic features)

• Recommended Books:

Course (C3): Knowledge Organization: Classification and Ontology

Course Objectives/Outcome (CO)
- To make the students acquainted with the process of knowledge Organization.
- To train students about the tools and techniques of knowledge Organization.
- To develop acquaintance with the Ontologies and folksonomies.

Course Contents (CC)

Unit 1: Universe of Knowledge
- Concept, Meaning and Definitions
- Types of Knowledge
- Attributes of Universe of knowledge
- Universe of subjects and its structure
- Modes of formation of subjects
- Knowledge Organization: meaning, need, purpose and functions

Unit 2: Library Classification
- Concept, Meaning and Definitions
- Need, Purpose and Features of Library Classification
- Knowledge Classification and Library Classification
- Normative Principles of Classification: Canons, Principles and postulates, facet
- Canons for Three Planes: Idea, Verbal and Notational
- Notation: Meaning, Qualities and features

Unit 3: Schemes of Library Classification
- Species of Library Classification: Enumerative, Faceted, Analytico-Synthetic Scheme etc.
- Study of Schemes of Library Classification: DDC, CC, UDC
- Study of Online Schemes of Library Classification: LC, DDC, UDC

Unit 4: Recent Trends in Library Classification
- BSO
- Thesaurofacet
- Classaurus
- Automatic Classification
- Web Dewey and Classify service
• Digital Knowledge Organization System: Concept, facet Ontologies, folksonomies, OWL, SKOS, Taxonomies, Authority files
• Knowledge Organization in Digital Environment – natural languages processing: syntactic analysis, Universals and parsing algorithms; Data and text mining; Semantic Web, RDF. Enterprise Information Architecture.

• Recommended Books:
   a. Delhi: BR.
32. Svenonious, E: The intellectual foundations of information organization. Cambridge: MIT

Course (C4): Archival, Museums and Archeological Information System

Course Objectives/Outcome (CO)

- To introduce the students with historical development of archives and museums in India.
- To make the students acquainted with collection, organization and management of archives and museums.
- To familiarize the students with preservation of archives & rehabilitation of documents.

Course Contents (CC)

Unit I: History and Development
a) Archives:
   - History and Development of Archives in India
   - Objectives and Functions
   - Types of Archival Centers
   - National Mission for Manuscripts (NMM)
b) Museums:
   - History and Development of Museums in India
   - Objectives and Functions
• Types of Museums

Unit II: Collection, Organization and Management
• Collection of Archival and Museum
• Acquisition, Classification, Cataloguing and Indexing of Archival Material
• Source Material on Archives, Manuscripts
• Machine Readable and Microfilming of Archival Records
• Databases and Digitization of Archives
• Building, Design, Planning and furniture and Fillings

Unit III: Preservation of Archives
• Objectives and Purpose
• Causes of Deterioration
• Environmental Pollution: Physical, Chemical and Atmospheric
• Biological Enemies of materials: Moulds, Fungi, Insects and Rodents

Unit IV: Rehabilitation of Documents
• Cleaning, Removal of Stains
• Fumigation and Deacidification
• Repair and Restoration Techniques
• Lamination
• Digital preservation
• Standards for Storage Condition

• Recommended Books:


Course (E1): Public Library System

Course Objectives/Outcome (CO)

- To make the students aware about public library system and their functions
- To acquaint them with the services and user education.

Course Contents (CC)

Unit-1: Introduction

- Meaning and definition, origin, objectives, and functions of Public Library
- History and Development of Public Libraries in India and other countries.
- Role of Public Library in Modern Society
- UNESCO Public Library Manifesto.

Unit-2: Library Finance and Budgeting

- Public Library Finance and Budgeting: Sources of Public Library finance
- Administration of Budget.
- Role of national and international associations and organizations in the promotion and Development of Public Libraries.

