

**PUNYASHLOK AHILYADEVJI HOLKAR  
SOLAPUR UNIVERSITY, SOLAPUR**



**Bachelor of Library & Information Science**

**(B.Lib. & I. Sc.)**

CBCS (Semester - I & II )

**FACULTY OF INTERDISCIPLINARY STUDIES**

To be implemented from the academic year 2020-21 (w.e.f. June 2020) Onwards.

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

## Bachelor of Library & Information Science

**(B.Lib & I.Sc. w.e.f 2020)**

Semester	Code	Title of Paper	Semester Exam			L	T	P	Credits
			Theory	IA	Total				
<b>First</b>									
<b>B.Lib &amp; I.Sc.</b>		<b>Hard Core Papers</b>							
HCT	1.1	Foundations of Library & Information Science	80	20	100	4	0	0	4
HCT	1.2	Library organization	80	20	100	4	0	0	4
HCT	1.3	Reference Service	80	20	100	4	0	0	4
HCT	1.4	Information Science	80	20	100	4	0	0	4
HCT	1.5	Knowledge Organization: A (Theory)	80	20	100	4	0	0	4
HCT	1.6	Document Description: A (Theory)	80	20	100	4	0	0	4
HCT	1.7	Information Technology: Basics (Theory)	80	20	100	4	0	0	4
		<b>Total</b>	<b>560</b>	<b>140</b>	<b>700</b>	<b>28</b>	<b>0</b>	<b>0</b>	<b>28</b>
<b>Second</b>									
<b>B.Lib &amp; I.Sc.</b>		<b>Hard Core Papers</b>							
HCT	2.1	Library Systems	80	20	100	4	0	0	4
HCT	2.2	Library Management	80	20	100	4	0	0	4
HCT	2.3	Reference Sources	80	20	100	4	0	0	4
HCT	2.4	Documentation Techniques & Services	80	20	100	4	0	0	4
HCT	2.5	Knowledge Organization: B (Theory)	80	20	100	4	0	0	4
HCT	2.6	Document Description : B (Theory)	80	20	100	4	0	0	4
<b>Practicals</b>									
HCP	3.1	Knowledge Organisation-Practicals	80	20	100	0	0	4	4
HCP	3.2	Document Description-Practicals	80	20	100	0	0	4	4
HCP	3.3	Information Technology -Practicals	80	20	100	0	0	4	4
		<b>Total</b>	<b>720</b>	<b>180</b>	<b>900</b>	<b>24</b>	<b>0</b>	<b>12</b>	<b>36</b>

### **Bachelor of Library & Information Science :-**

**L** =Lecture **T** =Tutorials **P**=Practical **IA**= Internal Assessment

**HCT**=Hard Core Theory **HCP**=Hard Core Practical 4

Credits of Theory = 4 Hours of teaching per week 4

Credits of practical = 4 Hours practical per week

HCP-3.1, HCP -3.2, HCP -3.3 examinations will be conducted in Second Semester Only.

**NATURE OF QUESTION PAPER AND SCHEME OF MARKING**

**BACHELOR OF LIBRARY & INFORMATION SCIENCE**

**SEMESTER-I & II**

**Total Marks: 80**

**Duration : 2 Hours 30 Minutes**

**Instructions:** 1) All questions are compulsory. 2) All questions carry equal marks.

**Q. No. 1: Choose Correct Alternatives (1 Marks Each) 10 Marks**

**Q. No. 2: Short Answer Type Questions 10 Marks**

A) 5Marks

B) 5Marks

**Q. No. 3: Answer the following Questions 10 Marks**

**Q. No. 4: Answer the following Questions (Any one) 15 Marks**

A)

B)

**Q. No. 5: Answer the following Questions (Any one) 15 Marks**

A)

B)

**Q. No. 6: Short Notes (Any Four out of Five) 20 Marks**

(1) .....

(2) .....

(3) .....

(4) .....

(5) .....

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**BACHELOR OF LIBRARY & INFORMATION SCIENCE  
(B. Lib. & I.Sc.)**

1. Course Title : **BACHELOR OF LIBRARY & INFORMATION SCIENCE**  
Under the **FACULTY OF INTERDISCIPLINARY STUDIES**

2. Year of Implementation : The Syllabus will be implemented from the academic year 2020-21 (I.e. from June, 2020) onwards .

3. Duration :

- The course shall be a full time course.
- The duration of course shall be of One year of two Semesters.

4. Pattern:

The pattern of examination shall be Semester with 80 + 20 ( 100 marks) system. Semester with Credit based choice system (CBCS).

