छत्रपति शाहू जी महाराज विश्वविद्यालय, कानपुर

CHHATRAPATI SHAHU JI MAHRAJ UNIVERSITY, KANPUR

(पूर्ववर्ती कानपुर विश्वविद्यालय कानपुर)

Formerly Kanpur University, Kanpur – 208024

A Documentary Support

For

Metric No. – 1.1.1

Programme Outcomes & Course Outcomes

Under the

Criteria - I

(Curriculum Design and Development)

Key Indicator - 1.1

In

Metric No. – 1.1.1

Bachelor of Library and Information Science

CHHATRAPATI SHAHU JI MAHARAJ UNIVERSITY KANPUR

DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE

Bachelor of Library and Information Science (B. Lib. & Inf. Science)

ProgramOutcomes (POs)

On successful completion of the Bachelor of Library&Information Science Program, the pass-out students are expected to get equipped with:

PO1 **-** Demonstrate in-depth knowledge of the basic concepts, principles, theories, and laws related to the broad field of Library and Information Sciences and its sub-fields such as types of libraries, types of information sources, library management, reference and information services.

PO2 **-** Demonstrate understanding of rationality and procedures of (i) selection, acquisition, classification, cataloging, and physical processing of documents (ii) providing library and information services and managing other library routine activities.

PO3 **-** Apply skills in carrying out professional activities such as (i) acquisition, accessioning, classification, cataloging, and physical processing of documents (ii) housekeeping operations using library management software and Information Communication Technologies (iii) maintaining library services, internet, and database, searching.

PO4 **-** Demonstrate knowledge, understanding, and skills that offer job opportunities as a librarian in public libraries and school libraries as an assistant librarian in different types of college libraries as library assistants/technical assistants in university libraries and other libraries of higher education institutes as a librarian and or assistant librarians in corporate and industrial libraries, libraries of research institutes, etc.

PO5 **-** Demonstrate professional attitude through a commitment to providing every user his/her document / information; ensuring every document/information its user; saving times of the user and enhancing use of reading materials and user satisfaction through effective and efficient library services.

PO6 **-** Demonstrate core values by honoring diversity and ensuring inclusion by treating all students and colleagues with respect and dignity, showing respect for and sensitivity to gender, culture, and religious differences, challenging prejudices, biases, and intolerance at the workplace, etc., and displaying ethical integrity which involves honest behavior.

PO7 **-** To understand the usefulness of library information system sources and services, storage and retrievalof information.

PO8 **-** To retain theoretical and practical knowledge on various techniques of classification, cataloging, ICT,digitalization knowledge and database management, library management, library automation and storage and retrieval.

ProgramSpecific Outcomes (PSO)

PSO1 - Disciplinary knowledge
PSO2 - Professional and Managerial skills
PSO3 - Skilled communicator
PSO4 - Problem solver
PSO5 - Team player/worker
PSO6 - Digitally literate
PSO7 - Ethical awareness/reasoning
PSO8 - Lifelong learners

Course Outcomes (COs)

Foundations of Library and Information Science (Theory)
(Paper Code : BLIS 101)

CO1 -To understand the concept, objectives and development of libraries and its importance to society. Able to classify libraries on the basis of their purpose and functions.

CO2 -Able understands the professional ethics of librarianship and the five laws of library science with their implications on various services of the libraries.

CO3 -Understand the importance of Library legislation and features of library acts IPR and familiarize with the role of various National and International Library Associations and Organizations.

CO4 -Highlight role of various library promoters at the national and international level.

Paper Name: Management of Libraries and Information Centers (Theory)
(Paper Code :BLIS – 102)

CO1 - To understand the concept and scope of management in detail.

CO2 - Understand the administrative functions and the principles of library management.

CO3 - Efficiently carry out various operations of Library and Information Centers.

CO4 - Know the library budgeting techniques and method. Describe the factors behind the selection, procurement and accessioning of documents.

Paper Name: Library Classification (Theory)
(Paper Code: BLIS – 103)

CO1 -To understand the meaning, purpose, functions, theories and canons of library classification.

CO2 -Students will understand the importance of the various library classifications schemes used in different types of Libraries.

CO3 -They will understand the formation of subjects in the Universe of subjects,

CO4 -develop skills of classifications, skills in subject analysis and synthesis of different facets

Paper Name: Library Classification (Practice)
(Paper Code: BLIS – 104)

CO1 -Classify and construct the class numbers for complex titles using DDC scheme.

CO2 -Synthesize class numbers by using the tables and 'add to instructions' of DDC scheme.

CO3 -To classify and construct the class numbers for titles using Colon Classification Scheme.

CO4 -Synthesize class numbers by using common isolates and 'different devices of CC scheme.

CO5 -Able to use of different schedules, manual and relative index of Classification Schemes.

