कार्यालय–प्राचार्य, शासकीय दिग्विजय स्वशासी स्नातकोत्तर महाविद्यालय, राजनांदगांव (छ.ग.)

Web site -www.gdcr.ac.in/

Email: principal@digvijaycollege.com
☎ & Fax 07744-225036

क्रमांक ....।/2023

राजनांदगांव, दिनांक 16/09/2023

/ /अधिसूचना/ /
अध्ययन मण्डल (बी.लिब.आईएससी) 2023—24

महाविद्यालय में संचालित बी.लिब. आईएससी विभाग के अध्ययन मण्डल हेतु यूजीसी गाइड लाईन के नियमानुसार निम्नलिखित विषय विशेषज्ञ /सदस्यो को मनोनयन किया जाता है।

क्रं.	विषय विशेषज्ञ / सदस्यं का नाम	संस्था का नाम	रिमार्क
1	डॉ. हरीश साहू	पं. रविशंकर शुक्ल विश्वविद्यालय रायपुर	कुलपति द्वारा मनोनित विषय विशेषज्ञ
2	डॉ. विनोद अहिरवार	शास. व्ही.वाई.टी. साईंस कॉलेज दुर्ग	प्राचार्य द्वारा मनोनित विषय विशेषज्ञ
3	श्री नितेश कुमार तिरपुड़े	शास. नेहरू पी.जी. कॉलेज डोंगरग ढ़	प्राचार्य द्वारा मनोनित विषय विशेषज्ञ
4	डॉ. एस.आर.कन्नौजे	शास. शिवनाथ साईंस कॉलेज राजनांदगांव	शिक्षा विद
5	डॉ. वी.एन. जागृत	शास. नेहरू पी.जी. कॉलेज डोंगरगढ़	भूतपूर्व छात्र

उपरोक्त विषय विशेषज्ञ/सदस्यो का कार्यकाल अधिसूचना दिनांक से तीन वर्ष तक होगा।

प्राचार्य
PRINCIPAL
GOVT. डॉ.के.एल. टाण्डेकर COLLEGE
RAJNANDGAON (C.G.)

राजनांदगांव, दिनांक 16/09/2023

क्रमांक ....
प्रतिलिपि :
1. संबंधित विभागाध्यक्ष को सूचनार्थ ।
2. संबंधित विषय विशेषज्ञ/सदस्य को सूचनार्थ।

प्राचार्य
(..... डॉ.के.एल. टाण्डेकर .....)

Bachelor of Library and Information Science

SYLLABUS

2025-2026
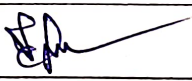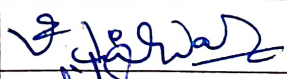
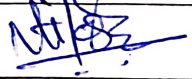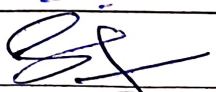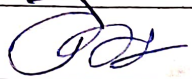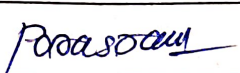## LIBRARY AND INFORMATION SCIENCE DEPARTMENT

Bachelor of Library and Information Sciences

GOVT. DIGVIJAY AUTONOMOUS POSTGRADUATE COLLEGE RAJNANDGAON (CHHATTISGARH)

Approved By Board of Studies in Session 2025-26

Name	Designation	Signature
Dr. Harish Sahu	Assistant Proffessor, Pandit Ravishankar Shukla University Raipur C.G.	
Dr. Vinod Ahirvar	Librarian, Govt. V.Y.T. PG Autonomous College Durg C.G.	
Shri Nitesh Tirpude	Librarian, Govt. Nehru PG College, Dongargarh, Chhattisgarh	
Dr. S.R. Kannoje	Proffessor Government Shivnath Science College, Rajnandgaon	
Dr. B.N. Jagrit	Proffessor, Govt. Digvijay Autonomous PG College Rajnandgaon C.G.	
Shri Paras Ram	Librarian, Govt. Digvijay Autonomous PG College Rajnandgaon C.G.	

Syllabus and Marking Scheme for First Semester

Session 2025-26

Course Code	Title	Credits (L+T+P)	MARKS DISTRIBUTION		
			Continues Evaluation	Semester End Examination	Total Marks
	Core Course (CC) Foundation Of Library and Information Science	3+1+0	20	80	100
	Reference Service and Sources	3+1+0	20	80	100
	Documentation and Information Services	3+1+0	20	80	100
	Library Classification (Theory)	3+1+0	20	80	100
	Library Classification (Practice)	0+1+3	20	80	100
GE1A GE1B GE1C	**Generic Elective(GE)*** Digital Library Basics and Uses Collection Development Library Automation	1+1+0	10	40	50
	TOTAL	**22**	**110**	**440**	**550**

Syllabus and Marking Scheme for Second Semester

Session 2025-26

Course Code	Title	Credits (L+T+P)	MARKS DISTRIBUTION		
			Continues Evaluation	Semester End Examination	Total Marks
DSC2A	**Core Course (CC)** Library Organization and Management	3+1+0	20	80	100
DSC2B	Computer Applications In Libraries	3+1+0	20	80	100
DSC2C	Library Cataloguing and Bibliography	3+1+0	20	80	100
DSC2CP	Library cataloguing (Practice)	0+1+3	20	80	100
AECC1	Ability Enhancement compulsory Course (AECC) Communication Skill	0+1+1	10	40	50
SEC1	Skill Enhancement Course (SEC) Information Sources & Services (Particle)	0+1+1	10	40	50
DSE1 DSE2 DSE3	Discipline Specific Elective (DSE)* School Library & Media Center Public Library Service Special Library and Information Service	1+1+0	10	40	50
	Project Work (In lieu of DSE)	2	---	---	50
	TOTAL	22	110	440	550

Note: * Any One
   * Student may opt. any one course. Student opt any one course (current/ upcoming) available at SWAYAM and notified by the department.
Note : *Practical and Viva-Voice will conducted by internal examiners*

Objectives:
To get the foundational knowledge about the library and libraries system, as a profession and as a discipline.
Learning Outcomes:
After studying this paper, students shall be able to:
1. Comprehend the concept of information and the discipline of Library and Information Science.
2. Understand the development of libraries.
3. Classify libraries on the basis of their purpose and functions.
4. Know the role of libraries in the development of various aspects of society.
5. Comprehend the basic philosophy of Library and Information Science.
6. Understand laws related to libraries and information.
7. Understand librarianship as a profession.
8. Assess the role of national and international library associations and organizations.
9. Highlight role of various library promoters at the national and international level.

Unit 1: Library and Information Science Introduction
- Library & Information Centre : Definition, Objectives and Role in Society.
- Dr. Ranganathan's contribution in Library and Information Science.
- History of Library and Information Science.

Unit 2: Libraries- Types and Roles
- Historical Development of Libraries with special reference to India.
- Types of Libraries : Objectives , distinguishing Features and Functions.
- Five Laws of Library Science.

Unit 3: Laws Related to Libraries and Information
- Library Legislation: Need and essential Features, Special Mention to India.
- The Press and Registration of Books Act; The Delivery of Books and Newspapers (Public Libraries) Act; Copyright Act.
- Copyright act and legal aspects of Copyright, plagiarism and piracy.
- Role of Raja Rammoham Ray Library Foundation.