Unit-3: Study of Public Library Acts

- Study of Public Library Legislation: Need and importance.
- An overview of Public Library Acts in UK, USA and other countries

Unit -4: User Need and Services

- Public Library Services: Planning and Organization of various types of Information services to the different categories of Rural and Urban users including the physically disabled and special groups: women and children.
- Public Library extension activities
- User awareness programme and Outreach activities.
- Raja Ram Mohan Roy Library Foundation, UNESCO, IFLA etc. Internet Public Library

Recommended Books:


Course (E2): Academic Library System

Course Objectives/Outcome (CO)
- To make the students aware about academic library system and their functions.
- To acquaint the students with the academic library services and user education.

Course Contents (CC)

Unit 1: Academic Library System
- Academic Libraries: Meaning, Objectives, Functions &Types
- Role of UGC in Academic Library Development- Committees and Commissions
- Planning for Library Building and Green Library

Unit 2: Academic Library Services
- Academic Library services: Virtual Reference Services, Documentation and Information Services, Current Awareness Services, SDI Services. Abstracting and Indexing Services
- Information Products Development services, ILL, Document Delivery Services, Literature Survey and Bibliography.
Unit 3: Budgeting and HRM

- Academic Library Finance and Budgeting.
- Human Resource Management
- Human Resource Planning & Development: Concepts
- Job Analysis, Job Description, Job Evaluation & Job Specification
- Recruitment Procedure
- Training & Development
- Motivation
- Performance Appraisal
- Stress Management

Unit 4: Academic Library Networks and Resource sharing

- International and National Scenario. Academic Networks: INFLIBNET and DELNET: its Services and Activities.
- OCLC: Its Activities and Functions.

- Recommended Books:

4. Gelfand, M.A.,([1968]). University Libraries for developing countries. [Paris]: Unesco

Practical Course (P1): Classification of Documents

Course Objectives/Outcome (CO)
- To provide practical training about classification of the documents using the latest edition of Dewey Decimal Classification (DDC) scheme.

Practical Content (PC)
Classification of Documents According to Dewey Decimal Classification (DDC) (Latest Edition)

Unit 1:
- Introduction: Structure and Organization of DDC
- Classification of Documents Representing Simple Subjects.

Unit 2:
- Classification of Documents with Standard Sub-divisions.

Unit 3:
- Classification of Documents Representing Compound Subjects.

Unit 4:
- Classification of Documents Representing Complex Subjects.
- Assigning Book Number.

Practical Course (P2): Information & Communication Technology

Course Objectives/Outcome (CO)
- To make the students aware about the MS-Office
- To give practical Hands on training about creation of database and library automation software.

Practical Content (PC)

Unit 1: Word Processors – MS-Word

Unit 2: Presentation packages - MS-Power Point

Unit 3: Spread sheets - MS-EXCEL
Unit 4: Database creation using DBMS software (MS- Access)

Unit 5: Any commercial/ Open sources software: hands on training in Acquisition, Circulation, Cataloguing, Serial control

Practical Course (P3): Library Sectional Work and Seminars

This is an individualized training program that combines learning new library skills outside the classroom and the demonstration of those skills according to a planned schedule of activities. Student work under advisor selected for the purpose to develop a practical training program on a particular aspect of librarianship. The duration of a sectional work will be 1 semester.

Course Objectives/Outcome (CO)

- To increase the knowledge and skills of recent graduates
- To upgrade their skills in a specific area of information services
- To train them in order to boost their efficiency for each sections
- To expose the students with the real working environment of a library operations
- To train them in preparing the state-of-the art report on the library

Method of teaching: Brainstorming sessions with teachers, giving practical hands on session for each section. Teacher will give tutorial first about each section then go to concern sections of library in collaboration with concern staff, students shall work for an hour and students has to prepare the report and get signed by staff.

Method of Assessment: Study report and assignment by concern teacher.

