P.K.UNIVERSITY
SHIVPURI (M.P.)

Faculty of Arts

Syllabus

for

Bachelor of Library and Information Science

(B.Lib.&I.Sc.)

P.K. UNIVERSITY, SHIVPURI (M.P.)
Faculty of Arts
Bachelor of Library and Information Science
(B.Lib.I.Sc.)
SEMESTER I

S.No.	Paper Code (T: Theory;)	Course Title	Credits(L: Lecture ; T: Tutorial;P:Practical)				Exam. Marks		Total Marks
			Credits	L	T	P	CCE	UE	
1	UFOUNBL101	Foundations of Library and Information Science	6	6	0	0	40	60	100
2	UKNOWBL102	Knowledge Organization: Classification Theory	4	6	0	0	40	60	100
3	UKNOWBL103	Knowledge Organization: Classification Practice	2	0	0	4	40	60	100
4	UINFOBL104	Information Communication Technologies (ICTs) Basics: Theory	4	6	0	0	40	60	100
5	UINFOBL105	Information Communication Technologies (ICTs) Basics: Practice	2	0	0	4	40	60	100
			18(C)				200	300	500

SEMESTER II

S.No.	Paper Code (T: Theory;)	Course Title	Credits(L: Lecture ; T: Tutorial;P:Practical)				Exam. Marks		Total Marks
			Credits	L	T	P	CCE	UE	
1	UKNOWBL106	Knowledge Organization: Cataloguing Theory	4	6	0	0	40	60	100
2	UKNOWBL107	Knowledge Organization: Cataloguing Practice	2	6	0	0	40	60	100
3	UINFOBL108	Information Sources and Services	6	0	0	0	40	60	100
4	UMANABL109	Management of Libraries and Information Centres	6	6	0	0	40	60	100
5	ULIBRBL110	Library Operations	6	0	0	0	40	60	100
			18(C)				200	300	500

P.K. UNIVERSITY, SHIVPURI (M.P.)

Faculty of Arts

Bachelor of Library and Information Science (B. Lib. & I. Sc.)

(Semester I)

Foundations of Library and Information Science
(Course code-BLIB101)

Unit-1: **Foundational Approach**
- Foundational approach: socio-cultural, intellectual and historical foundations of library as an institution.
- Types of libraries : characteristics, collections, services, staff, objectives, structure and functions
- Growth and development of libraries with special reference to India
- Library and information science education in India: as a discipline and subject, history, level- degree and institution, accreditation
- Role of library in formal and informal education

Unit-2: Laws of Library and Information Science
- Five laws of library science of S R Ranganathan
- Implications of five laws: general and digital environment

Unit-3: Library Legislation, Acts and Professional Issues
- Library legislation: need and essential features
- Library legislations in India: history, chronology and features
- Intellectual Property Rights (IPRs): The Indian Copyright Act, 1957- original writings and creativity, history and infringement
- Delivery of Books (Public Libraries) Act 1954
- Profession : attributes; librarianship as a profession, ethics

Unit-4: Professional Associations and Organizations
- Library associations: National and international associations, need and role in promotional activities
- National associations: Indian Library Association (ILA) & Indian Association of Special Libraries and Information Centres (IASLIC) - history, structure, membership, activities
- International associations: American Library Association (ALA); Chartered Institute of Library and Information Professionals *(CILIP)*; International Federation of Library Associations and Institutions (IFLA)- history, structure, membership, activities

- National level promoters: Raja Ram Mohan Roy Library Foundation, Kolkata (Role, objectives, types of grants)
- International level promoters: UNESCO – specialties, types of book promotion, International Book Day, International Book Fair

