



**Sangameshwar College, Solapur  
[Autonomous]**

**Bachelor of Library & Information Science**

**(B.Lib. & I. Sc.)**

**CBCS ( Semester - I & II )**

**FACULTY OF INTERDISCIPLINARY STUDIES**

To be implemented from the academic year 2020-21  
(w.e.f. June 2020) Onwards.

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

**BACHELOR OF LIBRARY AND INFORMATION SCIENCE (B.Lib.I.Sc)****1 Year: 2 Semesters Programme w.e.f. 2020-2021****OBJECTIVES OF THE PROGRAMME:**

1. To acquaint students with the basic philosophy and ethics of librarianship.
2. To provide students with theoretical understanding of knowledge organization and subject analysis that leads to generation of interest in further development of this subject area.
3. To develop practical skills in the subject analysis and to classify documents using standard schemes of classification.
4. To provide students with theoretical understanding of document description in the print and electronic environment.
5. To develop practical skills to catalogue print and non- print documents including electronic documents using standard cataloguing code.
6. To acquaint the students, theoretically and practically with the basics of computers, networks and major applications of existing and emerging technologies in libraries and information centers.
7. To generate awareness among students concerning the basic management principles and management techniques applicable in libraries and information centres and help them to understand library procedures.
8. To develop students' familiarity with various Reference and Information Sources including electronic resources and their evaluation; develop their skills for reference and information services.
9. To help students to acquire a deeper understanding of library development, library education and library users.
10. To develop basic computer handling skills.
11. To provide competence to the graduates in becoming good librarians catering to the needs of the wider society.
12. To develop skilled librarians who can adapt to the changing information landscape.

## **GRADUATE PROGRAMME OUTCOMES**

Students of the Degree Programme at the time of graduation will be able to

[PO: 01] **Critical Think**: Take informed actions after identifying the assumptions that frame thinking and actions, checking out the degree to which these assumptions are accurate and valid, and looking at ideas and decisions (intellectual, organizational, and personal) from different perspectives.

[PO: 02] **Effectively Communicate**: Speak, read, write and listen clearly in person and through electronic media in Marathi, Hindi Kannada and English, and make meaning of the world by connecting people, ideas, books, media and technology.

[PO: 03] **Socially Interact**: Elicit views of others, mediate disagreements and help reach conclusions in group settings.

[PO: 04] **Demonstrate Effective Citizenship**: Demonstrate empathetic social concern and equity centred national development, and the ability to act with an informed awareness of issues and participate in civic life through volunteering.

[PO: 05] **Individual and team work**: Function effectively as an individual, and as a member or leader in diverse teams, and in multidisciplinary settings.

[PO: 06] **Ethics**: Recognize different value systems including one's own, understand the moral dimensions of one's decisions.

[PO: 07] **Life-long learning**: Recognize the need for, and have the preparation and ability to engage in independent and life-long learning in the broadest context of information and technological changes.

**PROGRAMME SPECIFIC OUTCOMES OF  
BACHELOR'S DEGREE IN LIBRARY AND INFORMATION SCIENCE**

The programme specific learning outcomes of Bachelor's degree in Library and Information Science include the following. The Bachelor level graduates in Library and Information Science at the time of graduation will be able to:

[PSO: 01] Demonstrate in depth knowledge of the basic concepts, principles, theories and laws related with the broad field of Library and Information Science and its sub-fields such as types of libraries, types of information sources, library management, reference and information services. [PSO: 02] Demonstrate understanding of rationality and procedures of (i) selection, acquisition, classification, cataloguing and physical processing of documents; (ii) using Information and Communication Technologies in Libraries and Information Centres; (iii) providing library and information services and managing other library routine activities.

[PSO: 03] Apply skills in carrying out professional activities such as (i) acquisition, accessioning, classification, cataloguing, and physical processing of documents; (ii) housekeeping operations using library management software and Information and Communication Technologies; (iii) maintaining library collection (iv) educate users

[PSO: 04] Demonstrate skills in providing various library services such as document circulation, reference and information services, Internet and database searching.

[PSO: 05] Demonstrate knowledge, understanding and skills that offer job opportunities as librarians in public libraries and school libraries; as assistant librarians in different types of college libraries, as library assistants / technical assistants in university libraries and other libraries of higher education institutes, as librarians and/or assistant librarians in corporate and industrial libraries, libraries of research institutes, etc.

[PSO: 06] Demonstrate professional attitude through commitment for providing every user his/her document/information; ensuring every document/information its user; saving time of the user and enhancing use of reading material and user satisfaction through effective and efficient library services.

[PSO: 07] Demonstrate core values by honoring diversity and insuring inclusion by treating all

students and colleagues with respect and dignity, showing respect for and sensitivity to gender, culture and religious differences; and challenging prejudice, biases and intolerance at the workplace etc. and displaying ethical integrity which involves honest behaviour.

**Chairman  
BOS BLib**

**Bachelor of Library & Information Science  
(B.Lib & I.Sc. w.e.f 2020)**

Semester	Code	Title of Paper	Semester Exam			L	T	P	Credits
			Theory	IA	Total				
<b>First</b>									
<b>B.Lib &amp; I.Sc.</b>		<b>Hard Core Papers</b>							
HCT	1.1	Foundations of Library & Information Science	70	30	100	4	0	0	4
HCT	1.2	Library organization	70	30	100	4	0	0	4
HCT	1.3	Reference Service	70	30	100	4	0	0	4
HCT	1.4	Information Science	70	30	100	4	0	0	4
HCT	1.5	Knowledge Organization: A	70	30	100	4	0	0	4
HCT	1.6	Document Description: A	70	30	100	4	0	0	4
HCT	1.7	Information Technology: Basics	70	30	100	4	0	0	4
		<b>Total</b>	<b>490</b>	<b>210</b>	<b>700</b>	<b>28</b>	<b>0</b>	<b>0</b>	<b>28</b>
<b>Second</b>									
<b>B.Lib &amp; I.Sc.</b>		<b>Hard Core Papers</b>							
HCT	2.1	Library Systems	70	30	100	4	0	0	4
HCT	2.2	Library Management	70	30	100	4	0	0	4
HCT	2.3	Reference Sources	70	30	100	4	0	0	4
HCT	2.4	Documentation Techniques & Services	70	30	100	4	0	0	4
HCT	2.5	Knowledge Organization: B	70	30	100	4	0	0	4
HCT	2.6	Document Description: B	70	30	100	4	0	0	4