5. Fee Structure : Fee will be applicable as per University rules/norms.

6. Medium of Instruction :

The medium of instruction shall be English / Marathi. However, the students shall have an option to write answer-sheets, practicals, seminars, reports etc in English / Marathi.

7. Eligibility for Admission :

Any Graduate with Bachelors degree from any discipline shall be eligible to apply for B.Lib. & I.Sc. course. However, if selected the admission of the candidate shall be subjected to producing the mark-sheet & the necessary certificates immediately on the date stipulated by the department, failing which the admission of the candidate shall stand cancelled with immediate effect.

8. The minimum 75% attendance is compulsory and shall be calculated regularly on monthly basis. All the practicals, assignments, seminars, field visits and journal writing, study tour are compulsory.

9. Choice Based Credit System :

The college to be followed the Semester system at B. Lib. & I.Sc. level in accordance with the UNIVERSITY decision from June 2020.

10. The Scheme of Examination :

1. There shall be Credit based choice system (CBCS) within the Semester system. In this system, for every paper, 20 marks are allotted for Internal Assessment and 80 marks for Semester theory examination of 2.30 hours duration, which will be held at the end of each term.
2. Allocation and Division of Internal Examinations marks: For every paper theory paper shall carry 20 marks. During every Semester every student shall have to complete home assignments, practical assignments, class room Practical and presentations, written Internal Test etc. assigned by the respective course teacher, or the departmental committee or the HOD, in case the first two options are not easily available. This will carry all together (20 marks).
3. Semester –Re-Examination:  
In case candidates fail in any of the papers in any Semester examination, they can appear for the re-examination as per the university rules.

11. Standard of Passing :

To pass each paper, 40 marks out of 100 marks are required.

Semester Examination: In every paper a candidate should obtained a minimum of 40% of Total marks i.e. 32 marks out of 80 marks.

## SEMESTER I

### HCT 1.1: Foundations of library and Information science

(Total Credits - 04) (80+20=100)

**Total Theory Lectures -60**

Aim of this paper is to familiarize the students with the philosophy of Librarianship, Laws of Library Science and its implications. The Objectives are:

1. To make them aware about the five laws of library science.
2. To introduce the philosophy of librarianship to the students.

**(No. of lectures)**

**Unit 1** Development of libraries

Nature, Meaning, Definition, Scope, Objectives.

Types of libraries

Role of the library in Education, Culture, Communication and Mass Communication

-Development of libraries with special reference to India

-The role of RRRLF and UNESCO in the development of Libraries

15

**Unit 2** Philosophy of Librarianship

Sociological foundation of Libraries

-Culture & Libraries

12

**Unit 3** Library as an agency of mass communication

-Reading habits

10

**Unit 4** Five laws of library science and its implications

10

13

**Unit- 5- Library and Information Profession:**

Public Relations, Extension Activities and outreach Programmes

Librarianship as a Profession

Library and Information Science Education in India.

## **Paper HCT 1.2 : Library Organization**

(Total Credits - 04) (80+20=100)

**Total Theory Lectures -60**

The intention of this paper is to prepare students to carry out library housekeeping operations.

The specific objectives are :

1. To train students in selecting and acquiring of documents.
2. To teach the practices of accessioning, circulation and maintenance of documents.

<b>Unit 1</b> Document selection	10
-Need, Purpose and selection policy -Principles, practices, tools	
<b>Unit 2</b> Acquisition and processing of books and non-print materials -GOC	12
<b>Unit 3</b> Serials control –acquisition, recording, circulation, organization	20
<b>Unit 4</b> Circulation -Work & Methods	10
<b>Unit 5</b> Stock verification	08
– purpose, policies, procedures ,rules & regulations	

## **Paper HCT 1.3 : Reference service**

(Total Credits - 04) (80+20=100)

**Total Theory Lectures -60**

This paper aims to provide in-depth knowledge to students about Various reference services

The objectives are:

1. To familiarize students with various reference services and types.
2. To introduce the nature and purpose of reference service in different types of libraries.

### **Unit 1**

Reference service	10
-Definition, need, functions ,	

### **Unit 2**

Types, of reference services,	12
-Qualities of reference librarian	
-Referral service	

### **Unit 3**

Reference service in different types of libraries	12
-Public, academic and special	

### **Unit 4**

Reference interview and search technique	06
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### **Unit 5**

Reference questions	20
-Types and sources	



## Paper HCT 1.4 : Information Science

(Total Credits - 04) (80+20=100)

**Total Theory Lectures -60**

This paper aims to introduce various concepts and practices in Information Science

The objectives are:

1. To provide an overview of documentation to the students.
2. To familiarize the students with various Information Sources.