Suggested Readings

a. Bawden, David & Robinson, Lyn (2012). ICT
b. *Introduction to information science.* London: Facet.
c. Crowley, Bill (Ed). (2012). *Defending professionalism: a resource for librarians, information specialists, knowledge managers, and archivists*. Santa Barbara: Libraries Unlimited.
d. Khanna, J. K. (1987). *Library and society*. Kurukshetra: Research Publications Krishan Kumar. (1993). *Library organization*. New Delhi: Vikas.
e. Liu, Yan Quan& Cheng, Xiaoju (Eds.) (2008). *International and comparative studies in information and library science*: Lanham; Maryland: Scarecrow Press.
f. Ranganathan, S. R. (1969). *Five laws of library science*. 5th ed. Bangalore: SaradaRanganathan Endowment for Library Science, 2006
g. Rubin, Richard E. (2010). *Foundations of library and information science*. 3rd ed. New York: Neal Schuman.

h. Green, Roger C., Grover, Robert J., Fowler, Susan J. (2013). *Introduction to library and information professions*.
   i. Santa Barbara: Libraries Unlimited.

i. Leckie, Gloria J., Given, Lisa M. &Buschman, John E. (Eds.). (2010). *Critical theory for library and information science: exploring the social from across the discipline*. Santa Barbara: Libraries Unlimited.
j. Venkatappaiah, Velage& Madhusudan, M. (2006). *Public library legislation in the new millennium: New model public library acts for the union, states and union territories*. Delhi: Bookwell.

Knowledge Organization: Classification Theory
(Course code-BLIB102)

Unit-1: Library Classification
- Library classification: definition, need and purpose
- Theories of classification: Static and dynamic
- Postulational approach: postulates, facet analysis, fundamental categories, phase analysis, principles of helpful sequence and facet sequence
- Notation and call number: number building process
- Devices in library classification

Unit-2: Universe of Knowledge and Subjects
- Universe of subjects: definitions and purpose
- Development of subjects: structure and attributes
- Modes of formation of subjects
- Mapping of subjects: Colon Classification (main classes); Dewey Decimal Classification (2nd level classes)

Unit-3: Schemes of Classification
- Species of library classification : enumerative & faceted
- Classification schemes: design, methodology
- Standard schemes of classification and their features: CC, DDC, UDC

Unit-4: Recent Trends
- Recent trends in classification
- Thesaurus based: The sauro facet, classaurus
- Automatic classification, Classification in online systems, Web Dewey
- Role of major organizations: DRTC, CRG,OCLC
- Ontology-based classification

Suggested Readings
a. Broughton, Vanda (2015). *Essential classification* (2nded). London: Facet.
b. Chaudhary, G. G. & Chaudhary, Sudatta (2007). *Organizing information: From the shelf to the web*. London: Facet.
c. Dhyani, Pushpa. (2000). *Theory of library classification*. Delhi: Vishwa Prakashan. Foskett, A. C. (1990). *Subject approach to information* (5th ed.). London: Clive Bingley.

d. Krishan Kumar. (2000). *Theory of classification* (4th rev ed.) New Delhi: Vikas Publications.
e. Ranganathan, S. R. (1967). *Prolegomena to library classification* (3rd ed.). Bangalore: Sarada Ranganathan Endowment for Library Science.
f. Stuart, David (2016). *Practical ontologies for information professionals*. London: Facet.

Knowledge Organization: Classification Practice
(Course code-BLIB103)

Part-I: Classification of documents by latest available edition of DDC
Note: There are fifteen titles. The candidates are required to classify any ten of them.

- Classification of documents representing simple, compound, complex subject and common isolates.

Part-II: Classification of Documents by Colon Classification (6ᵗʰ revised edition)
Note: There are fifteen titles. The candidates are required to classify any ten of them.

- Classification of documents representing simple, compound, complex subject and common isolates.