Paper Name:Information Processing and Retrieval (Theory)
(Paper Code: BLIS – 105)

CO1 -To understand the concept of needs of human behavior, types of information needs, and importance of user and user education in context to designing library services.

CO2 -Understand the various categories of users and different methods of user studies in libraries

CO3 -To understand the concept of Information retrieval system its type, functions and applications in library and information centers.

CO4 -Understand the concept of Indexing and its types and characteristics

CO5 -Understand the searching techniques useful in searching the information relevant and efficient.

Paper Name: Information Communication Technology in LIS (Theory)
(Paper Code: BLIS – 106)

CO1 -To understand the planning and implementation of automation in various library housekeeping operations and services.

CO2 -To understand and assess the feasibility of various library automation software and their functionalities.

CO3 -To understand the computer networks and their types, topologies, protocols and Standards.

Paper Name: Open Access and E-Resources (Open Elective)
(Paper Code:BLIS – 201)

CO1 - To understand the concept of Open access, its history, growth,development and importance

CO2 - To- gain overview of the broad range of open access resources available in various subject's areas.

CO3 - Students will be able to explore various resources which may be useful to teaching and research in the future.

CO4 - Students will learn about open educational resources and how these can be utilized by the learners for lifelong education and evaluate and suggest open access resources which are very useful for learning.

CO5 - Aim to understand the e resources life cycle and its management

Paper Name: Information Sources and Services (Theory)
(Paper Code: BLIS – 202)

CO1 - To understand the sources of information, concept of reference and information sources and services provided in libraries.

CO2 - Understand criteria of evaluation of different sources of information.

CO3 - Understand the reference interview and various techniques of searching information.

CO4 - Understand the latest trends in Reference & Information Sources and Services.

Paper Name: Library Cataloguing (Theory)
(Paper Code:BLIS – 203)

CO1 - To understand the concept and objectives of library catalogue.

CO2 - To know about the normative principles of cataloguing. Comprehend various forms (inner and outer) of library catalogue.

CO3 - Review the features and development of different cataloguing codes.

CO4 - Understand various approaches of deriving subject headings. Understand the concept of co-operative and centralized cataloguing.

CO5 - Examine the current trends in library cataloguing. Understand the complexities in rendering of entries and alphabetization.

Paper Name: Library Cataloguing (Practice)

(Paper Code: BLIS – 204)

CO1 -To use the AACR-2 and CCC cataloguing codes for cataloguing printed documents in a library. Preparation of catalogue for single personal author, joint personal author, and pseudonymous works. Preparation of catalogue for simple personal name entries in Hindi and Urdu by AACR-2.

CO2 -To Prepare different types of entries in order to fullfill various search approaches of users. Practically identify and describe various bibliographic elements of the documents.

CO3 -Derive subject headings using Sear's List of Subject Headings and Chain Procedure method for subject entries.

Paper Name: Information Communication Technology in LIS (Practical)

(Paper Code:BLIS – 205)

CO1 - To familiarize themselves with use and application of MS Office and installation windows Operating system.

CO2 - To familiarize and make them use of creating a database for different categories of documents.

CO3 - To make them understand and use of Online and Offline Searching, Web Searching,

CO4 - Understanding the installation of Library management software SOUL.

Paper Name: Project Work in LIS -Field Survey/ Literature Survey
(Paper Code : BLIS – 206)

CO1 – To know the concepts of Literature survey/Field work.
CO2 – Able to prepare the report.

Local

National

Regional

Global

Curriculum Structure- BLIS program
First Semester

Course Code	TYPE	Course Title	Theory/ Practice	Credits	Internal Marks	Exam Marks	Total
BLIS 101	CORE/SKE	Foundations of Library and Information Science	Theory	4TH=4	25	75	100
BLIS 102	EEC	Management of Libraries and Information Centers	Theory	4TH=4	25	75	100
BLIS 103	CORE/SKE	Library Classification	Theory	4TH=4	25	75	100
BLIS 104	CORE/SKE	Library Classification	Practice	4P=4	25	75	100
BLIS 105	EEC/SKE	Information Processing and Retrieval	Theory	4TH=4	25	75	100
BLIS 106	EC	Information Communication Technology in LIS	Theory	4TH=4	25	75	100
		Maximum Marks of I Sem.		**24**	**150**	**450**	**600**

Second Semester

Course Code	TYPE	Course Title	Theory/ Practice	Credits	Int. Marks	Ext.Marks	Total
BLIS 201	SEC	Open Access and E-resources (Open Elective)	Theory	4TH=4	25	75	100
BLIS 202	CORE/SKE	Information Sources and Services	Theory	4 TH =4	25	75	100
BLIS 203	CORE/SKE	Library Cataloging	Theory	4 TH =4	25	75	100
BLIS 204	CORE/SKE	Library Cataloging	Practice	4 TH =4	25	75	100
BLIS 205	EEC	Information Communication Technology in LIS	Practical	4 P =4	25	75	100

