SHAHEED MAHENDRA KARMA VISHWAVIDYALAYA, BASTAR

Bachelor of Library and Information Science

1 YEAR (2- SEMESTER PROGRAMME) CBCS BASED PROGRAMME

Course Code	Title	Credit	Continues Evaluation	Semester End Examination	Total Marks
	First Semester				
BLI-01	Foundation Of Library and Information Science	4	30	70	100
BLI-02	Basics of Information Communication Technology (Theory)	4	30	70	100
BLI-03	Information Sources, Systems and Services	4	30	70	100
BLI-04	Knowledge Organization Cataloguing (Theory)	4	30	70	100
BLI-05	Knowledge Organization –I (Practice)	4	30	70	100
	Total	20	150	350	500

Course Code	Title	Credit	Continues Evaluation	Semester End Examination	Total Marks
	Second Semester				
BLI-06	Library management	4	30	70	100
BLI-07	Basics of Information Communication Technology (Practical)	4	30	70	100
BLI-08	Library and Users	4	30	70	100
BLI-09	Knowledge Organization Classification (Theory)	4	30	70	100
BLI-10	Knowledge Organization –II (Practice)	4	30	70	100
	Total	20	150	350	500

Unit 1: Library as a Social Institution

. Social and Historical foundation of Library

· Different Types of Libraries-their distinguishing Feature and Functions.

· National Libraries: features and activities, National Library of India, UK, and USA

·Role of Library in Formal and Informal Education

Unit 2: Normative Principals and Laws Relating to Libraries and Information.

. Five Laws of Library Science and their Implication

. Library Legislations-need and essential features.

· Library Legislation in India.

· Press and Registration act and Delivery of Books (Public Library) act.

· Copyright act

Unit 3: Library Development

· Development of Libraries with special reference to India.

. Organization and Institutions involved in the development of Library and Information

· Services.

. Commission-Committees Reports in Library Development with special reference to India

Unit 4: Resource Sharing, Library Networks and Extension Activities

. Resource Sharing: Concepts and Methods.

. Library and Information Networks and Consortia-concept need and purpose

. National and International Library and Information Networks and Consortia- INFLIBNET, OCLC

· Publicity and Extension Services

Unit 5: Library and Information Profession

· Librarianship as a Profession.

· Professional Ethics

· Professional associations and their role.

· Professional, National and International associations – ILA, IASLIC,ALA, IFLA

UNIT-I: Computer Basics

· Computer: Definition, Development and Computer Generation.

. Types of computers and their use

· Basic components of a computer, Computer Peripherals

· Electronic data processing

UNIT-II: Hardware and Software Components

· Computer Hardware: Components and Functions

· Computer Software : Types and Uses

· Operating System, functions and their commands: Window and UNIX/LINUX

· Flow Chart

UNIT-III: Software Packages

· Word Processing Packages

· Desktop Publishing

. Library Application Software: CDS/ISIS

· Different types of Library Software

UNIT-IV: Library Automation

· Library House Keeping Operations

· Computerized Information Services

· Selection of Library Software Packages

· Use of INTERNET for various library activities, e-journals, e-books

UNIT-V: Networking

· Definition, Need, Client Server Architecture

Types of Network: LAN, WAN, MAN

· Network Topologies: Bus, Star, Ring etc.

· Library Information Network: DELNET, INFLIBNET, CALLIBNET, UGC-Infonet

Course Code - BLI-03
Information Sources, Systems and Services
TM 100 (Internal Assessment 30 + Term End Exam 70) (Credit-04)

Unit 1: Information Sources

. Nature, Characteristics, Types,

. Documentary and Non-Documentary Sources

. Primary, Secondary and Tertiary Sources of Information

Unit 2: Reference Sources and Electronic Information Sources

· Reference Sources: Characteristics, Types, Usefulness.

· Online databases, Open access resources, Internet sources, E-books, E Journals, E-Thesis, E-News papers, Blogs.

. Subject Gateways, Institutional repositories.

Unit 3: Reference and Information Services

. Reference Service: Concept, Purpose, Types, Theories.