Suggested Readings

a.   Dewey, Melvil& Julianne Beall. (1985). *DDC, Dewey Decimal Classification* (19th ed.). Albany, N.Y., U.S.A.: Forest.

b.   Ranganathan, S. R. (1963). *Colon Classification* (6th ed.). Bangalore: SaradaRanganathan Endowment for Library Science.
c.   Ranganathan, S. R. (1990). *Descriptive account of the Colon Classification*. Bangalore: SaradaRanganathan Endowment for Library Science.

d.   Satija, M. P. (1995). *Manual for practical Colon Classification* (3rd rev ed.). New Delhi: Sterling.
e.   Satija, M. P. (2007). *The theory and practice of the Dewey Decimal Classification system*. Oxford: Chandos Publishing.

Information and Communication Technologies (ICTs) Basics: Theory
(Course code-BLIB104)

Unit 1: Computer Hardware and Software
- Information Technology: definition, need, scope, objectives and components
- Computers and computing technology: historical development, generation, classification and components.
- Software: meaning, concept, types – system and application softwares
- Operating systems: Types – single and multi-user; basic features of MS-DOS, MS-Windows and LINUX

Unit 2: Computer Applications to Library and Information Services
- Role of computers in libraries
- Application of computers in library activities: general– MS Word, MS Excel, MS Power Point; professional – housekeeping
- Library automation: definition, need , purpose & objectives
- Library management software: features, modules, selection, recency
- Basic features of SOUL and Libsys

Unit 3:Communication Technologies and their Applications
- Telecommunications: need, purpose and objectives
- Modes – Simplex, half duplex, full duplex and; media – guided, unguided
- Communication tools and techniques: e-mail, teleconferencing/video conferencing, voice mail, social networking

Unit 4:Internet and Library Networks
- Network – concept, need and purpose, types – LAN, MAN, WAN, Topologies
- Library networks : need, purpose, objectives & resource sharing
- National library networks : DELNET, INFLIBNET, NKN
- Internet : concept, definition, origin, need, purpose & services
- Search Strategies – Boolean operator, Wild card, Truncation, etc.

Suggested Readings

a. Ackermann, Ernest. (1995). *Learning to use the internet: An introduction with examples and experiences.* New Delhi: BPB.

2.   nd
a. Bharihoke, Deepak. (2002). *Fundamentals of IT* (2 ed). New Delhi: Excel Books.
b. Chowdhury, G. G. and Chowdhury, Sudatta. (2000). Searching *CD-ROM and Online Information Sources.*
   i. London: Library Association.

c. Chowdhury, G. G. and Chowdhury, Sudatta. (2007). *Organizing information: From the shelf to the Web.*
    i. London: Facet .
d. Cox, Joyce, Lambert, Joan and Frye, Curtis. (2010). *Microsoft Office Professional 2010 Step by Step*. USA: Microsoft Press.
e. Negus, Christopher. (2005). *Linux Bible*. New York: John Wiley.
f. Pandian, M. Paul and Jambhekar, Ashok (2001). *Internet for libraries and information centres*. New Delhi: Tat-McGraw–Hill.
g. Rajaraman. (2001). *Fundamentals of computers* (3rded). New Delhi: Prentice Hall of India. Rowley, Jennifer. (1993). *Computers for Libraries*. (3rded). London: Library Association.

Information and Communication Technologies (ICTs) Basics: Practice
(Course code-BLIB105)

Unit 1: System Software: WINDOWS (latest) Operating System

- System software: different drives, directories
- Desktop, My Computer, Control Panel, Windows Explorer
- Accessories applets: Calculator and Paint.

Unit 2: Application Software: MS Word, MS PowerPoint, MS Excel (latest edition)

- MS Word: Standard toolbars, creating, editing and formatting a document, mail merge, printing.
- MS Power Point: Creation and presentation of slides, animation, formatting, slide Show, customizing.
- MS Excel: File creation, editing, inserting characters, formatting & basic formula

Unit 3: Library Management Software

- Basics of WINSIS/SOUL/LIBSYS
- Installation by the students
- Modules handling , inserting, and updating

Unit 4: Online and Offline Searching

- Offline search: files and folders
- Online search: Basic and advance
- E-mail: Opening a desired e-mail account, sending email, uploading & downloading, forwarding, storing with folder.