BLIS 206	SEC	Project Work in LIS- Field Survey/ Literature Survey	Project	6 = 6	Project = 75 Viva = 25	100
		Maximum Marks of II Semester		**26**	**150**	**450**	**600**
		Total Marks		**50**	**300**	**900**	**1200**

SEC- Skill Enhancement Course,**EEC**-Employability Enhancement Course;**EC**-Entrepreneurship Course

Foundations of Library and Information Science (Theory)
(Paper Code : BLIS 101 CORE/SKE)

Credits: 4		Core Compulsory	
Max. Marks: 25+75		Min. Passing Marks: 40	
Total No. of Lectures :Tutorials-Practical (in hours per week): L-T-P: 4-0-0			
Unit	**Topics**		**No. of Lectures**
I	**Information, Knowledge and Society** Information, Meaning and characteristics Data, Information, Knowledge, Wisdom; Knowledge Society Information transfer Cycle; Generation, Storage and Dissemination of Information		15
II	**Conceptual framework, definitions and history of libraries** • Development of libraries in India, Documentation and Knowledge Resource Centers • Librarianship as a Profession, Ethics and Challenges. • Types and Function of Libraries; Five Laws of Library Science & their Implications; Ranganathan, S.R and other prominent professionals in Library and Information Science. • Library Building, Furniture and Equipment • Public Relation & Extension activities- User Education; Extension Service;		15
III	**Laws relating to Libraries and Information centers** Library Legislation-Need and essential Features; Library Acts in India; Press and Registration Act, Delivery of Books Act Intellectual Property Right		15

IV	**Library Associations & Organizations for Promotion of Libraries**	15
	• Role of Library Association /Organizations: Objectives, Functions.	
	• National & Regional Associations: ILA, IASLIC, RRRLF, and UPLA.	
	• International Associations: IFLA, American Library Association (ALA),ASLIB, UNESCO and CILIP.	
	• NAPLIS, National Knowledge Commission, National Mission on Libraries.	

Learning Outcomes:

After studying this paper, students shall be able to:

- To understand the concept, objectives and development of libraries and its importance to society. Able to classify libraries on the basis of their purpose and functions.

- Able understands the professional ethics of librarianship and the five laws of library science with their implications on various services of the libraries.

- Understand the importance of Library legislation and features of library acts IPR and familiarize with the role of various National and International Library Associations and Organizations.

- Highlight role of various library promoters at the national and international level.

Recommended Books :

1. Jafferson, G: Library Cooperation. London : Andre Deutsch, 1977
2. Kent, Allan: Resource sharing in libraries. New York: Dekker, 1974.
3. Khanna, JK : Library and Society. Kurukshetra : Research Publications, 1987.
4. Pandey, SK Sharma: Libraries and Society. New Delhi :EssEss, 1992.
5. Ranganathan, SR: The Five Laws of Library Science. Bangalore :SardaRanganathan Endowment for
6. Library Science, 1988.
7. Sukula, Shiva: Librarianship : Redefining and Redesigning Beyond the Customary Craft. New Delhi, EssEss Publications, 2016.

Suggestive digital platforms web links :

https://egyankosh.ac.in/

https://epgp.inflibnet.ac.in/

https://www.nios.ac.in/online-course-material/sr-secondary-courses/library-and-information-science.aspx

Paper Name: Management of Libraries and Information Centers (Theory)

Paper Code :BLIS – 102EEC

Credits: 4		*Core Compulsory*
Max. Marks: 25+75		**Min. Passing Marks: 40**
Total No. of Lectures – Tutorials-Practical (in hours per week): L-T-P: 4-0-0		
Unit	**Topics**	**No. of Lectures**
I	Management : Concept, history, and functions of management. Concept and principles of scientific management, school of management thoughts Total Quality Management (TQM) : Definition, concept, elements, benefits Management by Objectives (MBO)	15
II	Human Resource Management -Characteristics Job description, analysis, evaluation. Financial management: Need, functions and types Budgeting : Concept, Objectives, and functions, and purpose Methods of financial estimation : PPBS, Zero - based Budgeting, etc.	15
III	Library Administration and Organization structure, Library Authority and Committees: need and functions Library Statistics Statistical Methods and Scope of Library Statistic Collection development, policies and procedures, collection evaluation and weeding, Preservation, Conservation, archiving Stock Verification-Policies, procedures	30

Learning Outcomes:

After studying the paper, students shall be able:

- To understand the concept and scope of management in detail.

- Understand the administrative functions and the principles of library management.

- Efficiently carry out various operations of Library and Information Centers.

- Know the library budgeting techniques and method. Describe the factors behind the selection, procurement and accessioning of documents.