. Documentation Services: Current Awareness Service (CAS), Selective Dissemination of Information (SDI), Translation Services, Indexing and Abstracting Services, Bibliographical Services.

. Document Delivery Services, Inter Library Loan (ILL) Service

Unit 4: Information Systems and Networks

. National Information Systems and Networks: NISCAIR, NASSDOC, DESIDOC,National Knowledge Network (NKN)

· Global Information Systems and Network: MEDLARS, AGRIS, INIS, INSPEC, BIOSIS,

. Library Networks and Resource Sharing: DELNET, INFLIBNET,

Unit 5: Information Sources& Services on Web

· Web Resources: Concept and Use & types.

. Different types of Web Resources: Information Portals, Subject Directories,

· E-resources in Science and Technology, Social Science and Humanities,
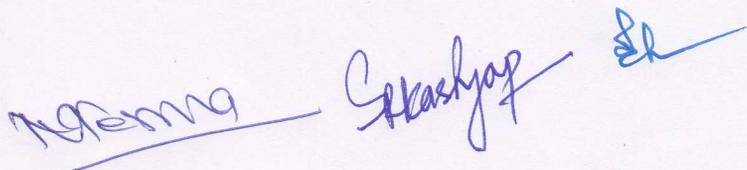
Course Code - BLI-04
Knowledge Organization - Cataloguing (Theory)
TM 100(Internal Assessment 30 + Theory 70) (Credit-04)

Unit 1: Library Catalogue:

- Library Catalogue: Concept, Objectives, Functions
- Physical Forms of Library Catalogue: Conventional and Non-conventional
- Types of Catalogue: Dictionary Catalogue, Classified Catalogue, Alphabetico-
- Classed Catalogue, Alphabetico-Subject Catalogue

Unit 2: Catalogue Codes and Normative Principles

- Catalogue Codes: History and Development
- Normative Principles
- Kinds of Entries.
- Fillings of Entries
- Silent Features of CCC and AACR : Comparative Analysis

Unit 3: Choice and Rendering of Headings

- Personal Names - Western and Indian
- Pseudonyms and anonyms works
- Uniform Titles
- Corporate Authors

Unit 4: Subject and Union Catalogue

- Subject Catalogue: Meaning, Purpose
- Union Catalogue: Concept. Purpose
- Tools and Techniques for Deriving Subject Headings
- Cooperative and Centralized Cataloguing
- Study of ISBN, ISSN

Unit 5: Current Trends in Cataloguing

- ISBD, CCF,FRBR, RDA
- MARC 21, DUBLIN CORE and Others

Knowledge Organization - I (Practice)

TM 100 (Internal Assessment 30 + Term End Exam 70) (Credit-04)

Unit 1: Classification of Documents (Using latest available edition of DDC)

· Classification of documents representing simple subject

· Classification of document having common isolates

· Classification of documents representing compound subject

· Classification of documents representing complex Subject

Unit 2: Cataloguing of Documents (Using AACR-II)

. Cataloguing of Works of Single Authorship, Shared Authorship, Pseudonyms, Mixed Responsibilities

· Cataloguing of Editorial Works, Composite Works, Multi-volume Works

· Cataloguing of Serial Publications, Uniform Titles

· Cataloguing of Works of Corporate Authorship

Course Code - BLI-06
Library Management
TM 100 (Internal Assessment 30 + Term End Exam 70) (Credit-04)

Unit 1: Principles and Functions of Management

· Management: Concept, Scope and functions

. Schools of Management Thoughts

. Principles and Elements of Management

· TQM (Total Quality Management)

Unit 2: Resource Development

· Information Resources ; Definition , features and types

. Different Types of Selection Tools and Their Importance

· Human Resource Management : Concept and Principles

Unit 3: Maintenance of Library

· Acquisition of Books and Subscription of Periodicals

· Technical Processing

. Circulation Methods and Processes

. House Keeping Operations: Stock Verification, Shelf-rectification, Binding, Preservation

Unit 4: Financial and Human Resource Management

. Sources of Library Finance, Estimation of Library's Financial Requirements

· Budgeting, Accounting, Auditing.

