JIWAJI UNIVERSITY, GWALIOR (M.P)
(NAAC ACCREDITED “A” GRADE UNIVERSITY)

BACHELOR OF LIBRARY AND INFORMATION SCIENCE [(1 YEAR, 2 – SEMESTER COURSE)]

&

Choice Based Credit System

COURSE STRUCTURE AND SCHEME OF EXAMINATION, 2015-16

Profile of the Department:

School of Studies in Library and Information Science was established in the University in 1984 to impart quality education and modern skills in the field to the students of the region leading to Bachelor's Degree in Library and Information Science and Master Degree in Library and Information Science. The Department is extensively engaged in teaching, research and career guidance too. The majority of the pass outs from the department have occupied good positions throughout the country. In the new millennium, the department is planning to establish a highly efficient computerized information system in the University. This job oriented course has been modernized with use of the latest equipment in teaching and training at degree, post graduate and research level.

Librarianship as a career:

Production of recorded knowledge, have led to the expansion of libraries and the development of their services. A public library is an important element in the life of a community; an academic library is an essential part of an educational institution, school, college or university; a business or special library is indispensable in government departments and large business and industrial organizations. Librarianship is a growing field, which has by now attained the status of a separate discipline in the universe of knowledge. It presents challenges and interesting situations to library personnel. The management of these libraries needs persons with good academic and professional qualifications. Proficiency in one of the natural sciences, social sciences or the humanities is helpful in the professional Development of a librarian. Library work is primarily a social service, and therefore, needs young men and women with a sense of dedication and a spirit of service. Those intending to enter the library profession should satisfy themselves that they possess the necessary academic qualifications and the sense of vocation that would enable them to work successfully as librarians. Librarianship as a profession provides a variety of employment Opportunities. In
they possess the necessary academic qualifications and the sense of vocation that would enable them to work successfully as librarians. Librarianship as a profession provides a variety of employment Opportunities. In fact, it is possible to choose the kind of library to suit one’s interest and background. Persons with a superior record and high qualifications can achieve high positions. The salaries in college and university libraries are comparable to those of teachers. Indeed, the salaries of special librarians are high. Profile of the department

**ADMISSION REQUIREMENTS:**

- Bachelor of Library and Information Science (B.Lib.I.Sc.)
- Master of Library and Information Science (M.Lib.I.Sc.)
- Ph.D

**B. Lib. Information Science (One year: Two Semesters)**

**Eligibility:** Graduation with 50% marks.

**Available seats:**
- Open = 30
- Payment = 05
- NRI = 05

On the basis of merit in index based qualifying examination.

The highest marks obtained either at Graduate or Post Graduate level will be considered for the purpose of admission, but the candidate must have 50 % marks at graduate leve

**M. Lib. Information Science (One year / Two Semesters)**

**Eligibility:** B.Lib.I.Sc. with 50% marks.

**Available seats:**
- Open = 30
- Payment = 05
- NRI = 05

**Mode of Selection:**
On the basis of merit in index based qualifying examination B.Lib.I.Sc.
### Course Structure and Scheme of Examination, 2015-16

#### First Semester (July-December), 2015-16

<table>
<thead>
<tr>
<th>Course BLIS</th>
<th>Papers Name</th>
<th>Core/CE/GE</th>
<th>Credits</th>
<th>Hours</th>
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<tbody>
<tr>
<td>B 101</td>
<td>Foundation of library and Information Science</td>
<td>Core</td>
<td>4</td>
<td>4</td>
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<tr>
<td>B 102</td>
<td>Management of Library and Information centers</td>
<td>Core</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>B 103</td>
<td>Knowledge organization and processing (Classification and cataloguing Theory)</td>
<td>Core</td>
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<td>4</td>
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<tr>
<td>B 104</td>
<td>Knowledge Organization and Processing (Practical, CC Rev.6th Ed and DDC 19th Ed.)</td>
<td>Core</td>
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<tr>
<td>B 105</td>
<td>Seminar*</td>
<td></td>
<td>0</td>
<td>1</td>
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<tr>
<td></td>
<td>Valid Credits</td>
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<td>18</td>
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| B107        | Comprehensive Viva (Virtual credit)                                         |                                 | 0       | 4     |