Recommended Books :

- Beard W. Ian & Holden, Len. (1996). Human Resource Management: A contemporary perspective. London: Longman.
- Bryson, Jo.(1996). Effective library and information management. New Delhi: JaicoPublising House.
- Evans, G. Edward &Layzell, Patricia. (2007). Management basics for information professionals. 2nd ed. London: Libraries Unlimited.
- Harvey, Poss. (1993). Preservation in libraries: a reader. London: R.R. Bowker.
- Johnson, P. (2014). Fundamentals of collection development and management. 3rd ed. Chicago: American Library Association.
- Koontz, H. &Weihrich, H. (2015). Essentials of management. 10th ed. Chennai, McGraw Hill Inc.
- Krishan Kumar, (2007). Library management in the electronics environment. New Delhi:Har - Anand Publications.
- Mittal, R. (2007). Library administration: Theory and practice. New Delhi:EssEss Publications.
- Narayana, G J. (1991). Library and information management. New Delhi: Prentice Hall of India.
- Stoner, James A.F. et al. (1996). Management: Global perspectives. 10thEd. New Delhi: McGraw Hill Inc.
- Stueart, Robert D. & Moran, B. (2007). Library and information center management, 7th, ed. London:Libraries Unlimited.
- Ranganathan, SR: Library Book Selection. Bombay: Asia Pub. House, 1966. 13.Brown, James Duff: Manual of Library Economy. London: Andre Deutsch, 1961.
- Mahapatra, PK and Chakrabarti, B: Preservation in Libraries. New Delhi:EssEss, 2003.
- Adhikari, Rajiv: Library Preservation and Automation. Delhi: Rajat Publications, 2002.
- Shivadas, K. K. (2015). Library Management. New Delhi: A.P.H.
- Krishnamuiti, K. (2013). Library Management. New Delhi: Commonwealth.
- Khanna, J. K. (2001). Hand book of Library Administrative. New Delhi: CREST.

- Ranganathan, S. R. (1935). Library Administration. New Delhi:EssEss.

- Sharma, C. K. (2006). Reference Service and Sources. New Delhi: Atlantic.

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https://www.nios.ac.in/online-course-material/sr-secondary-courses/library-and-information-science.aspx

Paper Name: Library Classification (Theory)

Paper Code: BLIS - 103 CORE/SKE

Credits: 4		*Core Compulsory*	
Max. Marks: 25+75		**Min. Passing Marks: 40**	
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: 4-0-0			
Unit	**Topics**		**No. of Lectures**
I	**Library Classification** Library Classification: Definition, Need, and Purpose. Call Number: Class Number, Book Number and Collection Number. Species of Classification. Major Schemes of Classification: DDC, CC, UDC: An Overview		15
II	**Normative Principles of Classification** Basic Laws Fundamental Laws Canons Principles Postulates		15
III	**Mnemonics, Notations and devices**		15

	Definition and types.		
	Hospitality in Notational System.		
IV	**Facet Sequence**	15
	Concept and Principles: Cow Calf, whole organ act and action tool.	
	Library Classification and Trends	

Learning Outcomes:

After studying this paper, the students shall be able:

- To understand the meaning, purpose, functions, theories and canons of library classification.
- Students will understand the importance of the various library classifications schemes used in different types of Libraries.
- They will understand the formation of subjects in the Universe if subjects,
- develop skills of classifications, skills in subject analysis and synthesis of different facets

Suggested Readings:

1. Ranganathan, S. R. (1962). Elements of library classification. Bombay: Asia Publishing
2. Bavakutty, M. (1981). Canons of library classification. Trivandrum: Kerala library Association
3. Ranganathan, S. R. &Gopinath, M. A. (1989). Prolegomena to Library Classification V.1 Bangalore: SaradaRanganathan Endowment for Library Science.
4. Sayers,W.C.Berwick (1955). Introduction to Library Classification: Theoretical, Historical and Practical with. London: Grafton and Company
5. Dutta, D.N. (1978). Library Classification: a manual. Calcutta: The World Press
6. Husain, Shabahat (2004). Library Classification: Facets and Analyses. Delhi: B.R. Publishing Corporation.
7. Krishna Kumar (1979). Theory of Classification. New Delhi: Vikas Publishing

Paper Name: Library Classification (Practice)

Paper Code: BLIS - 104 CORE/SKE

Credits: 4	*Core Compulsory*
Max. Marks: 25+75	Min. Passing Marks: 40
Total No. of Lectures – Tutorials-Practical (in hours per week): L-T-P: 0-0-4	
Unit	Topics	No. of Lectures

I	**Section – A: Classification of documents (using DDC)**	30
	DDC19th Edition with the following details: Main Classes, Divisions, Sectors, Sub-sectors, Auxiliary Tables.	
	AnIntroduction of DDC 23rd Edition.	
II	**Section – B: Classification of documents (using CC)**	30
	Classification of documents by Colon Classification 6threvised and Enlarged edition with following details Basic Subject, compound and complex subject, phase Relations, common isolates etc.	