. Cost Effectiveness Analysis and Cost Benefit Analysis

Unit 5: Library Committee, Rules, and Reports

· Library Committee: Role and functions

· Library Statistics; Annual Report

· Library Rules and Regulations

· Library Building and Space Management

Basics of Information and Communication Technology (Practical)

TM 100 (Internal Assessment 30 + Term End Exam 70 (20 Marks for Viva)) (Credit-04)

Unit 1: Computer Hardware: Computer Structure, Input and Output Devices, Memory Devices and their use, Use of Operating System; Application Software: Use of Word Processing Software, Spread Sheet Management Software and PowerPoint Presentation Software,
Unit 2: Integrated Library Management Software, Definition, Modules, Open Source ILMS- KOHA, its features and functions.
Unit 3: Searching and Retrieval: Search Strategy and Techniques, Keyword Search, Phrase Search, Boolean Search, Proximity Search, Field Search, Use of different search filters
Unit 4: Searching Information from Internet using Different Search Engines; Searching Web OPAC, WorldCat, IndCat, Sodhganga, National Digital Library (NDL), Directory of Open Access Journals (DOAJ), Directory of Open Access Books (DOAB), Google Scholar

Unit 1: User and their Information Needs
· Categories of Information Users
· Information Need: Definition and models
· Assessment of Information Needs of Different User Groups

Unit 2: Information Seeking Behaviors
· Theories of Behaviors Studies
. Concepts and Methods of Information Seeking Behaviors
· Models of Information Seeking Behaviors
· Information Searching Strategy and Principles

Unit 3: User Educations
· Concepts, Definition and Needs
Methods of User Education
· Recent trends in User Educations

Unit 4: User Studies
· Concept, Types and Scope of user Studies
. Evaluation of User Studies: Methods, Steps and Benefits
· Methodology of User Studies

Unit 5: Recent trends and Developments
· Online Information Seeking Behaviors
· Information needs of Persons with Disabilities
· Techniques of Library and information Centers Survey
· Information Literacy: Definition, Objectives and importance
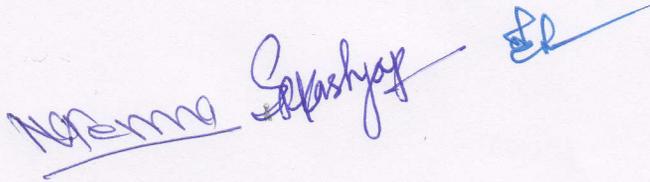
Course Code - BLI-09
Knowledge Organization - Classification (Theory)
TM 100 (Internal Assessment 30 + Term End Exam 70) (Credit-04)

UNIT-I
· Library classification: Its definition aims & function 3.
· Species of classification schemes- Enumerative & Faceted : their features, merits & demerits
· Basic subject & their kinds
· Comparative study of colon classification & Decimal classification

UNIT-II
· Knowledge classification & its canons
· Hospitality in array & chain
· Facet analysis
· Five fundamental categories & their postulates
· Principles for facet sequence

UNIT-III
· Types of isolates: common, special
· Devices used in Classification (chronological, geographical, subject, alphabetical Enumeration, superimposition & phase devices)
· System & specials

UNIT-IV
· Notation: definition, need & functions
· Types, structure & qualities of notation
· Mnemonics: lits types & canons
· Indicator digits

UNIT-V
· Book classification: purpose & meaning
· Canons for book classification
· System of book number
· Knowledge classification vs book classification
· Rules for classifying books
· Steps in practical classification

Unit 1: Classification of Documents (Using Colon Classification 6th edition)
· Classification of documents representing simple subject
· Classification of document having common isolates
· Classification of documents representing compound subject
· Classification of documents representing complex Subject

Unit 2: Cataloguing of Documents (Using Classified Catalogue Code)
· Cataloguing of Works of Single Authorship, Shared Authorship, Pseudonyms, Mixed Responsibilities
. Cataloguing of Editorial Works, Composite Works, Multi-volume Works
· Cataloguing of Serial Publications, Uniform Titles