Unit 4: Library services and facilities for user
- Type of users in different type of libraries.
- Services of different type of libraries .
- Resource enhancement in libraries through Resource sharing.

Reading list:

1. RANGANATHAN (S R), Ed. Book service for all. 1969. Asia; Bombay.
2. RANGANATHAN (S R). A librarian looks back: an autobiography.1992. Asia; Bombay
3. RANGANATHAN (S R). Five laws of library science. 1991. Asia; Bombay.
4. RANGANATHAN (S R). Preface to library science. 1948. University of Delhi; Delhi.
5. SHARMA (Pandey S K). Library and Society.1992 .2nd rev. &enl. Ed . Ess Ess; New Delhi. \
6. SHERA (J H) Sociological foundation of Librarianship. 1970. Asia; Bombay.
7. THOMPSON (Carl) et al. Adult education activities for public libraries. 1950. UNESCO; Paris.
8. UNESCO.National libraries: there problem and prospects. 1960. UNESCO;Paris.
9. VENKATAPPAIAH (V). Library legislation in India.2v. 1990.
10. BAWDEN(David) and ROBINSON(Lyn). Introduction to Information Science. July 2012
11. BUNCH (Allan). The basics of information work. 1984. Clive Bingley; London.
12. CHOWDHURY(G G), BURTON(Paul F), MCMENEMY(David) and POULTER(A). Librarianship An introduction Dec 2007
13. GARDNER (Frank M). Public library legislation: a comparative study. 1971. UNESCO; Paris
14. GEORGE (K M),Ed. Indian libraries: trends and perspectives. 1985. Orient Longmans; Calcutta.
15. GUHA(B). Documentation and information: services, techniques and systems.1983. 2nd rev. ed.
16. GUPTA(B M).,Ed.. Handbook of libraries, Archives and information centre in India. V 1-13. 1991;New Delhi
17. HAY WOOD T: Info-Rich Info-poor: Access and exchange in the global information society.1995. Page 20 of 30
18. INDIA. MINISTRY OF EDUCATION. Report of the Advisory Committee for Libraries. 1959. Manager of publications; Delhi.
19. KAULA (P N). National library of India: a critical study. 1971.
20. KENT A, ed. : Encylopaedia of library and information science.V1-62.
21. KHANNA (J K). Library and society. 1987. Research publications; Kurukshetra.
22. MACHLUP(F). Knowledge; its creation, distribution and economic significance. V1, 1980; V2, 1982; V3. 1984.
23. MAHAPATRA (P K). Library and information science: an introduction. 1989. World Press; Calcutta.

REFERNCE SERVICE AND SOURCES
TM 100(Internal Assessment 20+Theory80) (Credit-04)

Objectives :
To acquire the concepts of information, its sources , Systems and Services.
Learning Outcomes:
After studying this paper, students shall be able to:
1. Understand, identify and explore the different types of information sources.

2. Evaluate various types of information sources.

3. Explore, collate and facilitate access to the electronic resources, such as e- journals, e-books, databases and institutional repositories.

4. Provide library services using sources such as blogs, portals, wikies, subject gateways, digital libraries.

5. Understand the concept of library resource sharing and consortia.
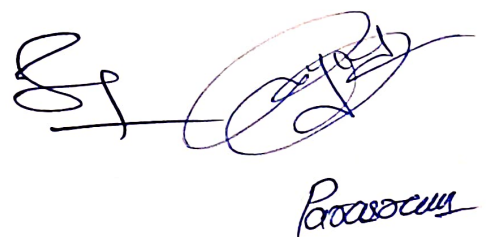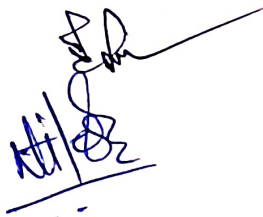6. Comprehend the nature and functions of various information systems and networks.

UNIT-I

• Reference service-concept , definition and importance.
• Kinds and nature of reference service in different types of libraries.
• Short range and long range services.
• Orientation of a freshman.
• User education.

UNIT-II

• Enquiry techniques and methods of answering reference questions.
• Classification of reference books and their evaluation.
• Organization and management of reference department.

UNIT-III

• Dictionary –scope , purpose ,types, uses and alternative names.
• Glossary, Thesaurus, Lexicon, Concordance etc.
• Evaluation of dictionaries :
 (i) Random House Dictionary of English Language.
(ii) Webster's Third New International Dictionary of English Language.
(iii) Oxford English Dictionary.
 (iv) Roget's International Thesaurus.

Encyclopedias-Scope, purpose, types and importance,
Evaluation of Encyclopedias :
(i) New Encyclopedias Britannica .
(ii) Encyclopedia American.
(iii) Encyclopedia of Library and Information Science.
(iv) International Encyclopedia of Social Science and Technology.
(v) McGraw –Hill Encyclopedia of Science and Technology.
(vi) Van Nostrand's Scientific Encyclopedia.

UNIT-IV
• Years Books and Almanacs –definition , scope and purpose
Evaluation of -
(i) Europa Yearbook.
(ii) Stateman's Yearbook.
(iii) India: a Reference Annual.
(iv) World Almanac and Book of Facts.

• Directories –Definition, scope and types
Evaluation of -
(i) World of Learning.
(ii) Study Abroad.
(iii) Times of India Directory and Yearbook including Who's Who.
(iv) Universities Handbook, India.

• Current reference sources- Definition, scope and types
Evaluation of -
(i)   Asian recorder: a weekly digest of Asian events with index.
(ii)   (ii) Facts on file: weekly world news digests.
(iii)   Keesing's contemporary archives.

• Geographical Sources –scope and categories
   Evaluation of –
(i) Colombia lipncott gazetteer of the world
(ii) Gazetteer of India
(iii) Fodor's India
   • Biographical sources –scope , categories , characteristics
Evaluation of –
(i) Dictionary of American biography.
(ii) Dictionary of National biography.
(iii) Dictionary of scientific biography.
(iv) India who's who.

• Reference questions and their information sources with bibliographical description.

References

1. Sandharbh Seva ke Vivdh Aayam, D. D. Choudhari , Himalaya Publishing House.
2. Sandharbh Seva Sidhant Aur Prayog, K. S. Sundreshvaran, M.P. Hindi Granth Akadami.
3. Basic Information And Reference Sources, S.M.Tripathi, J.N.Goutam, Y.K.Publishers Agra.
4. Library Reference Service, S.M.S.Bhargaw, Prahlad Sharma, University Publication, jaipur.
5. Library In Reference Service, Dr. Chandrakant Sharma, Metropolian Book Company, Delhi.

<div align="center">

Core Course –

DOCUMENTATION AND INFORMATION SERVICE
TM 100 (Internal Assessment 20+ Theory 80) (Credit-04)

</div>

UNIT-I

- Documentation : meaning and definition , its aim, scope and development.
- Documentation work and their scope.
- Documentation services and their scope.
- Documentation lists-their kinds and preparation.
- Reprographic and translation service.