				0					
<b>Practical</b>									
HCP	3.1	Knowledge Organization-Practical	70	30	100	0	0	4	4
HCP	3.2	Document Description-Practical	70	30	100	0	0	4	4
HCP	3.3	Information Technology -Practical	70	30	100	0	0	4	4
		<b>Total</b>	<b>630</b>	<b>270</b>	<b>900</b>	<b>24</b>	<b>0</b>	<b>12</b>	<b>36</b>

### **Bachelor of Library & Information Science :-**

**L** =Lecture **T** =Tutorials **P**=Practical **IA**= Internal Assessment

**HCT**=Hard Core Theory **HCP**=Hard Core Practical 4  
Credits of Theory = 4 Hours of teaching per week 4  
Credits of practical = 4 Hours practical per week

HCP-3.1, HCP -3.2, HCP -3.3 examinations will be conducted in Second Semester Only



**NATURE OF QUESTION PAPER AND SCHEME OF MARKING**

**BACHELOR OF LIBRARY & INFORMATION SCIENCE**

**SEMESTER-I & II**

**Total Marks: 70**

**Duration: 2 Hours 30 Minutes**

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

**Q. No. 1: Choose Correct Alternatives (1 Marks Each) 10 Marks**

**Q. No. 2: Short Answer Type Questions 10 Marks**

A) 5Marks

B) 5Marks

**Q. No. 3: Answer the following Questions 15 Marks**

A)

**Q. No. 4: Answer the following Questions (Any one) 15 Marks**

A)

B)

**Q. No. 5: Answer the following Questions (Any one) 20 Marks**

A)

B)





**Sangameshwar College Solapur (Autonomous)**

**BACHELOR OF LIBRARY & INFORMATION SCIENCE**

**(B. Lib. & I.Sc.)**

1. Name of the Programme:

**BACHELOR OF LIBRARY & INFORMATION SCIENCE**  
Under the FACULTY OF INTERDISCIPLINARY STUDIES

2. Year of Implementation: The Syllabus will be implemented from the academic year 2020-21 (i.e., from June, 2020) onwards.

3. Duration:

- The course shall be a full-time course.
- The duration of course shall be of One year of two Semesters.

4. Pattern:

The pattern of examination shall be Semester with 70 + 30 (100 marks) system. Semester with Credit based choice system (CBCS).

5. Fee Structure: Fee will be applicable as per College/ University rules/norms.

6. Medium of Instruction:

The medium of instruction shall be English / Marathi. However, the students shall have an option to write answer-sheets, practical, seminars, reports etc in English / Marathi.

7. Eligibility for Admission:

Any Graduate with Bachelor's degree from any discipline shall be eligible to apply for B. Lib. & I. Sc. course. However, if selected the admission of the candidate shall be subjected to producing the mark-sheet & the necessary certificates immediately on the date stipulated by the department, failing which the admission of the candidate shall stand cancelled with immediate effect.

8. The minimum 75% attendance is compulsory and shall be calculated regularly on monthly basis. All the practicals, assignments, seminars, field visits and journal writing, study tour are compulsory.

9. Choice Based Credit System :

The college to be followed the Semester system at B. Lib. & I.Sc. level in accordance with the UNIVERSITY decision from June 2020.

10. The Scheme of Examination :

1. There shall be Credit based choice system (CBCS) within the Semester system. In this system, for every paper, 30 marks are allotted for Internal Assessment and 70 marks for Semester theory examination of 2.30 hours duration, which will be held at the end of each term.
2. Allocation and Division of Internal Examinations marks: For every paper theory paper shall carry 30 marks. During every Semester every student shall have to complete home assignments, practical assignments, class room Practical and presentations, written Internal Test etc. assigned by the respective course teacher, or the departmental committee or the HOD, in case the first two options are not easily available. This will carry all together (30 marks).
3. Semester –Re-Examination:

In case candidates fail in any of the papers in any Semester examination, they can appear for the re-examination as per the university rules.

11. Standard of Passing :

To pass each paper, 40 marks out of 100 marks are required.

Semester Examination: In every paper a candidate should obtain a minimum of 40% of Total marks i.e. 28 marks out of 70 marks.



## **Bachelor of Library & Information Science**

### **Syllabus**

#### **SEMESTER I**

#### **HCT 1.1: Foundations of Library and Information Science (2020101)**

(Total Credits - 04) (70+30=100)

#### **Total Theory Lectures -60**

Aim of this paper is to familiarize the students with the philosophy of Librarianship, Laws of Library Science and its implications. The Objectives are:

1. To make them aware about the five laws of library science.
2. To introduce the philosophy of librarianship to the students.

#### **COURSE OUTCOME: HCT-1.1**

After completion of this course, the student will be in a position to understand the definition, history and purpose of the library. The students will be in a position to understand Development of libraries, Philosophy, Laws of Library Science. Further, they will be aware of the role of professional associations and the standard professional ethics of librarianship.

**(No. of  
lectures)**

#### **Unit 1** Development of libraries

Nature, Meaning, Definition, Scope, Objectives.

Types of libraries

Role of the library in Education, Culture, Communication and Mass Communication

-Development of libraries with special reference to India

	-The role of RRRLF and UNESCO in the development of Libraries	15
<b>Unit 2</b>	Philosophy of Librarianship	
	Sociological foundation of Libraries	
	-Culture & Libraries	12
<b>Unit 3</b>	Library as an agency of mass communication	
	-Reading habits	10
<b>Unit 4</b>	Five laws of library science and its implications	10

**Unit- 5- Library and Information Profession: 13**

Public Relations, Extension Activities and outreach Programmes

Librarianship as a Profession

Library and Information Science Education in India.