Suggested Readings
a. Amba, Sanjeevi&Raghavan, K. S. (1999). *CDS/ISIS: A primer*. New Delhi: EssEss.
b. Chowdhury, G. G. &Chowdhury, Sudatta (2007). *Organizing information: From the shelf to the Web*. London: Facet.
c. Chowdhury, G. G. &Chowdhury, Sudatta (2000). *Searching CD-ROM and online information sources*. London: Library Association.
d. Neelameghan, A. &Lalitha, S. K. (2001). *Tutor+: A learning and teaching package on hypertext link commands in WINISIS*. Bangalore: SaradaRanganathan Endowment for Library Science.
e. Negus, Christopher (2005). *Linux Bible*. New York: John Wiley. Simpson, Alan. (2004). *Windows XP Bible*. New York: John Wiley.
f. Walkenbach, John, et al. (2007). *Office 2007 Bible*. New York: John Wiley.
g. Winship, Ian and Mcnab, Alison. (2000). *Student's guide to the Internet*. London: Library Association. UNESCO. (2004). *CDS/ISIS for Windows: Reference manual version 1.5.* Paris:

Knowledge Organization: Cataloguing Theory

(Course code-BLIB106)

Unit-1: Library Catalogue
- Catalogue: definition, need , purpose & objectives
- Types of library catalogue – alphabetical (author, name , title, subject) and classified
- Library Catalogue: physical forms: conventional and non-conventional including OPAC, Web-OPAC, history and development
- Commonness and differences among library catalogue, library records, bibliographies, checklist
- Cooperative cataloguing, centralized cataloguing, cataloguing-in-publication and prenatal cataloguing
- Union catalogue: concept, need, purpose

Unit-2: Entry Elements and Filing
- Entries: concept, types – main and added
- Data elements in different types of entries according to CCC and AACR-2
- Filing of entries: concept and need
- ALA filing rules

Unit-3: Subject Cataloguing
- Subject cataloguing: definition, need, purpose & principles
- Vocabulary control and controlled vocabularies
- List of subject headings: Sears List
- Chain procedure of S R Ranganathan

Unit-4: Cataloguing Standards and Current Trends
- Standardization, description and exchange of information: MARC-21, ISBD, ISO 2709, CCF, Z39.50
- Metadata: Concept, need , purpose and standards (Dublin Core)
- Recent trends: basic concept of FRBR, RDA

Suggested Readings

a. Bowman, J.H. (2002). *Essential cataloguing: The basics*. London: Facet.
b. Chambers, Sally (Ed.) (2013). *Catalogue 2.0: The future of library catalogue*. London: Facet

c. Chaudhary, G. G. & Chaudhary, Sudatta (2007). *Organizing information: From the shelf to the web*. London: Facet .

d. Chaudhary, G. G. (1999) *Modern information retrieval theory*. London: Library Association. Hunter, E. J. & Bakewell, K.G.B. (1989). *Advanced cataloguing*. London: Clive Bingley.

e. Maxwell, Robert L. (2014). *Maxwell's handbook for RDA: Explaining and illustrating RDA: resource description and access using MARC 21*. London: Facet.

f. Ranganathan, S. R. (1989). *Classified catalogue code with additional rules for dictionary catalogue code*
    i. (5thed with amendments). Bangalore: SaradaRanganathan Endowment for Library Science.

g. Richard, Gartner (2016). Metadata: knowledge from antiquity to the semantic web. London: Springer. Zeng, Marcia & Qin, Jian (2016). *Metadata*. 2nd ed. London: Facet.