UNIT-II

- Information science –its definition , aims and scope.
- Information users-their needs and information seeking behavior.
- Nature of information needs.
- Information services : CAS,SDI

UNIT-III

- Abstracting-definition , aims and scope.
- Canons of abstracting.
- Characteristics and qualities of good abstracts.
- Methods and stages of abstracting.
- Study of Chemical abstracts , Biological Abstracts, Physical Abstracts, Mathematical reviews, Psychological Abstracts, Sociological Abstracts, Library and information science abstracts, Indian science abstracts, Indian library science abstracts.

UNIT-IV

- Indexing-definition and functions.
- Pre-coordinate indexing, chain indexing, PRECIS,POPSI
- Post coordinate indexing-Term entry system , peek-a-boo- system
- Punch card system, Citation indexing, Key word indexing and types
- Documentation centers and systems-FID,VINITI, INSDOC,DESIDOC,NASSDOC,UNISIST AND NISSAT

References

1. Documentation And Information Services, Systems & Techniques, J.K.Khanna, Y.K.Publishers, Agra.
2. Documentation and Information Science, S.P.Sudh, D.Jotwani.
3. Library Information Service and Systems, Pankaj Kumar Singh, Discovery Publishing Hou8se, Delhi.
4. Library and Information Science, Dr.L.N.Verma, Prahlad Sharma, University Publication Jaipur.

Core Course –
LIBRARY CLASSIFICATION (THEORY)
TM 100 (Internal Assessment 20 + Theory 80) (Credit-04)

Objectives:
To get the theoretical knowledge about various classification schemes and to get knowledge, how to arranged reading materials in the Libraries.

Learning Outcomes:
After studying this paper, students shall be able to:
1. Explain the nature and attributes of universe of knowledge.
2. Express the meaning, purpose, functions, theories and canons of library classification.
3. Elucidate various facets of notation and call number.
4. Discuss the characteristics, merits and demerits of different species of library classification schemes.
5. Highlight salient features of major classification schemes.
6. Review current trends in library classification.

UNIT-I
- Library classification: Its definition, aims & function.
- Species of classification schemes- Enumerative & analytical pattern: their features, merits & demerits.
- Comparative study of colon classification & Decimal classification.
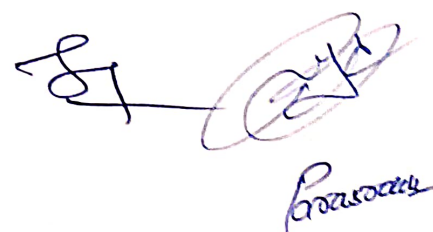
UNIT-II
- Knowledge classification & its canons.
- Hospitality in array & chain.
- Facet analysis.
- Five fundamental categories & their postulates.
- Principles for facet sequence.
- Types of isolates: common, special and devices used in Classification (chronological, geographical, subject, alphabetical Enumeration, superimposition & phase devices)
- System & specials

UNIT-III
- Notation: definition, need & functions.
- Types, qualities of notation.
- Canons of notation.
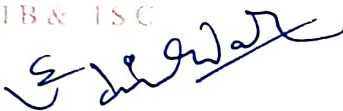- Mnemonics: its types & canons.
- Indicator digits.

UNIT-IV
- Book classification: purpose & meaning.
- Canons for book classification.
- System of book number.
- Knowledge classification vs book classification.
- Steps in practical classification.

References

1. Pustkalye Vargikran ,Prahlad Sharma, University Jaypur.
2. Pustkalye Vargikran Ke Sidhant , J.S.Champawat Raj Publishing House, Jaypur.
3. Granthalay Vargikran Avam Suchikran Ke Sidhant, S.P.Sood, G.D.Bhargav, R.B.S.A. Publisher.
4. Granthalay Vargikran Ke Mul Tatv, S.M.Tripathi, N.S.Saukin, Y.K.Publishers.
5. Granthalay Vargikran Tatha Vyavahar, Ajit Singh, Arya Publications.

Core Course –
LIBRARY CLASSIFICATION (PRACTICE)
TM 100 (Internal Assessment 20+ Theory 80) (Credit 4)

Objectives :
To get the practical knowledge about various Classification schemes and to get knowledge how to use of classification scheme in the Libraries.

Learning Outcomes:
After studying this paper, students shall be able to:
1. Construct class numbers for documents with simple, compound and complex subjects
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. Ranganathan, S. R. &Gopinath, M. A. (1989*).Colon classification.* 7thed.Vol. 1, schedules for classification. Banglore, SaradaRanganathan Endowment for Library Science.
5. **Schedules Classification of documents by using DDC 19st edition and colon classification (6th edition reprint)** (Note- The candidate should mention the edition of DDC used)

Unit - I Introduction to Classification
- Colon Classification & Dewey Decimal Classification.
- Colon Classification & Dewey Decimal Classification Main Class, Summaries & Tables.

Unit - II Dewey Decimal Classification (DDC)
- Classification of documents with simple subjects.
- Classification of documents with compound subjects.
- Classification of documents with complex subjects using Tables.

Unit - III Colon Classification (CC)
- Classification of documents with simple subjects.
- Classification of documents with compound subjects.
- Classification of documents with complex subjects using common isolates/language isolates/ time isolates and space isolates from schedules.

Unit - IV DDC and CC both
- Classification of documents using DDC and CC.
- DDC & CC Schedules & Relative Index.

References
1. Colon Classification, S.R.Ranganathan, S.S.Publication.

2. Divbindu Vargikran Ek Saral Adhyan, U.C.Sharma, N.S.Saukin, R.K.Bhat, Alka Saksena, Y.K.Publication, Agra.

3. Prayogatmak Deway Dasmlav Vargikran (22 Sanskaran), Jay Prakash Panday, Kushal Publication, Varanasi.

4. Deway Desimal Classification 23: A Practical Approach, Dr Ajay Pratap singh, Mayank Yuraj, Today and Tomarrow Publication.

Objectives :

- To develop skills for handling information sources.
- To provide practical exposure to different information sources.

Learning Outcomes :

After studying this paper, students shall be able to:

1. Understand and work on experience with IT products and services.
2. Get knowledge to work with digital library software and management tool Dspace etc.
3. Gain Overall knowledge of Digital Library and the parts of its operations using different types of software.
4. Gain knowledge of both system software and application software related to Digital Library and management.

Unit 1 : Digital Libraries

- Digital Libraries : Concept and definition.
- Historical development of Digital Libraries.
- Copyright and license issues.

Unit 2: Digitization Process

- Software, hardware and best practices.
- Scanners and scanner types.
- OCR and OCR software.

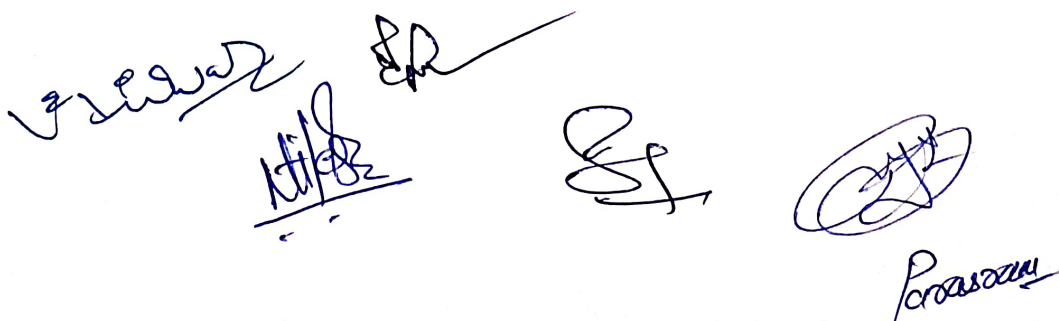### Unit 3: ICT Application for DLs

- Open source software.
- Dspace, GSDL : Features and comparative study of Dspace, Eprints and Fedora
- Open Standards and File formats, harvesting metadata.