Learning Outcomes :

After studying the paper, students shall be able :

- Classify and construct the class numbers for complex titles using DDC scheme.
- Synthesize class numbers by using the tables and 'add to instructions' of DDC scheme.
- To classify and construct the class numbers for titles using Colon Classification Scheme.
- Synthesize class numbers by using common isolates and 'different devices of CC scheme.
- Able to use of different schedules, manual and relative index of Classification Schemes.

Recommended Books :

1. Dewey, Melvil: Decimal Classification and Relative Index. 19thed. New York, Lake Placed Club, 1979.
2. Ranganathan, SR: Elements of Library Classification. 3rd ed. Bombay, Asia Pub. House, 1962.
3. Ranganathan, SR: prolegomena to Library Classification. Assisted by M. A. Gopinath. 3rd ed. Bangalore, SRELS, 1969.
4. Satija, MP: Colon Classification: a practical introduction. Delhi, EssEss, 1989.
5. Ranganathan, SR: Colon Classification. 6th rev ed. Bangalore, SRELS, 1968.
6. Satija, MP: Manual of Practical Colon Classification. 3rd revised. New Delhi, Sterling, 1995

Paper Name:Information Processing and Retrieval (Theory)
Paper Code: BLIS - 105 EEC/SKE

Credits: 4	*Core Compulsory*
Max. Marks: 25+75	**Min. Passing Marks: 40**
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: 4-0-0	

Unit	Topics	No. of Lectures
I	Information Need, Information Use Study: Meaning, scope and need User study and User Education **-** concepts, definition, characteristics, scope and methods Information Seeking behaviour-Concept and models	15
II	**Information Retrieval System:** Basic Concept, Purpose, Functions Components Features of Information Retrieval System	15
III	**Subject indexing:** Concept and Need**.** **Concept use and types of indexing systems:** Pre-coordinate and Post Coordinate Indexing systems**.** Chain Indexing, PRECIS, POPSI **Post-Coordinate Indexing System:** UNITERM Indexing System **Keyword indexing:** KWIC, KWOC Citation Indexing	15
IV	**Search techniques:** Boolean, Proximity, Truncation, Phrase IR features of OPAC Federated Search Systems	15

Learning Outcomes:
After studying the paper, the students shall be able:

- To understand the concept of needs of human behavior, types of information needs, and importance of user and user education in context to designing library services.

- Understand the various categories of users and different methods of user studies in libraries

- To understand the concept of Information retrieval system its type, functions and applications in library and information centers.

- Understand the concept of Indexing and its types and characteristics

- Understand the searching techniques useful in searching the information relevant and efficient.

Suggested Readings:

1. Mohammad, Riaz (1989). Advanced Indexing and Abstracting Practices. New Delhi: Atlantic Publishers.

2. Chakraborty, A.R. and Chakraborty, B. (1984). Indexing: Principles, Process and Products. Calcutta: The World Press.

3. Sengupta, B. and Chatterjee,M.(1977) Documentation and Information Retrieval. Calcutta: The World Press.

4. Rajan, T.N. (1981). Indexing Systems: Concepts, Models and Techniques. Calcutta: IASLIC.

5. Ranganathan, S.R. (1963). Documentation and its Facts. London: Asia Publishing House.

6. Shera, J.H., Kent, A. and Pessy, J.W. (1957). Documentation in Action. New York: Reinhold Publishing.

7. Devarajan, G. (1995). Library Information User and Use Studies. New Delhi: Beacon Books

8. Guha, B. (1976). Techniques of User Studies. Paper 11.3 in DST Course Material. New Delhi: INSDOC.

9. Kawatra, P.S. (1996).Library User Studies: A Manual for Librarians and Information Science. Bombay:Jaico Publishing House.

10. Kumar, G & Kumar. K (1983). Philosophy of User Education. New Delhi:Vikas.

11. Banwell, L, & Coulson, G (2004). Users and User Study Methodology: The Jubilee Project. Information Research, 9(2).

12. Choudhury, G.G. (2001). Information Sources and Searching on the World Wide Web. London: Facet Publishing

13. Kowalskim G. J. & Maybury, M. T. (2006). Information Storage and Retrieval Systems:Theory and Implementation. Springer.