**References**

1. Burahohm, Alka. Various aspects of librarianship and Information Science. New Delhi: Ess Ess, 2000
2. Chapman, Elizabeth A and Lyden, Frederick C. Advances in Librarianship. 24th Vol. San Diego: Academic Press, 2000
3. Graham P. Cornish ; Copvright : Interprethig the law for libraries. archives and information services. Rev.3rd ed. London : Facet Publishing, 2001.
4. IFLA Standards for Library Services, 2nd Ed. Munich: Verlag, 1977
5. Khanna, J.K. Library and Society, Kurukshetra: Research Publisher, 1987
6. Kumar, P.S.G. Fundamentals of Information Science. Delhi: S.Chand, 1997
7. Kumar, P.S.G. Indian Library Chronology, Ed.2 Bombay: Allied 2000.
8. McGarry.K.J Changing Context of Information, 1993
9. Ranganathan, S.R. The Five Laws of Library Science, Ed. 2 Bangalore: Sarada Ranganathan Endowment for Library Science, 1999
10. Sahai, Srinath. Library and Community. New Delhi: Today & Tomorrow, 1992
11. Sandy Norman. Practical Copvright for information Professional. London : Faeet, 2001.
12. Sharma, Pandy.S.K Library and Society. Ed. 2 Delhi Ess Ess, 1992
13. Stella Pilling & Stephanie Kenna (Eds). Co-operation in action :collaboratise initiatives.in the World of Information.
14. Surendra Singh and Sonal Singh. Ed. Library, Information and Science and Society. NewDelhi: Ess Ess, 2002

**Paper HCT 1.2: Library Organization (2020102)**

(Total Credits - 04) (70+30=100)

**Total Theory Lectures -60**

The intention of this paper is to prepare students to carry out library housekeeping operations. The specific objectives are :

1. To train students in selecting and acquiring of documents.
- 2.To teach the practices of accessioning, circulation and maintenance of documents.

**COURSE OUTCOME: HCT-1.2**

After completion of this course, the student will be in a position to understand Document selection, Acquisition and processing of books and non-print Serials Control, Circulation and stock checking process of the library

<b>Unit 1</b> Document selection	10
-Need, Purpose and selection policy -Principles, practices, tools	
<b>Unit 2</b> Acquisition and processing of books and non-print materials -GOC	12
<b>Unit 3</b> Serials control –acquisition, recording, circulation, organization	20
<b>Unit 4</b> Circulation -Work & Methods	10

– purpose, policies, procedures ,rules & regulations

### References for HCT-1.2

1. Brophy, Peter and Courling Kote, Quality Management for Information and Library Managers. Bombay: Jaico, 1997
2. Bryson, J.O. Effective Library and Information. Bombay: Jaico, 1996
3. Evans, Edward g. Ed. Management Information Systems. New Delhi S. Chand & Co. 1986
4. Deshpande, N.J &Patil, S.K, Ed, University and College Librarianship in India in the 21st Century. Prof. S.G. Mahajan Felicitation Committiee , DLISc, University of Pune. 2004.
5. Katz, W.A Collection Development Selection of Materials for Libraries. New York; HRW. 1980
6. Krishna Kumar. Library Administration and Management. New Delhi: vikas, 1987
7. Kumar, P.S.G. Management of Library and Information Centres. New Delhi: B.R. Publishing Corporation. 2003
8. Martino, R.L. Information Management: Dynamics of Management Information Systems. New York. McHill, 1969
9. MeDick, Robert G. Et.al. Information Systems for Modern Management. New Delhi: Prentice Hall, 1992
10. Mittal, R.L Library Administration: Theory and Practice. Ed. 4 New Delhi, Metropolitan, 1984

### Paper HCT 1.3: Reference Service (2020103)

(Total Credits - 04) (70+30=100)

### Total Theory Lectures -60

This paper aims to provide in-depth knowledge to students about Various reference services

The objectives are:

1. To familiarize students with various reference services and types.
2. To introduce the nature and purpose of reference service in different types of libraries.

COURSE OUTCOME: **HCT-1.3**

After completion of this course, the student will be in a position to understand the broad range of in Reference services available in various subject areas. Further, Reference interview and search techniques and useful information services to library users. They will be having expertise in providing reference services to users of a library.

### **Unit 1**

Reference service 10

-Definition, need, functions ,

### **Unit 2**

Types, of reference services, 12

-Qualities of reference librarian

-Referral service

### **Unit 3**

Reference service in different types of libraries 12

-Public, academic and special

### **Unit 4**

Reference interview and search technique 06

### **Unit 5**

Reference questions 20

-Types and sources

### **References for HCT 1.3**

1. Alan, Poulter, Growth Tsend and Goff Sargent: The Library and Information Professional's Guide to the WWW: London: Facet Publishing, 1999. Bangalore 2000 Crest, New Delhi
2. Beandiquee Marcelle: Bibliographic Services through the World. UNESCO, 1980
3. Bopp Richard and Linda Smith: Reference and Information Services. Libraries Unlimited, 2000
4. Chowdhary G.G and Chowdhary Sudatta : Searching CD-ROM and Online Information sources. London: Facet Publishing,2001
5. Chowdhary G.G and Chowdhary Sudatta. Information Sources and Searching on the WWW.
6. Chakraborti, A.K.:Reference Service,A.P.Public Library,1983
7. Chakraborti, M.L.: Bibliography: theory and practiceLondon: Facet Publishing, 2001
8. Gopinath, M.A: Information Sources and Communication Media. DRTC Annual Seminar,