Unit 4: Digital Library Architecture

- Grid architecture. Open URL integration.
- Digital Preservation : Persistent identifiers : DOI and CNRI Handles.
- Multilingual digital repositories and Cross-language information retrieval.

Readings list:

1. Arms, W. Y. (2005). Digital libraries. New Delhi: Ane Books.
2. Bose, Kausik. (1994). Information Networks in India: Problems and Prospects. New Delhi: Ess Ess,
3. Chowdury, G.G. (2003). Introduction to Digital Libraries. London: Facet Publishing,
4. Cohn, John M., Kelsey, Ann L., and Fiels, Ketih Micheal. (1998). Planning for Library Automation: A
1. Practical Handbook. London: Library Association.
5. Papy, F. (2013). Digital Libraries. Somerset: Wiley.
6. Pedley, Paul. (2001). The invisible Web: Searching the hidden parts of the Internet. London: Aslib.
7. Xavier, C. (2000). World Wide Web Design with HTML, New Delhi: TMH.

Collection Development
TM 100 (Internal Assessment 20+ Theory 80) (Credit 4)

Objectives : To know the importance and policies of collection development in library .
Learning Outcomes:
After studying this paper, students shall be able to:
1.Understand the various types of collection in library.
2.Gain knowledge about different selection procedure ,evaluation techniques ,preservation processes
   and policies related to collection development.

Unit 1: Basics of Collection Development
- Definition, Need and Function.
- Collection Development Policy.
- Collection Development Vs Collection Management.

Unit 2: Types of Collection

- Collection: Importance of collection in library.
- Conventional Documents.
- Audio-visual Materials.
- Electronic Materials.

Unit 3: Document Selections and Acquisition Procedure
- Acquisition Programme: Objectives and Functions.
- Material selection: Principles and Selection Aids.
- Allocation of Library Funds: Norms and Standards .
- Problems in Acquisition of reading Materials.
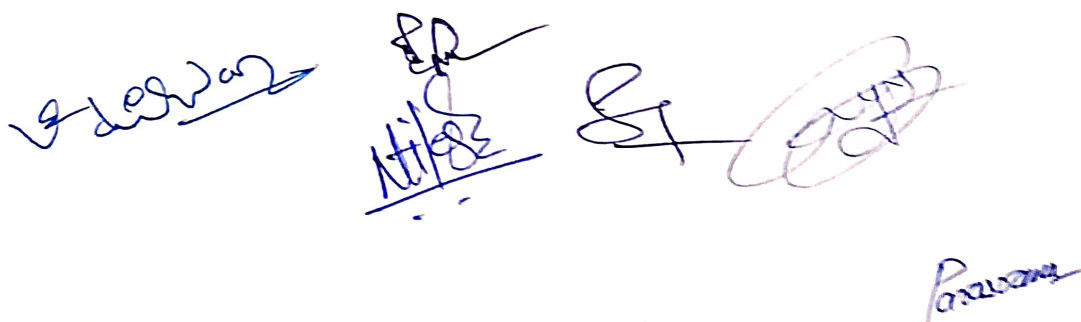- Good Office Committee

Unit 4: Collection Evaluations and Weeding
- Collection Evaluation: Definition, Need, and Utility.
- Techniques/Methods of collection evaluation.
- Weeding: Need and Safeguards.
- Electronic Publication and its collection.
- Role of document backup Services in Collection Development.

Reading List :

1. Academic Libraries: Role in the National Development. by Dorothy Issac. A.A.N. Raju and L.S. Ramaiah (Ed) (1993). Madras: T.R. Publications. (Section 2 : Collection Development).

2. Advisory Committee for Libraries. (Chairman : K.P. Sinha) (1960). Report. Rev. ed. Manager of Publications p. 63 (Govt. of India): 1961. Delhi. India.

3. American Library Association (1956). Public Library Service: A Guide to Evaluation with Minimum Standard. Chicago, ALA. American Library Association. (1977). Resources and Technical Services Division. Guidelines for the Formulation of Collection Development Policies. In Library Resources & Technical Services, Volume 21. pp. 40-47.

4. Gelfand, M.A. (1974). University Libraries for Developing Countries. Delhi: The University Book.

5. Hingwe, K.S. (1982). Management of University Libraries in India: Principles and Practices. Calcutta: The World Press.

6. India. University Grants Commission (1965). Library Committee (Chairman: S.R. Ranganathan) University and College Libraries: Report. New Delhi: UGC.

7. Indian Library Association. 13th All India Library Conference. Jaipur. January 28- 31. 1985. Building Library Collections and National Policy for Library and Information Services. Seminar Papers. Ed. by P.B. Mangla, Delhi: Indian Library Association.

8. Krishan Kumar (1985). Library Manual, New Delhi: Vikas Publishing House.

9. Mittal, R.L. (1993). Library Administration: Theory and Practice. Ed.5. New Delhi: Metropolitan Book.

10. Ranganathan, S.R. (1989). Library Book Selection. Ed.2. Bangalore: Sarada Ranganathan Endowment for Library Science.

Unit-1 Introduction to Library Automation
- Introduction to Library Automation.
- Historical perspective.
- Need and purpose- Approaches to Library Automation.

Unit- 2 Management of Library Automation
- Management of Library Automation.
- Planning – Forms and Standard – retrospective conversion,
- Implementation and Evaluation.

Unit-3 House Keeping Operation
- House Keeping Operation.
- Automation of Acquisition.
- Automation of serials control.
- Automation of Cataloguing and Circulation.

Unit- 4 Computerization Information Service
- Computerization Information Service.
- Alerting Service.
- Bibliographic Service.
- Documents Delivery Service.
- Reference Service.

References

1- Cooper, M.D. (1996). *Design of Library automation systems: File structures, data structures and tools.* New York: John Wiley.

2- Dhiman, A.K.(2003). *Basics of Information Technology for Librarians and Information Scientists.* Ess Ess Publication.

3- Haravu, L.J. (2004). *Library automation: design, principles and practice.* Delhi: Allied . Hayss. Robert M. (2001). *Models for Library Management, Decision-Making and Planning.*New York: Academic Press

4- Jeanne, F.M. (2006). *A librarian's guide to the Internet: A guide to searching and evaluating Information.* Oxford: Chandos Publishing.

Core Course –
Library Organisation and Management Management
TM 100 (Internal Assessment 20+ Theory 80) (Credit 4)

Objectives :
To know the importance and role of "management" to perform the Library Services and activities.

Learning Outcomes:
After studying this paper, students shall be able to:

1. Understand the concept and history of management.
2. Elaborate principles and functions of management.
3. Carry out various operations of Library and Information Centres.
4. Manage, preserve and provide access to various print and non-print information sources.
5. Comprehend the concept of financial management and human resource management.
6. Maintain the library statistics and prepare annual report .