14. Korfhage, R. R. (1997). Information Storage and Retrieval. John Wiley & Sons

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https://www.nios.ac.in/online-course-material/sr-secondary-courses/library-and-information-science.aspx

Paper Name: Information Communication Technology in LIS (Theory)

Paper Code: BLIS - 106 EC

Credits: 4		*Core Compulsory*
Max. Marks: 25+75		Min. Passing Marks: 40
Total No. of Lectures – Tutorials-Practical (in hours per week): L-T-P: 4-0-0		
Unit	Topics	No. of Lectures
I	**Information Technology – I** Concept of Information Technology. Types of Information Technology. Computer Technology – History, Classification and Generation of Computers, Computer Hardware and Software, Operating Systems –WINDOWS, Linux. Programming Languages, Algorithm & Flow Charting	15
II	**Information Technology – II** Communication Technology – General Aspects. Reprographic Technology – General Aspects. Micrographic Technologies – General Aspects	15
III	**Library Automation:**Concept and need of library automation. Planning and implementation of library automation. In-house operations (Acquisition, Cataloguing, Circulation, Serials Control)	15
IV	**Library Automation Software's:**Proprietary and open source softwares – SOUL/KOHA including Open Source Software, Library Networks, New development in Library Automation such as use of RFID etc.	15

Learning Outcomes:

After studying the paper, students shall be able:

- To understand the planning and implementation of automation in various library housekeeping operations and services.

- To understand and assess the feasibility of various library automation software and their functionalities.

- To understand the computer networks and their types, topologies, protocols and Standards.

Recommended Books:

1. Kumar, PSG: Computerization of Indian Libraries. Delhi, B. R. Publishing, 1987.

2. Pandey, SK Sharma: Library Computerization: theory and practice. New Delhi, EssEss, 1993.

3. Satyanarayana, NR: A manual of Library Automation and Networking. 2nd ed. Lucknow, New Royal Book, 2003.

4. Dhawan, A: Computers for Beginners. New Delhi, Frank Bros, 1990.

5. Sehgal, RL: An introduction to Library Networks. New Delhi, EssEss, 1996.

6. Devrajan, G and Rahelamma, AV: Library Computerization in India. New Delhi, EssEss, 1990.

7. Siddiqui, JA: Information Technology Application in Libraries. New Delhi, Shree Publishers & Distributors. 2019. ISBN 978-81-8329-988-6.

8. Sukula, Shiva: Demystifying Databases: A hands-on Guide to Database Management. New Delhi, EssEss Publications, 2016.

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https://www.nios.ac.in/online-course-material/sr-secondary-courses/library-and-information-science.aspx

Paper Name: Open Access and E-Resources (Open Elective)

Paper Code:BLIS - 201 SEC

Credits: 4	*Core Compulsory*	
Max. Marks: 25+75	Min. Passing Marks: 40	
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: 0-0-4		
Unit	**Topics**	**No. of Lectures**
I	Open access –What and why, growth and development. Types ofResources: Concept, Definition, Objectives, Advantages and Limitation. Types of E-Resources, E-Journals, E-Books, open education resources, open access repositories, Databases, Electronic Theses and Dissertation	15
II	Consortia-National and International Information Access and Infrastructure License and agreement on online resources	15
III	Institutional Repository – Need, Purpose, Types and Tools Institutional Repository in India -ROAR, DOAR, SHERPA-ROMIO	15
IV	Accessing Electronic Resources- bibliographic and full-text databases, Subject gateways electronic alerting services. E resources life cycle Selection and evaluation of E-resources	15

Learning Outcomes :

After studying the paper, students shall be able :

- To understand the concept of Open access, its history, growth ,development and importance

- To- gain overview of the broad range of open access resources available in various subject's areas.

- Students will be able to explore various resources which may be useful to teaching and research in the future.

- Students will learn about open educational resources and how these can be utilized by the learners for lifelong education and evaluate and suggest open access resources which are very useful for learning.

- Aim to understand the e resources life cycle and its management

Recommended Books:

- Botyriute, Kristina (2018), Access to Online Resources: A Guide for the Modern Librarian, springer and open Switzerland

- Suber, Peter (2012), Open Access. MIT Press. Cambridge

- Rudasill (2013). Open access & digital library social science libraries. GERMANY, p.386

- JACOBS, NEIL. (2006). Open access. Oxford, Chandos,p.243

- Bajpai, M.(ED) (2016) Library Services in Digital environment: An innovative approach New Delhi: Consortium book.978-8192306049

- Sharma,A..K(ed) (2016) Current trends in library and information sciences in digital era.