Bangalore,1984

9. Grogan, Dennis: Science & Technology: An Introduction to Literature London, Clive Bingley, 1982

10. Katz, W.A: Introduction to Reference Work, London, Butterworths, 2000, @V.

11. Krishanakumar: Reference Service, Ed.3 New Delhi, Vikas, 2003

12. Kumar (PSG). Ed. Indian Encyclopedia of Library and Information Science. New Delhi: S.

Chand & Co. 2001

13. Olle James G.:Guide to Sources of Information,Gower Pub.Co.Ltd, 1984

14. Rao, I.K.R: Electronic Sources of Information, DRTC Annual Seminar, 2001

15. Sewasinh: Hand book of International Sources on Reference and Information. New Delhi:Crest Publication.2001

16. Sharma, J.S & Grover, D.R.: Reference services and sources of Information, New Delhi: Ess Ess, 1998

17. Subramanayam, K: Scientific and Technical Information Resources, New Delhi: Anmol, 2001

18. Teague, S Johnn: Microforms, Video and Electronics media Librarianship, London, Butterworths, 1985.

19. Walford, A. J: Guide to Reference Materials, London, Library Association, 1950, 3V

20. [www.libraryspot.com](http://www.libraryspot.com)

21. [www.refdesk.com](http://www.refdesk.com)

22. [www.infolibrarian](http://www.infolibrarian).



## Paper HCT 1.4 : Information Science (2020104)

(Total Credits - 04) (70+30=100)

**Total Theory Lectures -60**

This paper aims to introduce various concepts and practices in Information Science The objectives are:

1. To provide an overview of documentation to the students.
2. To familiarize the students with various Information Sources.

### COURSE OUTCOME: HCT-1.4

After completion of this course, the student will be in a position to understand the Information, Information needs, categories, information sources. Further, Primary, Secondary and Tertiary sources of Information Science will be categorized.

#### Unit 1 Documentation and information science

-History, definition need, scope	10
<b>Unit 2</b> Information	
-Information transfer chain	
-Channels and barriers	10
<b>Unit 3</b> Information needs	
-Approaches to information	
-Methods for assessment	10
<b>Unit 4</b> Categories of information sources	
– primary, secondary and tertiary	
-Internet as source of information	20
<b>Unit 5</b> Information sources	10
-Documentary sources	

- Print and non-print sources including electronic
- Human and institutional – nature, types, characteristics and utility

#### **References for HCT-1.4**

1. Bose. H. Information Service : Principles and Practice. New Delhi; Sterling, 1986.
2. Chakraborty, A R and Chakraborty. B. Indexing: Principles, processes and producers. Calcutta ; World Press, 1984
3. Coblenz, Herbert. Librarianship and documentation. An International
4. Guha, B. Documentation and information. 2nd ed. Calcutta : World Press, 1983.
5. Husain, Shabhat: Library Classification: facets and analyses .New Delhi. Tata McGraw Hill Pub.Co.Ltd.,
6. Kawatra. P. S. Fundamentals of documentation with special reference to India. New Delhi. : Sterling ,1982
7. International and National Library and Information Services : A review of some recent developments, 1970-80. Oxford. Pergamon Press, 1982.
8. Rajan, TN. Indexing Techniques. Calcutta. : IALIC, 1981.
9. Setence, White Plains. N.Y. Knowledge Industry, 1985
10. Satyanarayana, N.R and Satyanarayana,.. Problems in Information Science Rev. ed , 1996
11. Varma. AK. Trends in subject indexing. Delhi : Mittal, 1984.

**Paper HCT 1.5: Knowledge Organization: A (2020105)**

(Total Credits - 04) (70+30=100)

**Total Theory Lectures -60**

The purpose of this paper is to provide information about knowledge organization.

The objectives are:

1. To introduce various concepts, theories and principles in classification.

**COURSE OUTCOME: HCT-1.5**

After completion of this course, the student will be in a position to understand the classification of books, colon classification and systems and DDC. Further, the classification of books will be done accordingly and organization of knowledge is done in the different libraries.

**Unit 1** Classification

- Definition, need, purpose
- inductive and deductive processes
- tree of Porphyry 12

**Unit 2** Library classification

- Meaning, need, purpose, functions
- Knowledge classification Vs book classification 12

**Unit 3** Special features of book classification

- Call number and its structure 12

<b>Unit 4</b>	Universe of knowledge	
	-Structure and attribute	
	-Modes of formation of subjects	
	-Different types of subjects	12
<b>Unit 5</b>	Knowledge organization -concept	12
	-Universe of knowledge as mapped in different types of classification schemes – CC, DDC and UDC	

### References for HCT-1.5

1. Dhyani, Pushpa, Library Classification: theory and practice. New Delhi: Vishwa Prakashan, 1998
2. Krishan Kumar. Theory of Library Classification, Ed.2 New Delhi, Vikas, 1980
3. PSG, Kumar. Knowledge Organisation, Information Processing and Retrieval: Theory. Delhi: BR, 2003
4. Ramalingam, MS. Library Cataloguing and Classification Systems. Delhi: Kalpaz, 2000
5. Ranganathan, SR. Colon Classification, 6th ed. Banagalore: Sarada Ranganathan Endowment for Library Science, 1960
6. Ranganathan, SR: Prolegomena to Library Classification, Ed2, London, LA 1957 & 1965
7. Sayers Berwick , WC Introduction to Library Classification. London, Andra Dautch, 1950

**Paper HCT 1.6 : Document Description : A (2020106)**

(Total Credits - 04) (70+30=100)

**Total Theory Lectures -60**

This paper aims to familiarize the students with the concepts of document description.

The objectives are :

1. To introduce various concepts, theories and principles in cataloguing.
2. To provide knowledge about various standards in document description and bibliographic exchange.

**COURSE OUTCOME: HCT-1.6**

After completion of this course, the student will be in a position to understand the catalogue of books, classified catalogue code.aacr-2. Further, the books catalogue and will be done accordingly and organization catalogue card and catalogue multiple copies of books in the different libraries.