UNIT-I
• Library Organization : Meaning , importance, principles and types.
• Library Committee : Definition , types and functions of library committee.
• Commission – committees Reports in library development with special reference to India.
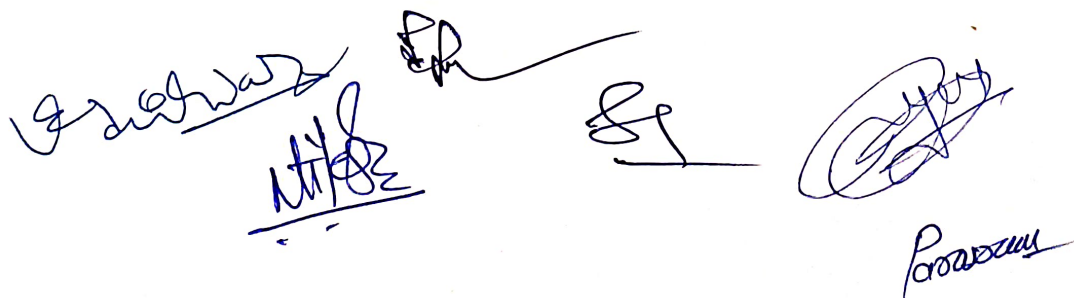• Library Movement in India. UK and USA, NKC.

UNIT -II
• Library association / Professional organizations: their objectives and functions:
  UNESCO, IFLA, ALA, IASLIC,ILA
• Management : Definition, Components, features and principles of management.
• Administration versus Organization.
• Scientific management.
• Personal management.

UNIT – III
• Physical Environment : Basic consideration in planning of library building, furniture, fittings and equipments.
• Routine procedures: Acquisition, circulation , serials control, stock verification Vs stock rectification.
• Public relation and extension activities.

UNIT –IV
• Financial Management.
• Library finance and budget.
• Budgeting : its concepts , types and methods.
• Collection development : Principles and policies.
• Maintenance of library record and statistics, Annual report.

References

1. Llibrary Organization , Krishan Kumar , Vikas Publications.
2. Pustkalye Sangathan , Dr. Ajay Kumar Singh , Arjun   Publication.
3. Pustkalye Prabandh, Kishni Navlani, Karm Singh, Sudha Trikha, Rawat Publications, Jaipur.
4. Library Management, S.M.Tripathi, V.K.Sharma, C.Lal, K. Kumar, Y.K.Publisher, Agra.
5. Fundamentals of Library Management, Prof. S.S.Agrawal, Raj Publishing House, Jaipur.

UNIT-I
• Computer: Definition, Development and computers generations.
• Types of computers and their use.
• Basic components of computer, Computer peripherals .
• Electronic data processing .

UNIT-II

• Computer Hardware: Components and functions.
• Computer Software: Types and Uses, Operating System, functions and their commands:
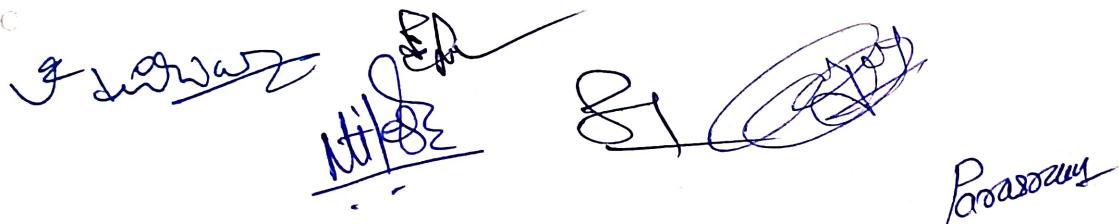 DOS, Window and UNIX/ LINUX.
• Algorithm.
• Flow Chart.

UNIT-III

• Basic features of Library software Packages.
• Word Processing Packages .
• Desktop Publishing.
• Library application software SOUL and KOHA.
• Library House Keeping Operations.

UNIT-IV

• Computerized information services.
• User of INTERNAT for various Library activities.
• e-Journals and e-Books and others.
• Definition, Need, Client Server Architecture.
• Type of Networking: LAN, WAN, MAN.
• Network Topology: Bus, Star, Ring etc.
• Library and information Network: DELNET, INFLIBNET, CALLIBNET, e-shod sindhu.

References

1. Library Service And Computer, T.C.Mohanti.
2. Introduction to Computers and Information Technology, Anurag Seetha, Ram Prasad & Sons, Bhopal.
3. Computer Applications, Santosh Choubey, Ram Prasad & Sons, Bhopal .
4. Computer Networks Fourth Edition, Andrew S. Tanenbaum, Pearso Prentice Hall .

Library Catalouging and Bibliography
TM 100(Internal Assessment 20 + Theory80) (Credit-04)

Objectives:
To get the idea about various cataloguing schemes and to get knowledge how cataloguing scheme helps to retrieve information from the library.

Learning Outcomes:
After studying this paper, students shall be able to:
1. Understand the concept of library catalogue.
2. Comprehend various inner and outer forms of library catalogue.
3. Understand the main and added entries of library catalogue.
4. Understand various approaches of deriving subject headings.
5. Know about the normative principles of cataloguing.
6. Understand the concept of co-operative and centralized cataloguing.
7. Explain the current trends in library cataloguing.
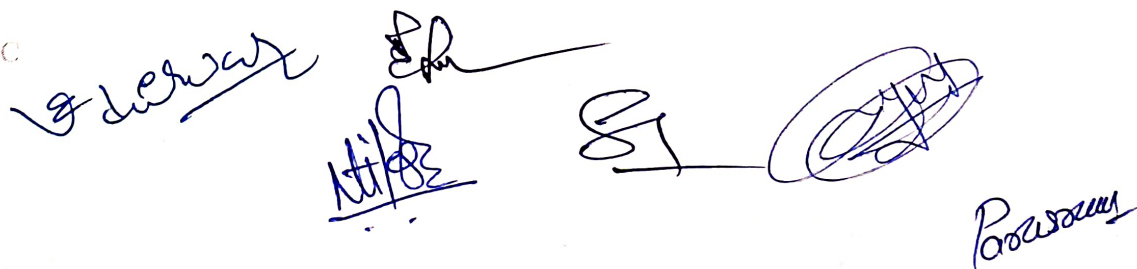8. Know the standards for bibliographic interchange and communication.

UNIT-I

• Library Catalogue: Objectives , purpose and functions.
• Different between bibliography, Catalogue and documentation list.
• Canons and normative principles of cataloguing.
• Physical and inner forms of library catalogue.
• Selective and simplified cataloguing.
• Entries-their types and functions.

UNIT-II

• Cooperative and centralized cataloguing.
• Comparative study of CCC and AACR-2.
• Subject cataloguing – meaning, purpose and objectives.
• Subject Headings –Need and basic principles.
• Derivation of subject headings- LCSH, Sears list of subject headings.
• Chain procedures.

UNIT-III

• Bibliography – definitions, aims, need, functions and types.
• Subject bibliography.
• National bibliography-need, scope and coverage.
• Study of INB and BNB.
• Trade bibliography.
• Universal bibliography.

UNIT-IV

- Bibliography control.
- Bibliography and documentation activities in U.S.A. and U.K.
- Bibliographical organizations in India and their services.