Practical Contents (PC)

- Library profile of Visited library
- Sections of the library and their functions
- Practical work in Acquisition section (if Automated)
- Practical work in Technical Processing sections
- Practical work in Reference sections
- Practical work in Circulation section
- Practical work in Periodical section
- Practical work in OPAC sections
- Practical work in Computerized section
- Practical work in Preservation and Archival sections
- User study

23
• Any other activities by the concern teacher

**Seminars:** Students has to present two seminars based on the syllabus topics allotted by the concerned teachers.

**Note:**

• 40 marks for sectional project report 10 marks for internal assignment & 40 marks for seminars Presentation and 10 marks for internal assignment.
• The students have to submit the report before the commencement of the practical exam.
• Two seminars have given the weightage of 40 marks. The student has to present the seminars as per the predetermined schedule of department.
Bachelor of Library and Information Science  
(Semester- II)  
The following shall be the courses prescribed for examination

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Title of the Paper</th>
<th>Examination Marks</th>
<th>Credits</th>
<th>Teaching Hours per Week</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Max. Marks</td>
<td>Internal Marks</td>
<td>Total Marks</td>
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<td>• Compulsory (Theory)</td>
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<tr>
<td>C5</td>
<td>Management of Libraries and Information Centres</td>
<td>80</td>
<td>20</td>
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<tr>
<td>C6</td>
<td>Knowledge Organization: Cataloguing and Metadata</td>
<td>80</td>
<td>20</td>
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<td>C7</td>
<td>Information Sources and Services</td>
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<td>• Elective (Theory) Choose any one</td>
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<tr>
<td>E3</td>
<td>Skills for Library &amp; Information Science Professionals</td>
<td>80</td>
<td>20</td>
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<td>E4</td>
<td>Information Polices and the Laws</td>
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<td>• Open Elective (Theory) Student from any department can choose this course.</td>
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<tr>
<td>OE</td>
<td>Information Literacy</td>
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<td>• Practicals (Compulsory)</td>
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<td>P4</td>
<td>Cataloguing of Documents according to AACR-II</td>
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<td>P5</td>
<td>Information Sources and Services</td>
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<td>P6</td>
<td>Internship and Study Tour</td>
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<td>Total Credits</td>
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Course Objectives/Outcome (CO)

- To make the students acquainted with the basic concepts of management.
- To introduce the students with the basics of library administration & management.
- To familiarize students with the library housekeeping operations.
- To create understanding about financial management.
- To acquaint students with the recent trends in library management.

Course Contents (CC)

Unit 1: Basics of Management

- Management: Concept, Definitions, Levels and Scope
- Principles and Functions of Management
- Schools of Management Thoughts
- Concept of Scientific Management
- Organizational Structure of the Library

Unit 2: Library Housekeeping Operations & Financial Management

- Different Sections of Library and Information Centres and their Functions.
- Acquisition, Technical Processing, Circulation, Serial Control, Stock Verification & Weeding – out policies.
- Collection Development: Concept, Policies, Procedures & Recent Trends
- Library Annual Report: Contents and Compilation
- Library Committee: Concept, Structure, Power & Functions
- Financial Management:
  - Resources Mobilization
  - Budgeting: Concept, Definitions, Methods & Techniques
  - Cost Effectiveness and Cost Benefit Analysis

Unit 3: System Analysis & Design

- Library as a System
- Project Management: PERT & CPM
- Decision Tables & DFD (Data Flow Diagram)
• Performance Measurement, Reengineering, Time and Motion Study

Unit 4: Recent Trends in Library Management
• Management of Change in Libraries & Information Centers

• TQM in Libraries:
  • Definition, Components, Quality Audit, LIS related Standards & Technology Management
  • Benefits & Barriers of TQM in Libraries
  • Use of TQM in Libraries
  • SWOC (Strength, Weakness, Opportunities, & Challenges)
• Time & Crisis Management
• Six Sigma

Recommended Books:
Course (C6): Knowledge Organization: Cataloguing and Metadata

Course Objectives/Outcome (CO)
- To be acquainted with the process of Library Cataloguing and metadata and its standards
- To understand Bibliographic Formats and Standards, deriving subject headings
- To have hands on practice of cataloguing of different types of documents

Course Content (CC)

Unit-1: Document Description
- Technical Reading of book
- Bibliographical Description: Concepts and Definition.
- Library Catalogue: Meaning, Definitions, Need, Purpose, Objectives and Functions.
- History and Development of Catalogue Codes and Practices
- Resource Description Standards: ISBD, AACR-II, RDA, BIBFRAME and FRBR etc.

