NAAC Accredited-2015
'B' Grade (CGPA 2.62)

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 2018-19 (w.e.f. June 2018) Onwards.

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

Bachelor of Library & Information Science

(B.Lib & I.Sc. w.e.f 2018)

Semester	Code	Title of Paper	Semester Exam			L	T	P	Credits
First			Theory	IA	Total				
B.Lib & I.Sc.		Hard Core Papers							
HCT	1.1	Foundations of Library & Information Science	70	30	100	4	0	0	4
HCT	1.2	Library organization	70	30	100	4	0	0	4
HCT	1.3	Reference Service	70	30	100	4	0	0	4
HCT	1.4	Information Science	70	30	100	4	0	0	4
HCT	1.5	Knowledge Organization: A (Theory)	70	30	100	4	0	0	4
HCT	1.6	Document Description: A (Theory)	70	30	100	4	0	0	4
HCT	1.7	Information Technology: Basics (Theory)	70	30	100	4	0	0	4
		Total	490	210	700	28	0	0	28
Second									
B.Lib & I.Sc.		Hard Core Papers							
HCT	2.1	Library Systems	70	30	100	4	0	0	4
HCT	2.2	Library Management	70	30	100	4	0	0	4
HCT	2.3	Reference Sources	70	30	100	4	0	0	4
HCT	2.4	Documentation Techniques & Services	70	30	100	4	0	0	4
HCT	2.5	Knowledge Organization: B (Theory)	70	30	100	4	0	0	4
HCT	2.6	Document Description : B (Theory)	70	30	100	4	0	0	4
Practicals									
HCP	3.1	Knowledge Organisation-Practicals	70	30	100	0	0	4	4
HCP	3.2	Document Description-Practicals	70	30	100	0	0	4	4
HCP	3.3	Information Technology and News paper Clipping Project: Practicals	70	30	100	0	0	4	4
		Total	630	270	900	24	0	12	36

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: 70
Duration : 2 Hours 30 Minutes

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

Q. No. 1: Multiple Choice Questions (2 Marks Each)   **14 Marks**

    (1) ……………………………………………………….

    (2) ……………………………………………………….

    (3) ……………………………………………………….

    (4) ……………………………………………………….

    (5) ……………………………………………………….

    (6) ……………………………………………………….

    (7) ……………………………………………………….

Q. No. 2: Short Notes (Any Four out of Five)   **14 Marks**

    (1) ……………………………………………………….

    (2) ……………………………………………………….

    (3) ……………………………………………………….

    (4) ……………………………………………………….

    (5) ……………………………………………………….

Q. No. 3: Short Answer Type Questions (Any Two out of Three)   **14 Marks**

    (1) ……………………………………………………….

    (2) ……………………………………………………….

    (3) ……………………………………………………….

Q. No. 4: Descriptive Type Questions with internal choice   **14 Marks**

    (A) ……………………………………………………….

                              Or

    (B) ……………………………………………………….

Q. No. 5: Descriptive Type Question.   **14 Marks**

Solapur University, Solapur.
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 2018-19 (I.e. from June, 2018) onwards .

3. Duration :
   - The course shall be a full time course.
   - The duration of course shall be of <u>One</u> year of t<u>wo</u> Semesters.

4. Pattern:

   The pattern of examination shall be Semester with 70 + 30 (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 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 2018.

10. The Scheme of Examination :

1. There shall be Credit based choice system (CBCS) within the Semester system. In this system, for every paper, 30 marks are allotted for Internal Assessment and 70 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 30 marks. During every Semester every student shall have to complete home assignments, practical assignments, class room Practicals 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 (30 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. 28 marks out of 70 marks.

SEMESTER I

HCT 1.1: Foundations of library and Information science

(Total Credits - 04)

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.

Reference List-

1.Gardner Frank M. Public library legislation: A comparative study Paris, UNESCO, 1971.

2.Mukherjee A.K. Librarianship: Its philosophy and history, Bombay. Asia Publishing
House, 1966.

3.Rangnathan S.R.: Five Laws of Library Science Madras, Madras Library Association, Ed.2, 1957.

4. Shera J. H.: Sociological foundations of librarianship, Bombay. Asia Publishing House, 1970

5. Wilson, Louis Round: Education an libraries: London, Crosby Lockwood, 1966.

6. Jefferson G.: Libraries and Society, London, James Clarke and Co. 1969.

7. Thompson James: A history of the principles of librarianship, London. Clive Bingley, 1977.

8.Thompson James: Library power, A new philosophy of librarianship: London, Clive Bingley, 1974.

9. Naidu N. Guruswamy: Librarianship in developing countries, New Delhi Ess, 1992.

10. Sharma U.C. & Rava: Librarianship today and tomorrow: Delhi: Ess Ess, 1997.

Ed. By R.K. Rout: 1st Ed. Library Legislation in India, problem and prospects, New Delhi, Reliance, 1986.

Paper HCT 1.2 : Library Organization

(Total Credits - 04)

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.

Unit 1 Document selection   10

      -Need, Purpose and selection policy
      -Principles, practices, tools

Unit 2 Acquisition and processing of books and non-print

      materials -GOC

                                12

Unit 3 Serials control –acquisition, recording, circulation,

      organization

                                20

Unit 4 Circulation -Work & Methods

                                10

Unit 5 Stock verification   08

      – purpose, policies, procedures ,rules & regulations

Paper HCT 1.3 : Reference service

(Total Credits - 04)

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

Unit 5

Reference questions   20

-Types and sources

Paper HCT 1.4 : Information Science

(Total Credits - 04)

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)

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)

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)

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)

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)

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.

Unit 1 Management   14

    -Concept, definition, scope, principles, functions and

    their application to libraries and information centers

    -HRM-Concept

    -Financial management – Budget: Definition, need, Types

Unit 2 Collection maintenance   12

    -Binding

    -Preservation

Unit 3 Library Rules and regulation   12

Unit 4 Library committee   14

    – need, purpose -types -functions

Unit 5 Reporting   08

    Annual report – compilation, contents Library statistics

Paper HCT 2.3: Reference sources

(Total Credits - 04)

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)

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,DEVSIS   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)

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

Unit 1 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

Unit 2 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

Unit 3 Species of library classification   14

Unit 4 Standard schemes of classification and their features

       -CC, DDC, UDC   14

Unit 5 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)

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 Normative principles   12

       -Brief introduction to canons

Unit 2 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

Unit 3 Standardization in description and bibliographic

       exchange   12

       -Standard codes of cataloguing -history and development

       -ISBD, ISO 2709

       -MARC 21, CCF

       -Metadata – introduction

Unit 4 Subject cataloguing   12

       -meaning, purpose,

       -Principles of subject cataloguing

       -Subject heading lists and their features

Unit 5 Cooperative and centralized cataloguing   12

       -Union catalogue

PRACTICALS

HCP 3.1 : Knowledge Organisation : Practicals (70+30=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 19th edition and CC6th edition
classification schemes for classifying various documents

Dewey Decimal Classification   **(50 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 (70+30=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: (50 Marks)

-Structure of Main entry and Added Entry
-Authors/ Editors
-Periodicals

HCP 3.3: Information Technology &News Paper Clipping Project (70+30= 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.

(35marks)

News Paper Clipping Project

Any 100 news paper clipping of different newspapers specified subject or topic or any other event specified by the staff.
The project should be completed by the student under the guidance of the subject teacher and duly signed by the co-coordinator.

(35marks)

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.