

**SYLLABUS
2024-2025**

LIBRARY AND INFORMATION SCIENCE DEPARTMENT

Bachelor of Library and Information Sciences

**GOVT. DIGVIJAY AUTONOMOUS POSTGRADUATE COLLEGE
RAJNANDGAON (CHHATTISGARH)**

Approved By Board of Studies in Session 2024-25

Learning Outcomes and Syllabus Contents of Each Course
Paper-1 Library Organization and Management
(Course Code-)
UBLT 101

Learning Outcomes:

After studying this paper, students shall be able to:

1. Understand what is Library ?
2. Understand the concept of management.
3. Understand the highlight role of various library promoters at the national and international level.
4. Know the role of libraries in the development of various aspects of society.
5. Understand the routine work-acquisition, processing, management, maintenance, and dissemination of information and information sources.
6. Understand librarianship as a profession.
7. Assess the role of national and international library associations and organizations.
8. Know library Association, library rules-regulations and Laws.
9. Maintain the library statistics and prepare annual report.

Paper-2 Library Cataloguing and Bibliography

(Course Code-)

UBLT 102

Learning Outcomes:

After studying this paper, students shall be able to:

1. Understand the concept of library catalogue.
2. Know about the main and added entries of library catalogue.
3. Know about various inner and outer forms of library catalogue.
4. Understand various approaches of deriving subject headings.
5. Understand the concept of co-operative and centralized cataloguing.
6. Know about the normative principles of cataloguing.
7. Understand the concept and importance of bibliography.
8. Know about National and International bibliography.
9. Understand the Information Retrieval.
10. Know about Trade bibliography and bibliographic control.

Full Marks: 100 (Theory: 80, Internal Assessment: 20) Pass Marks 35%

Paper-3 Reference Sources and Services

(Course Code-)

UGLT 103 --

Learning Outcomes:

After studying this paper, students shall be able to:

1. Understand what is Reference Service?
2. Know about Theories and philosophy of reference service.
3. Understand the concept of user education.
4. Know about kinds and nature of reference service in different types of libraries.
5. Understand the concept of classification of reference sources and their evaluation.
6. Understand the reference questions and their information sources with bibliographical description.

Full Marks: 100 (Theory: 80, Internal Assessment: 20) Pass Marks 35%

Paper-4 Documentation and Information Services

(Course Code-)

UBLT 104

Learning Outcomes:

After studying this paper, students shall be able to:

1. Understand the documentation.
2. Know about documentation work and services and their scope
3. Understand the documentation lists.
4. Know about information science and information services.
5. Understand the Abstracts, qualities of good abstracts and evaluation abstracting services.
6. Know about Pre-coordinate indexing and Post-coordinate indexing.
7. Know about Citation Indexing.
8. Understand documentation centers and systems and their activities.

Full Marks: 100 (Theory: 80, Internal Assessment: 20) Pass Marks 35%

Paper-5 Computer Application in Libraries

(Course Code-)

UBLT 105

Learning Outcomes:

After studying this paper, students shall be able to:

1. Know about Computer basics.
2. Know about create, edit and manage files using Word processing and Power Point Presentation software.
3. Understand the Hardware and Software.
4. Carry out library housekeeping operations using library management software.
5. Find bibliographic information from Web OPAC.
6. Understand the using library management software.
7. Know about library and Information networking.
8. Examine the concept of library networks and highlight their types and importance.

Paper-6 Library Classification (Theory)
(Course Code-)
UBLT 106

Learning Outcomes:

After studying this paper, students shall be able to:

1. Know about library classification, aims and their features.
2. Understand the characteristics, merits and demerits of different species of library classification schemes.
3. Know about salient features of major classification schemes.
4. Elucidate various facets of notation and call number.
5. Understand the basic subject and their kinds.
6. Understand the Postulates and Principles of Classification.
7. Discuss the Steps in practical classification.

Paper-7 Library Classification (Practice)
(Course Code-)

UBLT 107

Learning Outcomes:

After studying this paper, students shall be able to:

1. Construct class numbers for documents with simple, compound and complex subject.
2. Synthesize class numbers by using the standard subdivisions/common isolates/auxiliary tables.
3. Compile book numbers and be able to use index of the classification scheme.
4. Discuss the Steps in practical classification.

Paper-8 Library Cataloguing (Practice)
(Course Code-)
UBLT 108

Learning Outcomes:

After studying this paper, students shall be able to:

1. Use the catalogue codes and standards.
2. Understand the concept of library catalogue.
3. Know about the main and added entries of library catalogue.
4. Know about various inner and outer forms of library catalogue.
5. Understand various approaches of deriving subject headings.
6. Prepare catalogue entries for various types of information sources.
7. Derive subject headings using various methods and tools.