<b>Unit 1</b>	Reading a book technically	
	-Role of a cataloguer in library system	12
<b>Unit 2</b>	Library catalogue - Definition, objectives, functions	
	-Catalogue and bibliography	12
<b>Unit 3</b>	Types of library catalogue	
	-Classified, dictionary, alphabetic classed	12
<b>Unit 4</b>	Physical forms of library catalogue	
	-Book, card, OPAC	12
<b>Unit 5</b>	Entries and their functions	

### References for HCT-1.6

1. Anglo American Cataloguing Rules, 2nd Edi Rev. New Delhi, Oxford, 1988
2. Barbara, M Westby. Ed. Sears List of subject Headings, New York. HW. Wilson, 1977
3. Fritz, Deborah, A. Cataloguing with AACR2 and US-MARC Records. Chicago ACA, 1998
4. Gernert Leigh: A Textbook of cataloguing New Delhi .Dominant Publishers, 2003
- 5.Holled Robert P.: Subject Control in Online Catalog.New York.Howarth Press,1989.
6. Malavya V.C.: Multimedia library and online cataloguing, New Delhi 2004.
7. Mahajan, S.G. Granthalayin Talikikaran: Pratyakshik, Vol.1 CCC Pune, Suvichar Prakashan, 1974; vol.2 Dictionary Catalogue (AACR) Pune, G.Y.Rane Prakashan, 1979.
8. Maxwell, Robert and Maxwell, Margaret F. Maxwell's handbook of AACR-2R: Explaining and illustrating the Anglo American Cataloguing Rules and the 1993 amendments. Chicago: ACA, 1997
9. Ramalingam, MS. Library Cataloguing and Classification Systems. Delhi: Kalpaz, 2000
10. Ramalingam M.S. : Library Cataloguing and Classification Systems, Delhi 2003.
11. Ranganathan, SR. Library Catalogue: Fundamentals and Procedures, Madras, LA, 1950
12. Ranganathan, SR. Heading and Canons. Madras, S Vishwanathan, 1955
13. Ranganathan, SR :Classified Cataloguing Code. Madras, UBSPD, 1988.
14. Sengupta, Benoyendra, Cataloguing: Its theory and practice. Edn 3. Calcutta, World Press, 1980
15. Singh S.N. and Prasad H.N.: Cataloguing Manual: AACR II, New Delhi.BR Pub.1985
16. Varma A.K.:Classified Catalogue Code: entries and procedure. Criterion Publication, 1988
17. Vishwanathan, C.G Cataloguing: Theory and Practice. Edn.4 New Delhi, Today and Tomorrow, 1980

**Paper HCT 1.7 : Information Technology: Basics ( 2020107)**

(Total Credits - 04) (70+30=100)

**Total Theory Lectures -60**

The purpose of this paper is to provide knowledge about the Information technology and its applicability in library & Information centers

The Objectives are:

1. To Introduce the students computer and its components
2. To familiarize the students with library networks and computer applications in libraries.

**COURSE OUTCOME: HCT-1.7**

After completion of this course, the student will be in a position to understand information technology, computer, software, library network etc. Further, the computer applications in the different libraries.

**Unit 1** Information technology

-Concept, components and its application in libraries  
and information centers 12

**Unit 2** Computer

-units their functions  
-history and generations  
-types of computer 12

**Unit 3** Software

-Operating systems – windows, linux –basic features  
-Application Softwares – MS Office – basic features 12

**Unit 4** Library networks

-concept  
-types and examples 12  
-Intranet, Internet –concept and its use in libraries

centers -need, advantages  
-areas of computer application in libraries

### References for HCT-1.7

1. Arvind Kumar. Ed. Information Technology for all (2Vol). New Delhi, Anmol, 2006
2. Bansal, S.K. Information Technology and Globalisation, New Delhi: A.P.H. Publishing Corporation, 2005
3. Basandra, S.K: Computers Today, New Delhi: Galgotia, 2002
4. Decson, Eric. Managing with Information Technology, Great Britan, Kogan page Ltd.2000
5. Forrester. W.H and Rowlands, J.L: The Online searcher's Companion London, Library Association, 2002
6. Gupta, Vikas, Rapidex Computer Course. New Delhi, Pushtak Mahal, 2005
7. Haravu, L.J.: Library Automation: Design, Principles and Practice New Delhi: Allied Publishers, 2004
8. Kumar, P.S.G.: Information Technology: Basics, New Delhi: B.R. Publishing Corporation,
9. Hunter & Shelly: Computer and Common sense, New Delhi, Prentice Hall, 2002
10. Kashyap, M.M: Database Systems, New Delhi, Vikas, 2003
11. Phadke D.N.:Granthalaya Sanganikaran aani Adhunikaran(5th ed).Pune: Universal Prakashan,2012
12. Rao I.K.Ravichandra: Library Automation.New Delhi: Wiley Eastern Ltd., 1990.
13. Rowley, Jennifer: Information Systems, Ed.2 London, Clive Bingley, 2001
14. Rowley, Jennifer: The Electronic Library London: Lib, Association Publishing, 2001
15. Satyanaranyana, R. Information Technology and its facets, New Delhi, Manak.2005
16. Singh Gurderv: Introduction to Computer for Professional, ESS ESS New Delhi, 2007
17. Suders, R: Computers Today Ed.2, John Wiley, 2000
18. Taxali Ravikant: PC Software Made Easy, New Delhi, 2006
- 19.Haravu, L.J.: Library Automation: Design, Principles and Practice New Delhi: Allied Publishers, 2004



Syllabus**SEMESTER II****Paper HCT 2.1 : Library Systems (2020201)**

(Total Credits - 04) (70+30=100)

**Total Theory Lectures -60**

Aim of this paper is to familiarize the students with the Library

Legislation and Resource Sharing.