Unit 1 Documentation and information science

-History, definition need, scope 10

**Unit 2** Information

-Information transfer chain

-Channels and barriers 10

**Unit 3** Information needs

-Approaches to information

-Methods for assessment 10

**Unit 4** Categories of information sources

– primary, secondary and tertiary

-Internet as source of information 20

**Unit 5** Information sources 10

-Documentary sources

-Print and non-print sources including electronic

-Human and institutional – nature, types, characteristics  
and utility

## **Paper HCT 1.5 : Knowledge organization: A (Theory)**

(Total Credits - 04) (80+20=100)

**Total Theory Lectures -60**

The purpose of this paper is to provide information about knowledge organization.

The objectives are:

1. To introduce various concepts, theories and principles in classification.

### **Unit 1** Classification

- Definition, need, purpose
- inductive and deductive processes
- tree of Porphyry 12

### **Unit 2** Library classification

- Meaning, need, purpose, functions
- Knowledge classification Vs book classification 12

### **Unit 3** Special features of book classification

- Call number and its structure 12

### **Unit 4** Universe of knowledge

- Structure and attribute
- Modes of formation of subjects
- Different types of subjects 12

### **Unit 5** Knowledge organization -concept 12

- Universe of knowledge as mapped in different types of classification schemes – CC, DDC and UDC

## **Paper HCT 1.6 : Document Description: Theory**

(Total Credits - 04) (80+20=100)

**Total Theory Lectures -60**

This paper aims to familiarize the students with the concepts of document description.

The objectives are :

1. To introduce various concepts, theories and principles in cataloguing.
2. To provide knowledge about various standards in document description and bibliographic exchange.

**Unit 1** Reading a book technically

-Role of a cataloguer in library system 12

**Unit 2** Library catalogue - Definition, objectives, functions

-Catalogue and bibliography 12

**Unit 3** Types of library catalogue

-Classified, dictionary, alphabetic classed 12

**Unit 4** Physical forms of library catalogue

-Book, card, OPAC 12

**Unit 5** Entries and their functions

-filing of entries 12

## **Paper HCT 1.7 : Information Technology: Basics (Theory)**

(Total Credits - 04) (80+20=100)

**Total Theory Lectures -60**

The purpose of this paper is to provide knowledge about the Information technology and its applicability in library & Information centers

The Objectives are:

1. To Introduce the students computer and its components
2. To familiarize the students with library networks and computer applications in libraries.

### **Unit 1** Information technology

-Concept, components and its application in libraries and information centers 12

### **Unit 2** Computer

-units their functions  
-history and generations  
-types of computer 12

### **Unit 3** Software

-Operating systems – windows, linux –basic features  
-Application softwares – MS Office – basic features 12

### **Unit 4** Library networks

-concept  
-types and examples 12

-Intranet, Internet –concept and its use in libraries

### **Unit 5** Computer applications in libraries and information 12

centers -need, advantages  
-areas of computer application in libraries

**SEMESTER II**  
**Paper HCT 2.1 : Library Systems**  
 (Total Credits - 04) (80+20=100)

**Total Theory Lectures -60**

Aim of this paper is to familiarize the students with the Library Legislation and Resource Sharing.

The Objectives are:

1. To make them aware about various Library Associations.
2. To introduce the students to various library Acts.

(No.of lectures)

**Unit 1** Types of Libraries

- Public Libraries
- Academic Libraries
- Special Libraries 12

**Unit 2** Library legislation

- General: Need and purpose
- Principle library legislation in India with special reference to Maharashtra State Public Libraries Act 1967
- Press and Registration Act and Delivery of Books (Public libraries) Act
- Copyright Act 12

**Unit 3** Resource sharing and Consortia -Concept

- Need -Forms 12

**Unit 4** Professional associations (International Associations)

- Aims, Objectives, Functions, programmes, publications. ALA, LA,FID, UNESCO,IFLA. 12

**Unit 5** Professional associations (National Associations)

- Aims, Objectives, Functions, programmes, publications ILA,IASLIC,RRRLF 12

## **Paper HCT 2.2 : Library Management**

(Total Credits - 04) (80+20=100)

**Total Theory Lectures -60**

The intention of this paper is to introduce the concept of Library Management

The specific objectives are :

1. To make the students aware of the application of management techniques in libraries.

<b>Unit 1</b> Management	14
-Concept, definition, scope, principles, functions and their application to libraries and information centers	
-HRM-Concept	
-Financial management – Budget: Definition, need, Types	
<b>Unit 2</b> Collection maintenance	12
-Binding	
-Preservation	
<b>Unit 3</b> Library Rules and regulation	12
<b>Unit 4</b> Library committee	14
– need, purpose -types -functions	
<b>Unit 5</b> Reporting	08
Annual report – compilation, contents Library statistics	

## **Paper HCT 2.3: Reference sources**

(Total Credits - 04) (80+20=100)

**Total Theory Lectures -60**

This paper aims to provide in-depth knowledge to students about various reference sources

The objectives are:

1. To familiarize students with various reference sources, types, contents and their use.
2. To introduce the concept of bibliographic control.