- Mukhyadal,B.G. (ed) (2014) Advancement of electronic resources in libraries. Atharva Publications

- KaushalChouhan and R K Mahapatra. Open access resources in library and information sciences.ESS ESS Publications. p 559

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https://epgp.inflibnet.ac.in/

https://www.nios.ac.in/online-course-material/sr-secondary-courses/library-and-information-science.aspx

Paper Name: Information Sources and Services (Theory)
Paper Code: BLIS - 202 CORE/SKE

Credits: 4	*Core Compulsory*
Max. Marks: 25+75	Min. Passing Marks: 40
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: 4-0-0	

Unit	Topics	No. of Lectures
I	**Sources of Information -** Concept, and overview **Primary sources of information** -journal, conference proceedings, archival materials, standards, Newspapers, patents, research reports, thesis etc.	15
II	**Secondary sources of information**- Bibliographical Sources; INB,BNB Encyclopedias – General and Special, Dictionaries – General and Special, Yearbooks, Biographical Source, Geographical Source, Index and Abstract etc.	15
III	**Tertiary source of information**- Concept and overview, - Encyclopaedia, Bibliography of bibliography and guide to literature etc.	15
IV	**Information Service -**Responsive service: Personal visit by user, Telephone call, Written communication etc. **Anticipatory Service:** Bibliographic compilation on specific subjects, News Paper clipping, etc. Document Delivery Service,CAS,SDI and Referral Service	15

Learning Outcomes :

After studying the paper, students shall be able:

- To understand the sources of information, concept of reference and information sources and services provided in libraries.
- Understand criteria of evaluation of different sources of information.
- Understand the reference interview and various techniques of searching information.
- Understand the latest trends in Reference & Information Sources and Services.

Recommended Books:

1. Bradford, SC: Documentation. 2nd ed. London, Lockwood, 1953.
2. Foskett, AC: Subject approach to Information. 5th ed. London, Library Association, 1997.
3. Khanna, JK: Documentation and Information Services: systems and techniques. Agra, Y K Publishers, 2000.

4. Lancaster, FW: Information Retrieval Systems: Characteristics, Testing and Evaluation. New York, John Wiley, 1968.
5. Ranganathan, SR: Documentation and its facets. London, Asia Pub. House, 1963.
6. Prasher, RG: Index and Indexing. New Delhi, Medallion Press, 1989.
7. Sukula, Shiva: Information Retrieval. New Delhi, EssEss Publications, 2014.

Suggestive digital platforms web links:https://egyankosh.ac.in/

Paper Name: Library Cataloguing (Theory)
Paper Code:BLIS - 203 CORE/SKE

Credits: 4	*Core Compulsory*
Max. Marks: 25+75	Min. Passing Marks: 40
Total No. of Lectures – Tutorials-Practical (in hours per week): L-T-P: 4-0-	

Unit	Topics	No. of Lectures
I	**Library Catalogue** Definition, Need, Objective & Functions. Normative Principles of Cataloguing. Forms of Library Catalogue.	15
II	**Types of Library Cataloguing** Dictionary, Classified. Historical Development of Library Catalogue Codes– CCC and A.A.C.R.II.	15
III	**Subject Cataloguing** Concept, Principles, Chain Procedure, Lists of Subject Headings. Centralized and Cooperative Cataloguing: Need, CIS and CIP, Prenatal Cataloguing. Union Catalogue: Need, Rules for Compilation. NUCSSI, DELNET, IndCat, WORLDCAT.	15
IV	**Indic Names** Problems and Rendering. Cataloguing Rules according to A.A.C.R.II and CCC for Joint authors, Corporate	15

| | Authors and Pseudonyms. | |
| | Cataloguing of Non-books materials | |

Learning Outcome:-

After studying this paper, the students shall be able:

- To understand the concept and objectives of library catalogue.

- To know about the normative principles of cataloguing. Comprehend various forms (inner and outer) of library catalogue.

- Review the features and development of different cataloguing codes.

- Understand various approaches of deriving subject headings. Understand the concept of co-operative and centralized cataloguing.

- Examine the current trends in library cataloguing. Understand the complexities in rendering of entries and alphabetization.

Recommended Books:

1. Girja Kumar &Krishan Kumar (1975). Theory of cataloguing. New Delhi :Vikas Publishing House

2. Sharma, Pandey S. K. (1986). Cataloguing Theory. New Delhi: EssEss Publication.

3. Viswanathan, C. G. (1983). Cataloguing: Theory and Practice. Lucknow: Print House.

4. Shera, Jesse H. & Eagan, Margret E. (1956). Classified Catalog: basic principles and practices. Chicago: American Library Association.

5. Sengupta, B (1974). Cataloguing: Its theory & practice. Calcutta: World Press.

6. Krishan Kumar (2001). An Introduction to AACR-2 (Anglo-American Cataloguing Rules). New Delhi: Vikas Publishing.

7. Siddiqui, JA and Husain, Mohd Sabir. Library Cataloguing with AACR-II. New Delhi, EssEssPublications, 2018. ISBN 978-93-87698-03-1

8. Siddiqui, JA; Husain, Mohd. Sabir and Sharma, BK. Hindi GranthonkiSuchikaranPirkriya. Agra, Y. K. Publishers, 2018. ISBN 978-93-80668-97