References

1. Granthalaye Suchikaran,Sayam Sundar Agrwal, Hindi Granth Akadami.
2. Suchikaran Ke Sidhanth , Girja Kumar , Krishan Kumar, Vikas Publication.
3. Physical Forms of Library Catalogue, Ajit Singh, Arya Publications, Delhi.
4. Library Cataloguing, Dr.M.K.Shrivastava, Prahlad Sharma, Hemlata Sharma, University Publication, Jaipur.

LIBRARY CATALOUGING (PRACTICE)
TM 100(Internal Assessment 20+ Theory 80) (Credit 4)

Objectives:

To get the idea about various cataloguing schemes and to get knowledge how cataloguing scheme helps to retrieve information from the library.

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.

Cataloguing of simple titles of books and periodicals according and AACR-2.

Unit 1:
- Introduction : Cataloguing.
- Cataloguing –Entry & Types.
- Library Forms & Their Types

Unit 2:
- Cataloguing of Works of Single Authorship.
- Shared Authorship, Pseudonyms.
- Descriptive, Numbered, Parallel, Mixed Responsibilities.

Unit 3:
- Cataloguing of Editorial Works.
- Composite Works.
- Multi-volume Works.

Unit 4:
- Cataloguing of Works of Corporate Authorship.
- Cataloguing of Serial Publications.

References

1. An Introduction to AACR-2, Krishan Kumar, Vikas Publication.
2. Menual Of Cataloguing Practice (CCC AND AACR-2), N.S.Saukin, Dinesh Kumar Gupta, Sanjeev Sharma, Vijendra Singh, Y.K.Publishers.
3. Kriyatmak Anuvarg Suchikran, Dr.S.K.Verma, Central Book House, Sadar Bazar Raipur.
4. Practical AACR-2, Dr.S.K.Verma, Central Book House, Sadar Bazar Raipur.

Objectives:
To increase the communication ability and to improve the skills to become more effective library professionals.

Learning Outcomes:
After studying this paper, students shall be able to:
1. Get knowledge about the fundamental of communications .
2. Get to know about the work place skills and overall communications skills.

Unit 1 : Communication
- Theory & Types
- Communication Barriers
- The Basics

Unit 2 : Communication Fundamentals
- Your Profile
- Introducing the Institution
- Social Skills

Unit 3: Preparing for Job Interview
- The Job Interview
- preparing your resume / Curriculum vitae
- Preparing Your Portfolio
- Your Profile

Unit 4: Workplace Skill
- Body Language
- Group Discussions
- Telephone Skills
- Presentation Skills

Reading List :
1. Gladis, S. D. (1993). Write type, personality types and writing styles. Amherst, Mass.: Human Resource Development Press.
2. Gupta, S. (2009). Personality development and communication skills. Jaipur, India: Book Enclave.
3. Karten, N. (2010). Presentation skills for technical professionals achieving excellence.. Ely: IT Governance Publications.
4. Masters, L. A., Wallace, H. R., & Harwood, L. (2011). Personal development for life and work (10th ed.). Australia: South-Western Carnage Learning.
5. McMurry, J. H. (2002). The etiquette advantage: personal skills for social success. Wilmington, NC: Stellar Publications.

Skill Enhancement Course – SEC2
Information Sources and Services (Practical)
TM 50 (Internal Assessment 10 + Practical 40) (Credit-02)

Objectives:

- To understand the practical knowledge of information sources.

- To study documentary and non-documentary sources of information.

- To familiarize students with Print and Electronic versions of information sources - To understand the Primary,

   secondary and tertiary information sources.
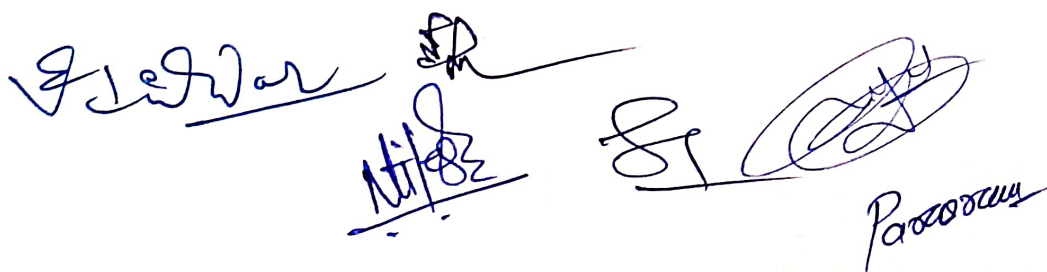
Learning Outcomes:

After studying this paper, students shall be able to:
1. Understand the basic concept, importance, characteristics, functions, and evolutions of both print and non-print sources of information.
2. Gain the knowledge of primary, secondary and tertiary sources of information
3. Know the categories of information like documentary and non – documentary sources as well as the human and institutional sources of both print sources and e-resources.
4. Clearly understand the major print and electronic resources related to primary sources of information.
5. Understand the important secondary sources of both print & electronic versions information sources.
6. Trace the relevant tertiary sources of both print & electronic sources of information.
7. Know the different non-documentary sources of human and institutional sources of information

A. Evaluation of Various Reference Sources
B. Visit to various Library & Information Centers and Evaluate Library Services at College, University, and Special Library Level.

C. Preparation of Current Awareness List, Press Clippings: Local, National and International Newspapers and Content List

Annexure – I
Suggested List of
Reference/Information sources for Evaluation and Information Queries

(A) Encyclopedias

1. New Encyclopaedia Britannica
2. Encyclopaedia Americana
3. International Encyclopaediaof Social Sciences
4. McGraw Hill Encyclopaedia of Science and Technology
5. Encyclopaedia of Library and Information Science

(B) Dictionaries

1. Webster's Third New International Dictionary of English Language
2. The Oxford English Dictionary 3. Funk and Wagnall Dictionary

(C) Year Books and Almanacs

1. Statement's Year Book
2. Europe Year Book
3. India: A Reference Annual
4. Manorma Year Book
5. World Almanac and Book of Facts

(D) Directories

1. World of Learning
2. University Handbook
3. Directory of Scientific Research Institutions in India

(E) Biographical Sources

1. International Who's who
2. India's who's who
3. Directory of National Biography

(F) Geographical Sources

1. Chamber's World Gazetteers and Geographical Dictionary
2. Webster's Geographical Dictionary
3. Gazetteer of India: India Union
4. Fodor's India/India Handbook
5. Britannica Atlas

(G) Serial Reference Sources

1. Ulrich's International periodical Directory
2. Keeping's Record of World Events 3. Asian news digest
4. Index India
5. Guide to Indian Periodical Literature