### **Unit 1** Reference sources

- Meaning, scope
- Difference between general and reference sources
- Types – contents, arrangement, uses, examples 12

### **Unit 2** Electronic reference sources

- Types – contents, arrangement, uses, examples 12

### **Unit 3**

Evaluation of (traditional and electronic) reference sources 12

-Need, criteria

-types, contents, arrangement, uses, examples

### **Unit 4** Bibliography -Definition,need,purpose 12

-role in Bibliographic Control

-Types with examples

### **Unit 5** User study and User education 12

-Meaning, objectives, methods

## **Paper HCT 2.4 Documentation techniques and services**

(Total Credits - 04) (80+20=100)

**Total Theory Lectures -60**

This paper aims to introduce various concepts and practices in  
Documentation

The objectives are:

1. To familiarize the students with various Documentation techniques.
2. To provide knowledge about various indexing systems and services.
3. To introduce National and International Information Systems and Centers.

**Unit 1** Information storage and retrieval -  
Concept, history, Methods

12

**Unit 2** Indexing (Pre & Post Co-ordinate)

- Meaning, models (Assigned and derived)
- Chain indexing, PRECIS, UNITERM
- Keyword indexing -KWIC, KWAC, KWOC
- Citation indexing and index
- Vocabulary Control & its tools – concept

12

**Unit 3** Information services -CAS and SDI – need,  
techniques and evaluation -Document delivery services

- Translation services, reprographic services Micrographic services -Abstract & Abstracting services

12

**Unit 4** Information systems and centers(international)

- objectives,functions,services,products
- UNISIST, INIS, AGRIS,DEVSI

12

**Unit 5** Information systems and centers(national)

- objectives,functions,services,products
- NISCAIR, DESIDOC, SENDOC, NASSDOC, NCSI
- NIC, BARC, Lexis – Nexis

12



## **Paper HCT 2.5 Knowledge Organization: B (Theory)**

(Total Credits - 04) (80+20=100)

**Total Theory Lectures -60**

The purpose of this paper is to provide information about various schemes of knowledge classification.

The objectives are:

1. To provide knowledge about standard schemes of classification

<b>Unit 1</b> Normative principles of classification and their application	12
-Brief introduction to canons (canons of characteristics and notation)	
-Principles of Richardson, Sayers, Browne, Bliss, Hulme, and Ranganathan	
<b>Unit 2</b> Fundamental Categories	12
-Facets, isolates, foci sharpening devices	
-rounds and levels	
-phase relations, systems and specials	
-Fundamental categories, principles of facet sequence, principles of helpful sequence	
-Postulation approach	
<b>Unit 3</b> Species of library classification	14
<b>Unit 4</b> Standard schemes of classification and their features	
-CC, DDC, UDC	14
<b>Unit 5</b> Trends in library classification	08
-Relation between classification and indexing	
-CRG, FID-CR, ISKO	

## **Paper HCT 2.6: Document Description : B (Theory)**

(Total Credits - 04) (80+20=100)

**Total Theory Lectures -60**

This paper aims to familiarize the students with the concepts of document description.

The objectives are :

1. To introduce various concepts, theories and principles in cataloguing.
2. To provide knowledge about various standards in document description and bibliographic exchange.

<b>Unit 1</b> Normative principles	12
-Brief introduction to canons	
<b>Unit 2</b> Principles and practices of document description	12
-Choice and rendering of heading	
-names of persons – Indic names, corporate authors, pseudonyms, anonymous works, Uniform titles	
-cataloging of non-print materials	
<b>Unit 3</b> Standardization in description and bibliographic exchange	12
-Standard codes of cataloguing -history and development	
-ISBD, ISO 2709	
-MARC 21, CCF	
-Metadata – introduction	
<b>Unit 4</b> Subject cataloguing	12
-meaning, purpose,	
-Principles of subject cataloguing	
-Subject heading lists and their features	
<b>Unit 5</b> Cooperative and centralized cataloguing	12
-Union catalogue	