Suggestive digital platforms web links:

https://egyankosh.ac.in/

Paper Name: Library Cataloguing (Practice)
Paper Code: BLIS - 204 CORE/SKE

Credits: 4		*Core Compulsory*
Max. Marks: 25+75		Min. Passing Marks: 40
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: 0-0-4		
Unit	Topics	No. of Lectures
I	**Cataloguing of documents using AACR II (R)** Cataloging of books and periodicals in accordance with AACR II(R) and Sears List of Subject Headings	20
II	**Cataloguing of documents using CCC** Cataloguing of books and periodicals in accordance with the Classified Catalogue Code (CCC) 5th Edition.	20
III	**Computerized Cataloguing through MARC–21**	20

Learning Outcomes:

After studying the paper, students shall be able:

- To use the AACR-2 and CCC cataloguing codes for cataloguing printed documents in a library. Preparation of catalogue for single personal author, joint personal author, and pseudonymous works. Preparation of catalogue for simple personal name entries in Hindi and Urdu by AACR-2.

- To Prepare different types of entries in order to fullfill various search approaches of users. Practically identify and describe various bibliographic elements of the documents.

- Derive subject headings using Sear's List of Subject Headings and Chain Procedure method for subject entries.

Recommended Books:

1. Ranganathan, SR: Classified Catalogue Code with additional rules for Dictionary Catalogue Code.

2. Assisted by A. Neelameghan. 5th reprinted ed. Bangalore, SRELS, 1988.

3. Anglo American Cataloguing Rules. (North American Text). Chicago, ALA, 1967.

4. Ranganathan, SR: Cataloguing Practice. Assisted by G. Bhattacharya. Bombay, Asia Pub. House, 1974.

5. Job, M.M. (1989). Theory and practice of Cataloguing. New Delhi:Metropolitan.

6. Gernert, Leigh (2003). A Textbook of Cataloguing. New Delhi: Dominant Publishers and

Distributors.

7. Krishan Kumar (2001). An Introduction to AACR-2 (Anglo-American Cataloguing Rules).

8. New Delhi:Vikas Publishing.

9. Siddiqui, JA and Husain, MohdSabir(2018). Library Cataloguing with AACR - II. New Delhi, EssEss Publications. ISBN 978-93-87698-03-1

10. 8. Siddiqui, JA; Husain, Mohd. Sabir and Sharma, BK. Hindi GranthonkiSuchikaranPirkriya. Agra, Y. K. Publishers, 2018. ISBN 978-93-80668-97

Paper Name: Information Communication Technology in LIS (Practical)

Paper Code:BLIS - 205 EEC

Credits: 4		*Core Compulsory*	
Max. Marks: 25+75		Min. Passing Marks: 40	
Total No. of Lectures – Tutorials-Practical (in hours per week): L-T-P: 0-0-4			
Unit	Topics		No. of Lectures
I	Installation and Functions of Window Operating Systems Application and use of MS Word, Excel and PowerPoint.		15
II	Database CreationandLibrarySoftwareInstallationandCreation of Databases: Import, Export, Hyperlinks, Google applications, Blogs, web and social media.		15
III	Installation, Configuration andFunctions of soul software.		15
IV	Online and Offline Searching, Web Searching, Advanced Internet Searching, through Meta Search Engines, Offline Databases Internet and E-mail.		15

Learning Outcome:

After studying the paper, students shall be able:

- To familiarize themselves with use and application of MS Office and installation windows Operating system.
- To familiarize and make them use of creating a database for different categories of documents.
- To make them understand and use of Online and Offline Searching, Web Searching,
- Understanding the installation of Library management software SOUL.

Recommended Books:

1. Kumar, PSG: Computerization of Indian Libraries. Delhi, B. R. Publishing, 1987.
2. Pandey, SK Sharma: Library Computerization: theory and practice. New Delhi, EssEss, 1993.
3. Satyanarayana, NR: A manual of Library Automation and Networking. 2nd ed. Lucknow, New Royal Book, 2003.
4. Dhawan, A: Computers for Beginners. New Delhi, Frank Bros, 1990.
5. Sehgal, RL: An introduction to Library Networks. New Delhi, EssEss, 1996.
6. Devrajan, G and Rahelamma, AV: Library Computerization in India. New Delhi, EssEss, 1990.
7. Shiva Sukuma: Information Technology: Bridge to the Wired Virtuality, New Delhi, EssEss Publications, 2008.
8. Shiva Sukula: Electronic Resource Management: What, why and how, New Delhi, EssEss Publications, 2010.

Suggestedweblinks: www.inflibnet.ac.in

Paper Name: Project Work in LIS -Field Survey/ Literature Survey
Paper Code : BLIS - 206 SEC

The student shall prepare Project Report on Literature survey/Field work under the supervision of an allotted supervisor and submit the report at the end of the semester before the scheduled examination. The evaluation of report carries 75 marks followed by Viva Voce of 25 marks.

	Regional
	Global

	National
	Local