The Objectives are:

1. To make them aware about various Library Associations.
2. To introduce the students to various library Acts.

**COURSE OUTCOME: HCT-2.1**

After completion of this course, the student will be in a position to understand types of libraries library legislation resource sharing professional associations in national and international in different libraries

	(No.of lectures)
<b>Unit 1</b> Types of Libraries	
-Public Libraries	
-Academic Libraries	
-Special Libraries	12
<b>Unit 2</b> Library legislation	
-General: Need and purpose	
-Principle library legislation in India with special reference to State Public Libraries Act 1967	Maharashtra a

-Press and Registration Act and Delivery of Books (Public libraries) Act	
-Copyright Act	12
<b>Unit 3</b> Resource sharing and Consortia -Concept	
-Need -Forms	12
<b>Unit 4</b> Professional associations (International Associations)	
-Aims, Objectives, Functions, programmes, publications. ALA, LA, FID, UNESCO, IFLA.	12
<b>Unit 5</b> Professional associations (National Associations)	
-Aims, Objectives, Functions, programmes, publications ILA, IASLIC, RRRLF	12

## References

1. Burahohm, Alka. Various aspects of librarianship and Information Science. New Delhi: Ess, 2000
2. Chapman, Elizabeth A and Lyden, Frederick C. Advances in Librarianship. 24th Vol. San Diego: Academic Press, 2000
3. Graham P. Cornish ; Copvright : Interprethig the law for libraries. archives and information services. Rev.3rd ed. London : Facet Publishing, 2001.
4. IFLA Standards for Library Services, 2nd Ed. Munich: Verlag, 1977
5. Khanna, J.K. Library and Society, Kurukshetra: Research Publisher, 1987
6. Kumar, P.S.G. Fundamentals of Information Science. Delhi: S.Chand, 1997
7. Kumar, P.S.G. Indian Library Chronology, Ed.2 Bombay: Allied 2000.
8. McGarry.K.J Changing Context of Information, 1993
9. Ranganathan, S.R. The Five Laws of Library Science, Ed. 2 Bangalore: Sarada Ranganathan Endowment for Library Science, 1999
10. Sahai, Srinath. Library and Community. New Delhi: Today & Tomorrow, 1992
11. Sandy Norman. Practical Copvright for information Professional. London : Faeet, 2001.
12. Sharma, Pandya.S.K Library and Society. Ed. 2 Delhi Ess Ess, 1992
13. Stella Pilling & Stephanie Kenna (Eds). Co-operation in action :collaboratise initiatives.in the World of Information.

14. Surendra Singh and Sonal Singh. Ed. Library, Information and Science and Society.  
New  
Delhi: Ess Ess, 2002
15. Vyas, S.D Library and society, Jaipur: Panchasheel.1993

**Paper HCT 2.2 : Library Management (2020202)**

(Total Credits - 04) (70+30=100)

**Total Theory Lectures**

**-60**

The intention of this paper is to introduce the concept of Library Management

The specific objectives are :

1. To make the students aware of the application of management techniques in libraries.

**COURSE OUTCOME: HCT-2.2**

After completion of this course, the student will be in a position to understand the basics of management and how management principles are applied in library management. Further, they will have the ability to perform the collection maintenance, library rules and regulations, reporting etc. They will be acquainted with the basics of collection management and human resource management.

<b>Unit 1</b>	Management	14
	-Concept, definition, scope, principles, functions and their application to libraries and information centers	
	-HRM-Concept	
	-Financial management – Budget: Definition, need, Types	
<b>Unit 2</b>	Collection maintenance	12
	-Binding	
	-Preservation	
<b>Unit 3</b>	Library Rules and regulation	12

<b>Unit 4</b>	Library committee – need, purpose -types -functions	14
<b>Unit 5</b>	Reporting Annual report – compilation, contents Library statistics	08

## References

11. Paliwal, P.K Compendium of Library Administration. New Delhi: Ess Ess, 2000
12. Parker, Charles and Café. Thomas. Management Information Systems: Strategy and Action. New York: McGraw Hill, 1993
13. Pearson, R.J Ed. Management Process: Selection of Reading for Librarians. Chicago: ALA, 1983
14. Stuart, Robert. D and Moran, Barbara B. Library and Information Centres Management. Colorado: Libraries Unlimited, 2004
15. Surendra Singh and Sonal Singh. Ed. Library, Information and Science and Society. New Delhi: Ess Ess, 2002

**Paper HCT 2.3: Reference Sources (2020203)**

(Total Credits - 04) (70+30=100)

**Total Theory Lectures -60**

This paper aims to provide in-depth knowledge to students about various reference sources

The objectives are:

1. To familiarize students with various reference sources, types, contents and their use.
2. To introduce the concept of bibliographic control.

**COURSE OUTCOME: HCT-2.3**

After completion of this course, the student will be in a position to understand the broad range of Reference resources available in various subject areas. Further, they will have the ability to evaluate and suggest resources. They will be having bibliography and User studies and user education.

**Unit 1** Reference sources

- Meaning, scope
- Difference between general and reference sources
- Types – contents, arrangement, uses, examples 12