**Total credits value**

22

*B105 & B106 will be evaluated by internal examiners*

Total Credit value, 18+04 =22
**B.LIB ISc**

**SECOND SEMESTER (January-June), 2015-16**

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<tr>
<th>Course BLIS</th>
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<th>Credits</th>
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<tr>
<td>B 201</td>
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<td>Information Technology: Basic</td>
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<td>B 203</td>
<td>Centric Elective (Any one)</td>
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<td>Information technology ( Practice)**</td>
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<td>B203(B)</td>
<td>Preservation and conservation of library materials</td>
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<tr>
<td>B 204</td>
<td><strong>Generic Elective( Any One)</strong></td>
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<td>B 204(A)</td>
<td>Reference &amp; Information Sources and Services</td>
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<td>B 204(B)</td>
<td>Documentation and Information retrieval</td>
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<tr>
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<td>18</td>
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<tr>
<td>B207</td>
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<td><strong>Total credit value</strong></td>
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*B205 & 206 will be evaluated by internal examiners

**B203 (A) will be evaluated by internal and external examiners**

Total Credit value, 18+04 =22
First Semester

COURSE CODE: BLIS - 101
COURSE TITLE: FOUNDATION OF LIBRARY AND INFORMATION SCIENCE

OBJECTIVES

➢ To provide theoretical foundations of libraries and library science.
➢ To learn the features of the different types of libraries & information agencies; and Recent Trends of libraries.
➢ To know principles, legislation and Professional Associations and services.

UNIT I - Historical Developments of Libraries:

• Five Laws of Library Science.
• Types and Functions of Libraries.
• Introductions to Digital, Electronic and Virtual Libraries.
• Concept, Functions and Services of National Libraries with Special Reference to India, USA & UK.
• Library Science Education in India.

UNIT II - Libraries Developments Plans and Programs:

• Library Movements in India.
• National Knowledge Commission and Information Policy.
• Libraries Developments Plans and Programs in India after Independence.
• Role of Library & Information Centers in Modern Society.
• Professional Ethics.

UNIT-III Library Legislation:

• Library Legislations in India:
• Delivery of Books Act.
• Rights to Information Act.
• User studies: Types of Users, , User education

UNIT-4: Recent Trends:

• Recent Trends of Library Resource Sharing and Networking
• Resource Sharing: Concepts and Methods, Inter-Library Loan
• Networking and Consortia Approach: Concept & Development
• Library Building and equipments
• Role of Librarian and Architect in Designing Building.
UNIT-5 Professional Associations and Services:

- Professional associations -National (ILA, IASLIC, IATLIS) and International (IFLA, FID, ALA, CLIP and ASLIB etc)
- International Organizations: FID, UNESCO, IFLA
- Role of Raja Rammohan Roy Library Foundation ( RRLF)
- Publicity and Extension Services
- Consultancy Services

Recommended Books


COURSE CODE: BLIS - 102
COURSE TITLE: MANAGEMENT OF LIBRARY AND INFORMATION CENTERS.

OBJECTIVES
➢ To know the fundamentals of management;
➢ To understanding the policies and process of libraries;
➢ To know the routine activities of libraries

UNIT I - Concepts of Management:

➢ Principal of Scientific Management.
➢ Schools of Thoughts.
➢ Change management
➢ Library Organizational Structure.
➢ Library Authority and Library Committee.

UNIT II - Human Resource Management:

➢ Job Analysis and Description,
➢ Recruitment Procedure and Staff Formula.
➢ SWOT Analysis.
➢ Library Budgeting
➢ Library Statistics and Annual Report.
➢ Library Rules and Regulations.