(H) Bibliographies

1. Indian National Bibliography 2. British National Bibliography 3. National Bibliography of Indian Literature 4. Cumulative Book Index 5. Books in Print 6. Indian. Books in Print
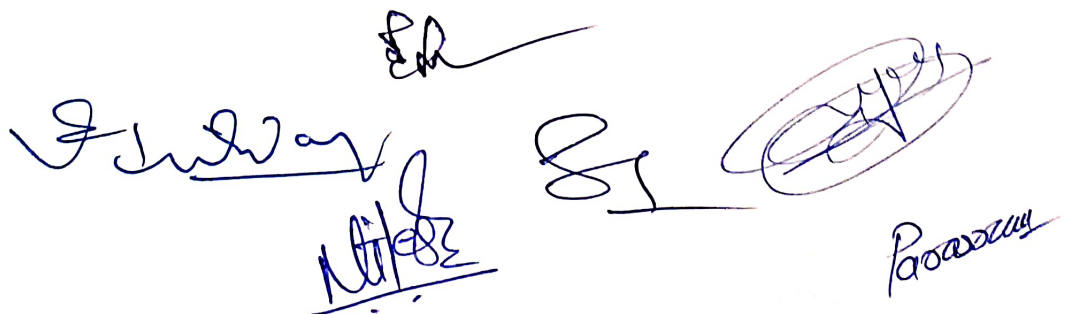
(I) Hindi Sources

1. Hindi Vishwakosh
2. Bhartiy Kahavat Sangrah

Reading List :-

1 Dhiman A.K. & Rani Y. (2005). Reference Sources and Services. New Delhi: Ess Ess Publications.
2 Guha, B. (1983). Documentation and information: Services, techniques and systems. Calcutta: World Press.
3 Gupta, B. M. et al. (1991). Handbook of libraries, archives, information centres in India. New Delhi: Aditya Prakshan.
4 Katz, W A (1992). Introduction to Reference Work. New York: McGraw- Hill.
5 Krishan Kumar. (1990). Reference service. New Delhi: Vikas.
6 Neelameghan, A. & Prasad, K. N. (Eds.). (2005). Information systems and services in India. Bangalore: SRELS.
7 Ranganathan, S.R. (1992). Reference Service. Bangalore: SRELS.
8 Rowlay, J E & Turner. (1987). Reference Service and sources of Information. New Delhi: EssEss.
9 Sharma, J S. & Grover, D. R. (1992). Reference Service and Sources of Information. New Delhi:

EssEss publications.

10 Singh G (2013). Information Sources, Services and Systems. Delhi: PHI learning Pvt.ltd.

11 Singh, S. (1997). International Manual of Reference and Information Services. Delhi: Beacon.

12 Subramanayam, K/ (2001). Scientific and Technical Information Resources, New Delhi: Anmol.

13 Sunitha, A. (1998). Documentation services in India: A review of some selected documentation centres. New Delhi: Academic Publications.

14 Vickery, B. C. (1987). Information systems. London: Butterworths.

15 Walford, A.J. (1990). Guide to Reference Materials, London: Library Association

School Library and Media Centre
TM 50 (Internal Assessment 10 + Theory 40) (Credit-02)

Objectives :
To know how the Library services run in the school structure along with the importance and implication of Media Centers .

Learning Outcomes:
After studying this paper, the students shall be able to:
1. Understand the nature and functions of School Library and Media Centre.
2. Highlight the role of School Library and Media Centre in inculcating reading habit among school students.
3. Select, acquire organize and manage collection of School Library and Media Centre.
4. Promote reading among children and young adults through the use of quality literature that reflect and fulfils diverse developmental, cultural, social and linguistic needs of school students.
5. Provide various types of library services to school students.
6. Organize library orientation program for school students.

Unit 1: Basics of School Library and Media Centre
- School Library: Definition, Objectives, Functions.
- Development of School Libraries in India.
- Types of School Library Users: Their Reading Habits and Information Needs.
- Role of School Library and Media Centre in Inculcating Reading Habits.

Unit 2: Collection Development and Management
- Print Information Sources: Selection, Acquisition, Evaluation.
- Electronic Information Sources: Selection Acquisition, Evaluation.
- Information Sources for Children: Illustrated Books, Literary Genre, Reference Books, Magazines, Comics, Audio-Video Collection, Internet Resources, Websites, Subject Portals, Digital Library Resources.
- Organization and Management of Library Collection.

Unit 3: Management of School Library and Media Centre
- Financial Management.
- Skills and Competencies for School Library and Media Centre staff.
- Library Automation.
- Resource Sharing and Library Networking.

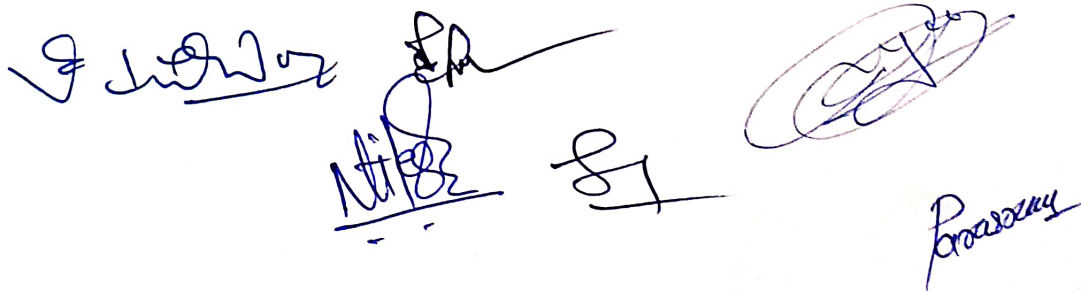## Unit 4 : Services of School Library and Media Centre
- Circulation Service.
- Reference Service .
- Storytelling, Read Aloud, Summer Reading Programmes.
- User Orientation.

Reading list:

1. Barr, Catherine & Gillespie, John T. (2009). *Best books for high school readers: Grades 9–12.* 2nd ed. Westport: Libraries Unlimited.

2. Craver, Kathleen W. (2002). *Creating cyber libraries: An instructional guide for school library media specialists.* Santa Barbara: Libraries Unlimited.

3. Dickinson, Gail K. &Repman, Judi (2015). *School library management,* 7th ed. Columbus: Linworth Publishing.

4. Harper, Meghan (2018). *Reference sources and services for youth.* Chicago: American Library Association.

5. Martin, Barbara Stein &Zannier Marco (2009). *Fundamentals of school library media management: A how-to-do-it manual.* New York: Neal-Schuman Publishers, Inc.

6. Messner, Patricia A. & Brenda S. Copeland (2011). *School library management: Just the basics.* Westport: Libraries Unlimited.

7. Mohanraj, V. M. (2011). *School library: An educational tool.* New Delhi: EssEss Publications. 8. Preddy, Leslie B. (2007). *SSR with intervention: A school library action research project.* Santa Barbara: Libraries Unlimited.

9. Ranganathan, S R., (2006). *New education and school library,* New Delhi: EssEss Publications. 10. Repman, Judi & Dickinson, Gail K. (2007). *School library management,* 6th ed. Columbus: Linworth Publishing.

11. United States Office of Education (2018). *Public, society, and school libraries*

(Classic Reprint). London: Forgotten Books.

12. Vardell Sylvia M. (2014). *Children's literature in action: A librarian's guide,* 2nd ed. Santa Barbara: Libraries Unlimited

13. Wilson, Martha (2013). *School library management.* Charleston: Nabu Press.

Objectives :
To know the impact of Public Library and information system toward the society.

Learning Outcomes:

After studying this paper, the students shall be able to:
1. Understand the nature and role of Public Libraries and Information Systems.
2. Explain the role of government and other agencies in the development of libraries.
3. Perceive the role of public library in the promotion of formal and informal education.
4. Select, acquire, organize and manage public library collection.
5. Provide various types of library and information services.
6. Offer extension and outreach services to different categories of users.
7. Organize information literacy programmes.