## **PRACTICALS**

### **HCP 3.1 : Knowledge Organisation : Practicals (80+20=100)**

(Total Credits - 04)

The purpose of this Practical is to provide practice in document classification

The Objective is:

1. To impart skills in using DDC 19<sup>th</sup> edition and CC 6th edition classification schemes for classifying various documents

#### **Dewey Decimal Classification**

**(60 Marks)**

-Structure of set

-Location of enumerated numbers

-Use of 7 tables

-“Add to” instructions

#### **Colon Classification**

**(20 marks)**

-Use of PMEST Formula : Main Class Library Science & Literature

-Use of Common isolates in -periodicals, biographies

### **HCP 3.2 : Document Description – Practice (80+20=100)**

(Total Credits - 04)

The purpose of this Practical is to provide practice in document cataloguing

The Objective is:

1. To impart skills in cataloguing documents using AACR2 and CCC

Cataloguing practicals According to AACR2 will carry 20 marks and CCC 50 marks .

AACR2 : (20 marks ) -Structure of Main entry

-Structure of Added entry

-Personal Author/s -

Editor/s

-Author/s and collaborator/s

-Corporate body

-Examples with different notes

-Serials, Audio-visual materials ( Audio-Video disks,  
Microforms etc)

CCC: (60 Marks)

-Structure of Main entry and Added Entry

-Authors/ Editors

-Periodicals

**HCP 3.3: Information Technology (80+20= 100)**

(Total Credits - 04)

The Practical aims to familiarize the students with hardware and software

The objective is:

1. To give hands on experience in using computer and building a database using MS Office and use of MS-Word.

1) MS Office

2) MS Word

3) Information Technology applications practical.

Entries in the excel sheet, Downloading of E-books and E-journals and should be collected in the C.D.

4) To prepare statistical report of library (30 days) User studies,

5) Creation of library database (Excel format 1000 entries)

6) Preparation of Bibliographical database of books available in the library through software

7) Location of Books/Shelving list/

8) Reference Desk, Information Desk, Cataloguing Book cards, Knowledge desk,

Note: The practical can be considered with the punctuality in the practical and other library

Related work as per the decision of the Coordinator and Principal.

1. Practicals for HCP-3.1, HCP -3.2, HCP -3.3 will be conducted in both semesters and examination will be conducted in Second Semester only.

## References for HCT-1.1 & HCT-2.1

1. Burahohm, Alka. Various aspects of librarianship and Information Science. New Delhi: Ess Ess, 2000
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8. McGarry.K.J Changing Context of Information, 1993
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11. Sandy Norman. Practical Copvright for information Professional. London : Faeet, 2001.
12. Sharma, Pandy.S.K Library and Society. Ed. 2 Delhi Ess Ess, 1992
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14. Surendra Singh and Sonal Singh. Ed. Library, Information and Science and Society. New Delhi: Ess Ess, 2002
15. Vyas, S.D Library and society, Jaipur: Panchasheel.1993

## References for HCT-1.2 & HCT-2.2

1. Brophy, Peter and Courling Kote, Quality Management for Information and Library Managers. Bombay: Jaico, 1997
2. Bryson, J.O. Effective Library and Information. Bombay: Jaico, 1996
3. Evans, Edward g. Ed. Management Information Systems. New Delhi S. Chand & Co. 1986
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14. Mulimani. V.N. Service Quality in Public Libraries, BRIC, 2016.
15. Mulimani. V.N. Government District Libraries of Maharashtra , BRIC, 2015.
16. Mulimani. V.N. Service Knowledge Dissemination of Public Libraries, BRIC, 2015.
17. Stuart, Robert. D and Moran, Barbara B. Library and Information Centres Management. Colorado: Libraries Unlimited, 2004
14. Surendra Singh and Sonal Singh. Ed. Library, Information and Science and Society. New Delhi: Ess Ess, 2002

### References for HCT 1.3 & HCT 2.3

1. Alan, Poulter, Growth Tsend and Goff Sargent: The Library and Information Professional's Guide to the WWW: London: Facet Publishing, 1999. Bangalore 2000  
Crest, New Delhi
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24. [www.infolibrarian](http://www.infolibrarian).



### **References for HCT-1.4 & HCT-2.4**

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### **References for HCT-1.5 & HCT-2.5.**

1. Dhyani, Pushpa, Library Classification: theory and practice. New Delhi: Vishwa Prakashan, 1998
2. Krishan Kumar. Theory of Library Classification, Ed.2 New Delhi, Vikas, 1980
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