UNIT III - Collection Development: Policies and Procedure:

➢ Collection Development: Policies and Principals
➢ Acquisition Procedure of Books and Periodicals.
➢ Periodical Registering System.
UNIT IV- Technical and Maintenance Section:

- Technical section: Classification and cataloguing work a
- Physical Processing work
- Maintenance section: Shelving, Stock Verification, Binding
- Library disaster management

UNIT V- Circulation and Marketing Management:

- Circulation Section: Work and Systems.
- Marketing of Information Product and Services.
- Marketing Mix
- Preservation and conservation of library materials.

Recommended Books


COURSE CODE: BLIS - 103
COURSE TITLE: KNOWLEDGE ORGANIZATION & PROCESSING (CLASSIFICATION & CATALOGUING THEORY)

OBJECTIVES
➢ To know the basic features and trends in classification and cataloguing;
➢ To provide the theoretical knowledge of classification and cataloguing;
➢ To know the features of various standards of classification and cataloguing

UNIT - I Structure and Attributes of Universe of Subject:
• Library Classification: Definition, Needs and Functions
• Species of Library Classification Schemes.
• Modes of Formation of Subjects.
• Introduction to Major Classification Schemes: Colon Classification, DC and UDC.

UNIT II - Normative Principal and canons of Classification:
• Five Fundamental Categories
• Common Insulates
• Devices
• Phase Relations
• Notation: Needs, Types and Qualities.

UNIT III - Library Catalogue: Definition, Objective and Functions:
• Historical Development of Cataloging Codes
• Kinds of Entries and their Functions.
• Physical Forms of Catalogue.
UNIT IV- Standard Codes of Cataloguing: CCC and AACR II:

- Normative Principles of Cataloguing
- Personal and Corporate Authorship
- Subject Heading Lists: SLSH, LCSH.

UNIT V- Current Trends in Standardization:

- MARC,
- CCF,
- ISO-2709
- ISBN and ISSN

Recommended Books


COURSE CODE: B LIS - 104
COURSE TITLE: KNOWLEDGE ORGANIZATION & PROCESSING (PRACTICAL CC REV. 6TH ED. AND DDC 19TH ED.)

OBJECTIVES
➢ To explore the features of DDC
➢ To provide the practical classification skills of DDC
➢ To explore the feature of AACR-II
➢ To provide the practical cataloguing skills according to AACR-II

UNIT I- Colon Classification (6th Reprint Ed.):
• Introduction, Structure and Organization.
• Steps in Classification.
• Classification of Documents with Basic Subjects.
• Classification of Documents with Compound Subjects.

UNIT II- Dewey decimal classification (19th Ed.):
• Introduction, Structure and Organization.
• Steps in Classification.
• Classification of Documents with Basic Subjects.
• Classification of Documents using Table-1 and 2

UNIT III - Colon Classification (6th Reprint Ed.) :
• Use of Common Isolates, Phase Relation and Devices.
• Classification of Documents with Compound and Complex Subjects.

UNIT IV - Dewey decimal classification (19th Ed.):
• Classification of Documents Using Table 3-5.

UNIT V - Dewey decimal classification (19th Ed.):
• Classification of Documents Using Table -6-7.
Recommended Books


Second Semester

COURSE CODE: BLIS - 201

OBJECTIVES
➢ To explore the features of CCC
➢ To provide the practical classification skills of CCC
➢ To explore the feature of AACR-II and CCC 5ed.
➢ To provide the practical cataloguing skills according to AACR-II and CCC 5ed
➢ To know the Assigning the subject headings.

UNIT I- Classified Catalogue Code:

• Work of Single and Shared Authorship.
• Works of Mixed Responsibilities.
• Collaborative Publications.
• Pseudonymous Work.
UNIT-II Anglo- American Cataloguing Rules:

- Work of Single and Shared Authorship.
- Works of Mixed Responsibilities.
- Collaborative Publications.
- Pseudonymous Work

UNIT III - Classified Catalogue Code:

- Works of Corporate Authorship
  - Government
  - Institutions
  - Periodicals

UNIT IV Anglo-American Cataloguing Rules:

- Works of Corporate Authorship:
  - Government
  - Institutions
  - Periodicals

UNIT V Multi volume Works:

- Ordinary and Artificial Composite Books.