Unit-2: Forms, Entries and Subject Cataloguing
- Physical forms and Inner forms of Catalogues.
- Kinds of Entries (Card Catalogue to OPAC) their Structure and Uses.
- Filing Rules and Procedures.
- Subject Cataloguing: Design and Construction, SLSH and LCSH.
- Cataloguing of Non-books materials

Unit-3: Principles of Cataloguing
- Resource sharing of Bibliographic Data: Meaning and Importance.
- Centralized Cataloguing, Cooperative Cataloguing, Cataloguing at Source, CIP, Union Catalogues,

Unit-4: Recent Trends in Cataloguing
- Current developments: WebOPACs and Z39.50
- Metadata: Meaning, Definition, Purpose, Use and Types.
- Metadata Standards: MARC-21 & Dublin Core. TEI (Text Encoding Initiative), METS, TEI, EAD VRA Core etc.
- Consortia Approach to Metadata- OAI-PMH.
• **Recommended Books:**


**Course (C7): Information Sources and Services**

**Course Objectives/Outcome (CO)**

- To provide in-depth knowledge about information services and products.
- To familiarize students with various information services, information repackaging and consolidation.
- To introduce the nature and purpose of reference and other services.

**Course Contents (CC)**

**Unit 1: Fundamentals of Information Sources**

- Information Sources: Concepts and Need
- Categories of Information Sources: Primary, Secondary and Tertiary
- Documentary and Non-documentary sources (Human Sources, Institutional Sources and Internet sources)
- Reference Sources: Dictionaries, Encyclopedias, Almanacs, Year Books, Directories, Handbooks, Manuals, Bibliographies, Educational, Biographical Sources and Geographical
Unit 2: Information Sources and their Evaluation

- Criteria of Evaluation of Information Sources
- Electronic Information Sources: E-documents and Databases
- Evaluation of Different Types of Information Sources: Print and Non-Print

Unit 3: Information Service

- Concept, Definition, Need and Scope
- Scope and Types of Information Services – Traditional Library Services and Web-enabled Library and Information Services;
- Information Services in Different Types of Libraries and Information Centres
- Reference Librarian: Role, Skills & Competencies

Unit 4: Types of Information Services

- Reference and Referral Service
- Abstracting, Indexing, Translation and Reprography
- Document Delivery Service, Alerting Services-CAS and SDI
- Electronic Information Services - e-CAS, e-SDI, Electronic Document Delivery Services
- Virtual Reference Service: Concept, Definition, Types and Modes
- Abstracting Products: LISA, LISTA and CAS

Recommended Books:

Course (E3): Skills for Library and Information Science Professionals

Course Objectives/ Outcome (CO)

- To develop various skills among LIS students.
- To give information about various teaching methods.
- To provide opportunity to practice various skills.

Course Contents (CC)

Unit I Skills for Library and Information Science Professionals

- Understanding Self, Personality Types – Four Temperaments and Personality. MBTI. Understanding Personal Strengths and Weaknesses. Emotional Intelligence and Competencies
- Professional Skills: Concept, Need, Advantages
- Skills : Administrative, Managerial, Interpersonal, Human Relation Skills, Soft Skills, Legal Skills, Decision Making Skills, Analytical Skills, Team Building, Time Management Skills, Motivation Skills, Leadership Skills, Negotiation Skills, Problem Solving Skills
- Information Technology Skills, Computer and Network Literacy
- Stress Management, Innovative and Recreational Skills

Unit II Presentation and Interview Skills

- Presentation, Preparing Curriculum Vitae
- Online Application, Job Portals for LIS
- Interview Types, Preparation (Job based)
- Panel and Board, Group Discussion, Personal Interview, General Awareness
- Extra-curricular Activities
- Personality Development, Positive Attitude, Body Language

Unit III Drafting Letters in LIS context and Writing Skills
• Types of Letter: Formal, Informal
• Drafting Rules, Invitation, Agenda, Minutes, Recommendations, Action Taken Report
• Confidential Reports of the Staff
• Report Writing: Progress, Annual Reports, Budget, Stock Verifications, User Statistics
• Files Records: Management and Maintenance
• RTI Skills and Answering Queries
• Drafting Project Proposals, Writing Research Papers