**Unit 2** Electronic reference sources

- Types – contents, arrangement, uses, examples 12

**Unit 3**

Evaluation of (traditional and electronic) reference sources 12

-Need, criteria

-types, contents, arrangement, uses, examples

**Unit** Bibliography -Definition, need, purpose 12

4

-role in Bibliographic Control

-Types with examples

**Unit** User study and User education

12

5

-Meaning, objectives, methods

### References for HCT 2.3

1. Alan, Poulter, Growth Tsend and Goff Sargent: The Library and Information Professional's Guide to the WWW: London: Facet Publishing, 1999. Bangalore 2000 Crest, New Delhi
2. Beandiquee Marcelle: Bibliographic Services through the World. UNESCO, 1980
3. Bopp Richard and Linda Smith: Reference and Information Services. Libraries Unlimited, 2000
4. Chowdhary G.G and Chowdhary Sudatta : Searching CD-ROM and Online Information sources. London: Facet Publishing, 2001
5. Chowdhary G.G and Chowdhary Sudatta. Information Sources and Searching on the WWW.
6. Chakraborti, A.K.: Reference Service, A.P. Public Library, 1983
7. Chakraborti, M.L.: Bibliography: theory and practice London: Facet Publishing, 2001
8. Gopinath, M.A: Information Sources and Communication Media. DRTC Annual Seminar, Bangalore, 1984
9. Grogan, Dennis: Science & Technology: An Introduction to Literature London, Clive Bingley, 1982
10. Katz, W.A: Introduction to Reference Work, London, Butterworths, 2000, @V.
11. Krishanakumar: Reference Service, Ed.3 New Delhi, Vikas, 2003
12. Kumar (PSG). Ed. Indian Encyclopedia of Library and Information Science. New Delhi: S.Chand & Co. 2001
13. Olle James G.: Guide to Sources of Information, Gower Pub. Co. Ltd, 1984
14. Rao, I.K.R: Electronic Sources of Information, DRTC Annual Seminar, 2001
15. Sewasinh: Hand book of International Sources on Reference and Information. New Delhi: Crest Publication. 2001
16. Sharma, J.S & Grover, D.R.: Reference services and sources of Information, New Delhi: Ess Ess, 1998
17. Subramanayam, K: Scientific and Technical Information Resources, New Delhi: Anmol, 2001
18. Teague, S Johnn: Microforms, Video and Electronics media Librarianship, London, Butterworths, 1985.
19. Walford, A. J: Guide to Reference Materials, London, Library Association, 1950, 3V
20. [www.libraryspot.com](http://www.libraryspot.com)
21. [www.refdesk.com](http://www.refdesk.com)
22. [www.infolibrarian](http://www.infolibrarian).

**Paper HCT 2.4 Documentation Techniques and Services (2020204)**

(Total Credits - 04) (70+30=100)

**Total Theory Lectures -60**

This paper aims to introduce various concepts and practices in  
Documentation

The objectives are:

1. To familiarize the students with various Documentation techniques.
2. To provide knowledge about various indexing systems and services.
3. To introduce National and International Information Systems and  
Centers.

**COURSE OUTCOME: HCT-2.4**

After completion of this course, the student will be in a position to understand the intricacies of an Documentation Techniques and Services. The paper further aims to build the Further, they will have the ability to evaluate and prepare effective search statements AS and SDI systems. They will be acquainted with the concept of an index, indexing languages, vocabulary control and the semantic web. Information Systems and Centres.

**Unit 1** Information storage and retrieval

- Concept, history,  
Methods

**Unit 2** Indexing (Pre & Post Co-ordinate)

- Meaning, models (Assigned and derived)
- Chain indexing, PRECIS, UNITERM
- Keyword indexing -KWIC, KWAC, KWOC



	-Citation indexing and index	
	-Vocabulary Control & its tools – concept	12
<b>Unit 3</b>	Information services -CAS and SDI – need, techniques and evaluation -Document delivery services	
	-Translation services, reprographic services Micrographic services	
	-Abstract & Abstracting services	12
<b>Unit 4</b>	Information systems and centers(international)	
	-objectives,functions,services,products	
	UNISIST, INIS, AGRIS,DEVSI	12
<b>Unit 5</b>	Information systems and centers(national)	
	-objectives,functions,services,products	
	NISCAIR, DESIDOC, SENDOC, NASSDOC, NCSI	
	NIC, BARC, Lexis – Nexis	12

### References for HCT-2.4

1. Bose. H. Information Service : Principles and Practice. New Delhi; Sterling, 986.
2. Chakraborty, A R and Chakraborty. B. Indexing: Principles, processes and producers. Calcutta ; World Press,1984
3. Coblans, Herbet. Librarianship and documentation. An International
4. Guha, B. Documentation and information. 2nd ed. Calcutta : world Press, 1983.
5. Husain, Shabhat:Library Classification: facets and analyses .New Delhi.Tata McGraw Hill Pub.Co.Ltd.,
6. Kawatra. P. S. Fundamentals of documentation with special reference to India. New Delhi. : Stering ,1982
7. International and National Library and Information Services : A review of some recent developments, 1970-80. Oxford. Pergamon Press,1982.
8. Rajan, TN. Indexing Techniques. Calcutta. : IALIC,1981.
9. Setence, White Plams. N.Y.Knowledge Industry, 1985
10. Satyanarayana, N.R and Satyanarayana,.. Problems in Information Science Rev. ed , 1996
11. Varma. AK. Trends in subject indexing. Delhi : Mittal,1984.

**Paper HCT 2.5 Knowledge Organization: B (2020205)**

(Total Credits - 04) (70+30=100)

**Total Theory Lectures -60**

The purpose of this paper is to provide information about various schemes of knowledge classification.

The objectives are:

1. To provide knowledge about standard schemes of classification

**COURSE OUTCOME: HCT-2.5**

After completion of this course the student will be in a position to prepare various classification systems. Fundamental Categories, Trends in library classification and other systems.

**Unit 1** Normative principles of classification and their

application

12

-Brief introduction to canons (canons of characteristics and notation)

-Principles of Richardson, Sayers, Browne, Bliss, Hulme, and

Ranganath  
an

**Unit 2** Fundamental Categories

12

-Facets, isolates, foci sharpening devices

-rounds and levels

-phase relations, systems and specials

-Fundamental categories, principles of facet sequence,

principles of helpful sequence	
-Postulation approach	
<b>Unit 3</b> Species of library classification	14
<b>Unit 4</b> Standard schemes of classification and their features	
-CC, DDC, UDC	14
<b>Unit 5</b> Trends in library classification	08
-Relation between classification and indexing	
-CRG, FID-CR, ISKO	

### References for HCT-2.5

1. Dhyani, Pushpa, Library Classification: theory and practice. New Delhi: Vishwa Prakashan, 1998
2. Krishan Kumar. Theory of Library Classification, Ed.2 New Delhi, Vikas, 1980
3. PSG, Kumar. Knowledge Organisation, Information Processing and Retrieval: Theory. Delhi: BR, 2003
4. Ramalingam, MS. Library Cataloguing and Classification Systems. Delhi: Kalpaz, 2000
5. Ranganathan, SR. Colon Classification, 6th ed. Banagalore: Sarada Ranganathan Endowment for Library Science, 1960
6. Ranganathan, SR: Prolegomena to Library Classification, Ed2, London, LA 1957 & 1965
7. Sayers Berwick, WC Introduction to Library Classification. London, Andra Dautch, 1950

**Paper HCT 2.6: Document Description : B (2020206)**

(Total Credits - 04) (70+30=100)

**Total Theory Lectures -60**

This paper aims to familiarize the students with the concepts of document description.