Unit 1: Role of Public Library and Information System
- Public Library: Definition, Purpose & Organizational Structure.
- Development of Public Library System with special reference to India.
- Public Library manifesto of IFLA & UNESCO.
- National Library Policy & Library Legislation in India.
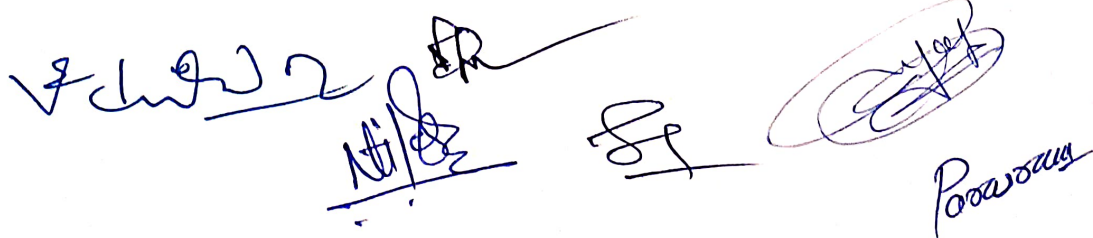
Unit 2: Collection Development and Management
- Printed & Electronic Information Sources: Selection, Acquisition, Evaluation.
 - Information Sources for Special Categories of Users: Children, Young Adults, Senior Citizens, Differently Abled People.
- Organization and Management of Library Collection.

Unit 3: Management of Public Library and Information System
- Library Governance: compositions & functions of Library Authority/Committee.
- Financial Management: Sources of Finance ; Budgeting Methods.
- Human Resource Management.
- Resource Sharing and Library Networking .
- Public Library Norms, Standards and Guidelines.

Unit 4: Services of Public Library and Information Systems
- Circulation Service, Reference service, Readers' Advisory Service.
- Information literacy.
- Extension Services: Author Talk, Book Clubs, Exhibition, Lectures.
- Outreach Activities: Mobile Library Services, Online Services.
- Extension and Public Activities of Public Library;

Reading list:

1. Baker, Sharon L. &Wallace, Karen L. (2002). *The Responsive public library*. 2nd ed. Englewood Colo: Libraries Unlimited.

2. Goulding, Anne (2017). *Public libraries in the 21st century: Defining Services and debating the Future*. London: Routledge.

3. Koontz, Christie & Gubbin, Barbara. (2010). *IFLA public library service guidelines*. 2nd Rev ed. Berlin: Walter de Gruyter& Co.

4. Matthews, Joseph R. (2005). *Measuring for results: The dimensions of public library effectiveness*. London: Libraries Unlimited.

5. Matthews, Joseph R.&Hernon, Peter (2013). *Reflecting on the future of academic and public libraries*. London: Facet Publishing.

6. McMenemy, David (2009). *Public library*. London: Facet publishing.

7. Nicholson, Kirstie (2017). *Innovation in public libraries: Learning from international library practice*. London: Chandos Publishing.

8. McCook, Kathleen de la Pena (2011). *Introduction to public librarianship. New York:* Neal Schuman Publication.

9. Pateman, John &Willimen, Ken (2017). *Developing community-led public libraries: Evidence from the UK and Canada*. London: Routledge.

10. Ranganathan, S. R, and Neelameghan, A. (1972). *Public library system*. Bangalore: SaradaRanganathan Endowment for Library Science.

11. Shaffer, Gary L. (2018). *Creating the sustainable public library: The triple bottom line approach*. London: Libraries Unlimited.

12. Sharma, P. (1985). *Public libraries in India*. New Delhi: EssEss Publications. 13. Venkatappaiah, Velega. (2007).*Public library legislation in the new millennium*. New Delhi: Bookwell Publications.

14. Venkatappaiah, Velaga(1994). *Model library legislation*. New Delhi: Concept Publishing Company. 15. Wallace, Karen L. (2002). *Responsive public library: How to develop and market a winning publication, distribution, etc*. Englewood: Libraries Unlimited.

Objectives :
To get the Information about what makes a Library special and what types of collection is acquired and Services is being provided.

Learning Outcomes :
After studying this paper, the students shall be able to:
1. Understand the nature and role of Special Libraries and Information Systems 2. Explain the role of parent body in the development of Special libraries
3. Perceive the role of Special library in the promotion of formal education.
4. Select, acquire, organize and manage Special library collection
5. Provide various types of library and information services
6. Offer extension and outreach services to Special categories of users.

Unit 1: Special Library
- Special Library : Characteristics and Functions;
- History and Development of Special Library;
- Role of Special Libraries in transformation of parent organization into learning organizations.
- The emergence of Hybrid Special Library

Unit 2: Resource Development
- Library Authority, Leadership and Decision Making Mechanisms;
- Collection Development Policies.
- Preservation management and weeding out collections.
- Circulation Management and Control.

Unit 3 : Management and Organization
- Planning and acquisition of equipment ;
- Management of Technical Services.
- Sources of finance & budgeting techniques
- Special Library Marketing

Unit 4: Special Library Services
- Types of Special Library Services;
- Extension and Special Activities of Special Library;
- Automation of special library operations and services.
- CAS & SDI

Reading List:

1. Ashworth, W. (1985). Special librarianship. London: Clive- Bingley. Ashworth, W (1982).
2. Handbook of special librarianship and information work. London: Aslib. Auger, C. P. (1998). Information sources in grey literature. 4th ed. London: Bowker. Buckettt, J., & Morgan, T.S. (1963).
3. Special materials in the libraries. London: Aslib. Chapman, L. (2001).
4. Managing acquisitions in library and information services. London: Library Association. Clapp, V. W. (2010). Features of the research library. Urbana: University of Illinois. Griffith, J. M., & King, D. W. (1993).
5. Special libraries: Increasing the information edge. Washington D C: SLA. Grogan, D. (1982).
6. Science and technology: An introduction to the literature. London: CliveBingley. Hernon, P., & Whitman, J. R. (2001).
7. Delivering satisfaction and service quality: A customerbased approach for libraries. Chicago: American Library Association. Houghton, B. (1985).
8. Technical information sources. London, N Y: Scarecrow. Jackson, F. B. (1985).
9. Special librarianship: A new reader. New York: Scarecrow. Jones, N., & Jordon, P. (1982)
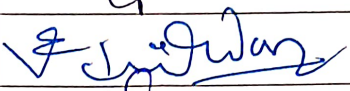
Project Work
(In Lieu of DSE)

Name	IN THE CAPICITY OF	SIGNATURE
Shri Paras Ram	Chairman	
Dr. Harish Sahu	Subject Expert (V C Nominee)	
Dr. Vinod Ahirvar	Subject Expert (Principal Nominee)	
Shri Nitesh Tirpude	Subject Expert (Principal Nominee)	
Dr. S.R. Kannoje	Advisor (Syllabus Committee)	
Dr. B.N. Jagrit	Meritorious Ex Student	

Directives :

1. Candidates are expected to study the entire prescribed by syllabus thoroughly.
2. Each unit is compulsory.