Recommended Books

4. MARC 21 and Related standards for Bibliographic Records. New York: LC.
OBJECTIVES
- To provide basic ICT concepts;
- To explore the possibilities of ICT in designing library services;
- To know the use of networking technologies in developing library systems and services

UNIT I - Concept and Terminology of Computer:
- Evolution of a computer and computer generation.
- Categorization of computer.
- Computer Processing CPU.
- Computer Storage.
- Input Devices.
- Output Devices.

UNIT II - Library and Information Networks: Definition, Characteristics:
- Activities and Services of Library Networks. Types of Networks.
- Library Network International- RLIN, JANET, OCLC, CURN, CALIS, AARL.
- Library Network National- INFLIBNET, DILNET, CALIBNET, MALIBNET.

UNIT III - Library Automation:
- Brief History. Factors and Goals, Need for Library Automation
- Problems and Issue of Library Automation.
- Management of Computerized Library
- Ordering and Acquisition System.
- Cataloguing System.
- Circulation Control System.
- Serial Control System.
- Management of Information.

UNIT IV - Features of Library Software Packages:
- Libsys, WINISIS, E- GRATHALLYA, Alice for Windows, VERTUA-ILS, NEWGENLIB.
- Evaluation Library Automation Software.

UNIT V - New Trends in Libraries:
- Open Source Software's
- RFID Techniques.
- Trends in Library Automation.
- SOUL (Software of University library) main Features, Hardware: Software Requirement and applications
**Recommended Books**


**Centric Elective**

**COURSE CODE: B LIS –203(A)**

**COURSE TITLE: Information Technology: Practical**

**OBJECTIVES**
- To gain the practical skills and commands of operating systems;
- To understanding the hands on practice of Library Automation Software SOUL.
- To know the Web Searching
UNIT I- Handling Text data: MS Office:

- Creating Presentation with Power Point
- Creating graphics with MS-Excel.
- Editing and Formatting Word Documents

UNIT II- Installation and Functions of different operating system:

- Window 7 and Window NT
- Setting of desktop, Library Server.

UNIT III - Database creation with SOUL:

- Modules: Acquisition,
- Catalogue,
- Circulation,
- OPAC,
- Serial Control and
- Administration.

UNIT IV- Web Searching:

- Searching on INTERNET and
- E-mail Management.

UNIT V- Search data bases:

- available on Jiwaji university web And
- J-Gate.

Recommended Books


COURSE CODE: B LIS – 203 (B)
COURSE TITLE: PRESERVATION AND CONSERVATION OF LIBRARY MATERIALS

OBJECTIVES
➢ To gain about Library Collection and Materials
➢ To understanding the Control of Management to Preservation
➢ To know the Concept of Rarity and Intrinsic Value

UNIT I - Library Collection and Materials:
• Types and Characteristics.
• Preservation: Definition, Need, Objectives.
• Types of Preservation
• Preservation Policies and Principles.
• Vandalism and Fair use.

UNIT II - Factors of Deterioration (Damage):
• Types of Deterioration:
• Human, Environmental, Chemical, Biological Factors Disaster.

UNIT III- Control Management to Preservation:
• Indoor and Outdoor.
• Security Issues
• User Awareness and Staff Training.
• Evaluation of Library Materials.

UNIT IV- Concept of Rarity and Intrinsic Value:
• Selection and Review of Materials for Conservation and Replacement.
• Conservation Treatments of Materials.

UNIT V- Preservation of Non Print Materials:
• Photographic Audio- Visual Materials, Maps, Textile.
• Digitization and Digital Preservation.
• Reformatting: Copying, Imaging.
• Digitization Project: Project Proposal, Budget Personnel, Funding Project Plan and Output.
Generic elective

COURSE CODE: BLIS – 204 (A)
COURSE TITLE: REFERENCE & INFORMATION SOURCES AND SERVICES

OBJECTIVES
➢ To know features of different forms and sources of information;
➢ To know the evolution of information sources;
➢ To know the difference reference services and information systems

UNIT I -Documentary Sources of Information:
• Print, Non-Print and Electronic Media.
• Nature, Characteristics, Utility and Evaluation of different types of Information Sources.
• Non-Documentary Information Sources: Human & Institutional
• Categories of Information Sources: Primary Secondary and Tertiary.