The objectives are :

1. To introduce various concepts, theories and principles in cataloguing.
2. To provide knowledge about various standards in document description and bibliographic exchange.

**COURSE OUTCOME: HCT-2.6**

After completion of this course the student will be in a position to understand normative principles, document descriptions prepare various catalogue entries for simple, complex, various authorships, editorial publications, serial publications and corporate body authored documents. Further, theory to understand catalogue entries for print and non-print materials.

<b>Unit 1</b>	Normative principles -Brief introduction to canons	12
<b>Unit 2</b>	Principles and practices of document description -Choice and rendering of heading -names of persons – Indic names, corporate authors, pseudonyms, anonymous works, Uniform titles -cataloging of non-print materials	12
<b>Unit 3</b>	Standardization in description and bibliographic exchange	12

	-Standard codes of cataloguing -history and development	
	-ISBD, ISO 2709	
	-MARC 21, CCF	
	-Metadata – introduction	
<b>Unit 4</b>	Subject cataloguing	12
	-meaning, purpose,	
	-Principles of subject cataloguing	
	-Subject heading lists and their features	
<b>Unit 5</b>	Cooperative and centralized cataloguing	12
	-Union catalogue	

### References for HCT-2.6

1. Anglo American Cataloguing Rules, 2nd Edi Rev. New Delhi, Oxford, 1988
2. Barbara, M Westby. Ed. Sears List of subject Headings, New York. HW. Wilson, 1977
3. Fritz, Deborah, A. Cataloguing with AACR2 and US-MARC Records. Chicago ACA, 1998
4. Gernert Leigh: A Textbook of cataloguing New Delhi .Dominant Publishers, 2003
- 5.Holled Robert P.: Subject Control in Online Catalog.New York.Howarth Press,1989.
6. Malavya V.C.: Multimedia library and online cataloguing, New Delhi 2004.
7. Mahajan, S.G. Granthalayin Talikikaran: Pratyakshik, Vol.1 CCC Pune, Suvichar Prakashan, 1974; vol.2 Dictionary Catalogue (AACR) Pune, G.Y.Rane Prakashan, 1979.
8. Maxwell, Robert and Maxwell, Margaret F. Maxwell's handbook of AACR-2R: Explaining and illustrating the Anglo American Cataloguing Rules and the 1993 amendments. Chicago:ACA, 1997
9. Ramalingam, MS. Library Cataloguing and Classification Systems. Delhi: Kalpaz, 2000
10. Ramalingan M.S. : Library Cataloguing and Classification Systems, Delhi 2003.
11. Ranganathan, SR. Library Catalogue: Fundamentals and Procedures, Madras, LA, 1950
12. Ranganathan, SR. Heading and Canons. Madras, S Vishwanathan, 1955
13. Ranganathan, SR :Classified Cataloguing Code. Madras, UBSPD, 1988.
14. Sengupta, Benoyendra, Cataloguing: Its theory and practice. Edn 3. Calcutta, World Press,1980
15. Singh S.N. and Prasad H.N.: Cataloguing Manual: AACR II, New Delhi.BR Pub.1985
16. Varma A.K.:Classified Catalogue Code: entries and procedure. Criterion Publication, 1988
17. Vishwanathan, C.G Cataloguing: Theory and Practice. Edn.4 New Delhi, Today and Tomorrow, 1980

## PRACTICALS

### HCP 3.1 : Knowledge **Organization** : Practical (2020207)

(Total Credits - 04) (70+30=100)

**Total Practical Lectures -60**

The purpose of this Practical is to provide practice in document classification The Objective is:

1. To impart skills in using DDC 19<sup>th</sup> edition and CC 6th edition classification schemes for classifying various documents

#### **Dewey Decimal Classification**

**(50 Marks)**

-Structure of set

-Location of enumerated numbers -Use of 7 tables

-“Add to” instructions

#### **Colon Classification**

**(20 marks)**

-Use of PMEST Formula : Main Class Library Science & Literature -Use of Common isolates in -periodicals, biographies

**HCP 3.2 : Document Description – Practice (2020208)**

(Total Credits - 04) (70+30=100)

**Total Practical Lectures -60**

The purpose of this Practical is to provide practice in document cataloguing The Objective is:

1. To impart skills in cataloguing documents using AACR2 and CCC

Cataloguing practical According to AACR2 will carry 20 marks and CCC 50 marks .

AACR2 : (20 marks ) -Structure of Main entry

-Structure of Added

entry -Personal Author/s

-Editor/s

-Author/s and

collaborator/s -Corporate

body

-Examples with different notes

-Serials, Audio-visual materials ( Audio-Video disks, Microforms etc)

CCC: (50 Marks)

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

-Periodicals



**HCP 3.3: Information Technology: Practical (2020209)**

(Total Credits - 04) (70+30=100)

**Total Practical Lectures -60**

The Practical aims to familiarize the students with hardware and software The objective is:

1. To give hands on experience in using computer and building a database using MS Office and use of MS-Word.

1) MS Office

2) MS Word

3) Information Technology applications practical.

Entries in the excel sheet, Downloading of E-books and E-journals and should be collected in the C.D.

4) To prepare statistical report of library (30 days) User studies,

5) Creation of library database (Excel format 1000 entries)

6) Preparation of Bibliographical database of books available in the library through software

7) Location of Books/Shelving list/

8) Reference Desk, Information Desk, Cataloguing Book cards, Knowledge desk,

Note: The practical can be considered with the punctuality in the practical and other library

Related work as per the decision of the Coordinator and Principal.

1. Practicals for HCP-3.1, HCP -3.2, HCP -3.3 will be conducted in both semesters and examination will be conducted in Second Semester only.