Unit IV Teaching and Learning Skills
• Education: Concept and Need
• LIS Education: Aim and Objectives, Problems, issues and Prospects
• Teaching Method: Lecture, Tutorial, Seminar, Symposium, Panel Discussion, Simulation Approach, Role Playing, Case Studies, Practical Work, Training, Oral Test, Written Test, Assignments, Poster Presentation
• Student Teacher Relations
• Student Performance, Feedback Mechanism, Curriculum Development, Innovative Assessment Method, Use of Teaching Tools
• E-learning
• Teaching ethics
• Teaching fellowship, scholarship, Schemes, awards, portfolios and other programmes

• Recommended Books:

Course (E4): Information Policies and the Laws

Course Objectives/Outcome (CO)

- To be acquainted with the Information Policies
- To disseminate knowledge about various Laws related to information, use of contents etc. about the Industrial Information Sources, products and services.
- To develop acquaintance with fair use of reading materials.

Course Contents (CC)

Unit 1: Information Policies
- Information Policy: Overview, History, Role of Information policy, Types, Importance and Issues.
- Library and Information Policy at National Level: History, Chapters, Appendices, Recommendations and Salient features of NAPLIS.
- National Knowledge Commission.
- Archival Policies

Unit 2: IPR and Copyrights
- Trade Marks, Patents, copyright.
- Copyrights: International Copyright Laws, Indian Copyright Act, Copyright Protection in India, Term of Copyright, Fair Use of Copyrighted Works, Copyright in LICs.
- Important IPR Laws in India.
- WIPO

Unit 3: Information technology and Cyber laws
- Cyberspace: An Overview
- Information Technology Act, 2000-IT Amendment Bill 2006 and 2008
- Cyber Law in India

Unit 4: Rights governing Laws: An Overview
- Right to Information Act, 2005.
- Right to Education Act, 2011.
- Laws relating to Plagiarism in India.

- **Recommended Books:**

8. The Digital Millennium Copyright Act: Highlights of New Copyright Provision Establishing Limitation of Liability for Online Service Providers,” Medical Library Association:

- **Open Elective Course**

**Course (OE): Information Literacy**

**Course Objectives/Outcome (CO)**

- To acquaint the students with the Information Literacy skills
- To introduce the students about Models, Standards and Programs of Information Literacy
- To orient student about library resources and services.

**Course Contents (CC)**

**Unit 1: Fundamental of Information Literacy**

- Concept, Definitions, Need, Objectives, and Importance of Information Literacy.
- Various Types of Information Literacy
• Historical Perspective of Information Literacy in India and Aboard.
• Information Literacy Products- Library Brochure, Database Brochure, Web-based Access Instructions, Information Bulletin
• User Education

Unit 2: Models, Standards and Programs of Information Literacy:
• Information Literacy Models – Kuhlthau, Bruce’s 7 Faces, Eisenberg and Berkovitz Big Six Model, SCONUL- Seven Pillar/Seven Faces Model, Empowering-8 Model, Pappas/Teppe-Pathways to Knowledge Model Louisiana Model, Anderson and Johnston Model etc.
• Information Literacy Standards: ACRL, ISTE, ANZIIL, AASL, AECT, IFLA Standards etc.
• Information Literacy programmes: Global perspectives of information literacy: Study of Information literacy programmes – UK, USA and Australia; Information literacy programs in India; Program Implementation

Unit 3: Application of Information Literacy in Library and Information Centers and Information Searching Skills
• Role of Libraries and Information Centers in Enhancing Information Literacy.
• General Practices and Methods of Libraries in Prompting Information Literacy
• Information Searching Skills: For Traditional (print) and Digital (non-print) Resources

Unit 4: Current trends in Information Literacy
• Current Trends in Information Literacy.
• E-Information Literacy: Web based Information Literacy System
• Lifelong Learning and its Components.