UNIT II- Reference Service:
• Meaning, Scope and Kinds of Reference Service.
• Reference Service in IT era: Blogs, Chat Referring etc.
• Use of mobile technology in reference services.
• Reference Service in Public, Academic and Special Libraries.
• Referral Services.

UNIT-III Bibliographies:
• Bibliographies Definition, Need and Purpose
• Types of Bibliographies.
• Methods of Compilation of Bibliographies

UNIT-IV -Various Reference Tools:
• Year Books
• Almanac.
• Encyclopedias
• Indexes
• Abstracts
• Union Catalogues
• Dictionaries,
• Directories,
• Hand Books,
• Guides
UNIT-V: Geographical Biographical and Statistical sources:

- Geographical Sources of Information.
- Biographical Sources of Information.
- Statistical sources of Information
- Criteria for Evaluation of Information Sources.

NOTE – List of Reference and Information Sources for the Purpose of Evaluation is Appendix.

APPENDIX (Evaluation of the following)

A  BIBLIOGRAPHIES:
1. Indian National Bibliography.
3. Cumulative Book Index.
4. Books in Print (Bowker).
5. Indian Books in Print (Delhi, Indian bureau of bibliography).
6. Whitekar Books in Print (whitekar)
7. Whitekar’s Cumulative Book list.
8. Ulrich’s International Periodicals Directory

B  DICTIONARIES
1. Webster’s Third New International English Dictionary

C  GAZETTEERS, GEORAPHICAL DICTIONARIES:
2. Gazetteer in India (4 Vol.).

D  BIOGRAPHICAL DICTIONARIES
1. Webster’s Biographical Dictionary.

E  ENCYCLOPAEDIA:
1. Encyclopedia Britannica (New Ed.)
2. Encyclopedia Americana
F DIRECTORIES and YEAR BOOKS:
1. Europa Year Book
2. World of Learning
4. Directory of Scientific Research Institution in India.
5. University handbook
6. Manorama Yearbook
7. India: A Reference Annual

G SOURCES OF STATISTICS
1. Demographic Year Book
2. Statistical Year Book

H INDEXES:
1. Index Medicus.
2. Science Citation Index.
3. Guide to Indian Periodical Literature

I ABSTRACT:
1. Indian Science Abstracts.
2. Biological Abstracts.
5. Indian Library Science Abstracts.

J UNION CATALOGUES:
1. World list of Scientific Periodicals, Butter Worth)
3. Union Catalogue Published by ICSSR.

Recommended Books

COURSE CODE: BLIS – 204 (B)
COURSE TITLE: DOCUMENTATION AND INFORMATION ATORAGE AND RETRIEVAL

OBJECTIVES

➢ To know features of different Function and activities of documentation
➢ To know about the Index and indexing
➢ To know the difference Documentation services National and International Information System

UNIT I- Documentation:
• Meaning Genesis and Scope of documentation
• Facets of Documentation
UNIT II- Index and indexing:

- Type of index, pre and post coordinate indexing
- POPSI, PRECIS UNITERM,
- Keyword Indexing (KWIC-KWOC, KWAC, KWWC),
- A brief Introduction to Citation Indexing. And web of science

UNIT III- Abstracting:

- Characteristics, Elements of Abstracting
- Types of Abstracting
- Ranganathan Canons of abstracting.
- CAS and SDI services.

UNIT IV- National and International Information System.

- NISSAT,
- UNISIST,
- National Documentation Centers of India:
  - NISCAIR,
  - NASSDOC,
  - DESIDOC.

UNIT V- Information Storage and Retrieval System:

- meaning, Purpose
- Evaluation.
- Search Strategies
- Concept of Vocabulary Control.

Recommended Books