• Recommended Books


**Practical Course (P4): Cataloging of Documents According to AACR-II**

**Course Objectives/Outcome (CO)**
- To provide practical training about cataloguing of the documents using the latest edition of AACR-II.

**Practical Content (PC)**
- Cataloguing of Single Author and Joint Authored Books.
- Cataloguing of Serials Publications.
- Cataloguing of Non-books materials
- Assigning Subject Headings

**Practical Course (P5): Information Sources and Services**

**Course Objectives/Outcome (CO)**
- To make the students aware about latest Information Sources.
• To give practical hands on training on Information searching from various sources.

**Practical Contents (PC)**

**Unit 1:** Study and Evaluation of Various Reference Sources
**Unit 2:** Exercises based on Reference Questions
**Unit 3:** Compilation of Types of Bibliography
**Unit 4:** Finding Information from Standard Reference Sources

**Practical Viva-Voce**

**List of Selected References Sources:**

**Encyclopedia:**
1) The New Encyclopaedia Britannica
2) Encyclopaedia Americana
3) मराठीज्ञानकोष
4) McGraw-Hill Encyclopaedia of Science & Technology
5) International Encyclopaedia of the Social Science
6) Encyclopaedia of Library and Information Science etc.

**Dictionary:**
1) Webster’s Third New Language International Dictionary of English
2) Oxford English Dictionary
3) The Twenty Century English-Marathi Dictionary
4) Chambers English-Hindi Dictionary
5) The Librarians Glossary of Terms Used in Librarianship, Documentation
6) भारतीयविद्वारकोष etc.

**Yearbooks & Almanacs:**
1) India 2014 : A Reference Annual
2) Manorama Yearbook.
4) The Europa World Yearbook
5) World Almanac and Book of Facts etc.

**Biographical Sources:**
1) India who’s who
2) The International who’s who
3) Who’s who of Indian Writers: 1999
4.) Dictionary of National Biography (by S.P. Sen) etc.

- **Geographical Sources:**
  1) Britannica World Atlas
  2) India Handbook (Broadnauk, Robert)
  3) Gazetteer of India: Indian Union etc.
  4) महाराष्ट्रपर्यटनकोश
  5) Maharashtra State Gazetteer : Kolhapur District

- **Directories:**
  1) Directories of Libraries in India
  2) World of learning.
  3) Commonwealth Universities Yearbook: A Directory
  4) University Handbook: AIU Publication (INDIA) etc.

- **Handbook and Manuals:**
  1) Guinness Book of World Record
  2) Limca Book of Record

- **Bibliographies**
  1) Indian National Bibliography
  2) British National Bibliography
  3) Indian Books in Print
  4) Books in Print (R.R. Bowker)
  5) National Union Catalogue of Scientific Serials (NUCSSI)
  6) Ulrich’s International Periodicals Directory etc.

- **Indexing Sources**
  1) Guide to Indian Periodical Literature: Social Sciences and Humanities
  2) Index India
  3) Current Technology Index

- **Abstracting Sources**
  1) Indian Library Science Abstracts
  2) Indian Science Abstracts
  3) Chemical Abstracts
  4) Biological Abstracts
  5) Library and Information Science Abstracts (LISA)
6) Sociological Abstracts

Note:

- Each student have to give internal Objective test based on the evaluated Information Sources listed (20 Marks).

- Examination will be conducted based on Viva-voce, consist of 50 marks. Remaining 30 marks will be for Record keeping.
Practical Course (P6): Internship and Study Tour

Course Objectives/Outcome (CO)

- To increase the knowledge and skills of recent graduates
- To upgrade their skills in a specific area of information services
- To expose the students with the real working environment of a library operations
- To train them in preparing the state-of-the-art report on the library

Practical Contents (PC)

- **Study Tour Report:** Students have to present study tour report.
- **Internship:** At least one library has to be visited for 15 working by the students under the supervision of concern Librarian
- Students have supposed to complete the internship immediately after the end of Semester I and before the commencement of Semester II.
- Students have to submit the internship report duly signed by the concern librarian.

**Note:**

- Out of 100; 50 marks for report based on internship & 50 marks for study tour report.