Knowledge Organization: Cataloguing Practice
(Course code-BLIB107)

Part-I: Cataloguing of Documents by AACR-II R

- Documents having personal author, shared author (s), collaborator (s)- reviewer, editor, reviser, translator
- Edited works
- Documents published under pseudonyms
- Cataloguing of corporate authorship
- Multivolume documents with similar and separate title for each volume
- Serials/ periodicals publication: simple, changed ,merged and split title

(**Note:** Students will assign subject headings from the *Sear's List of Subject Headings* themselves and mention in the catalogue entry, the tool will be made available at the time examination)

Part-II: Cataloguing of Documents by Classified Catalogue Code (CCC 5th Ed.)

- Documents having personal author, shared author (s), collaborator (s)- reviewer, editor, reviser, translator
- Edited works
- Documents published under pseudonyms
- Cataloguing of corporate authorship
- Multivolume documents with similar and separate title for each volume
- Serials/ periodicals publication: simple, changed , merged and split title

(**Note:** Students will assign subject headings by S R Ranganathan's *chain procedure* method themselves and mention in the catalogue entry, the tool will be made available at the time examination)

Suggested Readings

a. Allen, C. G. (1999). *A manual of European languages for librarians* (2nd ed). London: Bowker-Saur. ALA et al. (2006). *Anglo-American Cataloguing Rules: AACR* (2nd rev ed). London: Library Association. Library of Congress. (2011). *Library of Congress Subject Headings* (33rded). Washington, D.C.: Library of
    i. Congress, Cataloging Distribution Service.
b. Fritz, Deborah A. (2007). *Cataloging with AACR2 & MARC21: For books, electronic resources, sound recordings, videorecordings, and serials*. 2nd ed., Chicago: American Library Association.
c. Fritz, Deborah A., & Fritz, Richard J. (2003). *MARC21 for everyone: A practical guide*. Chicago: American Library Association.
    i. Olson, Nancy B., Bothmann, Robert L. &Schomberg, Jessica J. (2008). *Cataloging of audiovisual materials and*
    ii. *other special materials: A manual based on AACR2 and MARC 21* (5th ed). Westport, Conn.: Libraries Unlimited.
d. Ranganathan, S. R. (1988). *Classified Catalogue Code (with additional Rules for Dictionary Catalogue Code)* (5thed). Bangalore: SaradaRanganathan Endowment for Library Science.
e. Saye, Jerry D., &Vellucci, Sherry L. (1989). *Notes in the catalog record based on AACR2 and LC rule interpretations*. Chicago: American Library Association.
f. Sears, Minnie Earl &Lighthall, Lynne Isberg. (2010). *Sears List of Subject Headings* (20th ed.). New York:
    i. H.W. Wilson.
g. Tripathi, S. M. (1992). *Modern bibliographical control, bibliography and documentation*. Agra: Y.K.

Information Sources and Services
(Course code-BLIB108)

Unit 1: Information Sources
- Information sources and types: documentary and non-documentary
- Print and Non-print information sources: Primary, secondary & tertiary
- Print and Non-print information sources: Nature, characteristics, utility and evaluation

Unit 2:Information Services
- Information Services: concept, definition, need and trends
- Information services: anticipatory and on-demand
- Types of information Services: Reference Service- long and short range, bibliographic, referral, document delivery, electronic document delivery, abstracting, indexing, translation, literature search, alerting services (CAS and SDI)

Unit 3:Information Users
- Types of users: age, profession and experience
- Information need and seeking behavior: concept, methods and models
- User education: concept, need , methods
- Information literacy: meaning , need and concept

Unit 4: Internet as a source of information
- Internet as a source of information
- Sources: Open and Subscribed
- Open access: virtual library, subject gateways, open courseware
- Subscribed: databases- bibliographic (Medline), citational (Web of Science, Scopus), and full-text (Science Direct, Emerald)

Suggested Readings
a. Foskett, D. J. (1967). *Information service in libraries*. 2nd ed. Connecticut: Archon Book Hamden.
b. Gates, Jean Key (1988). *Guide to the use of libraries and information sources,* 6th ed. New York: McGraw-Hill.
c. Katz, William A. (2002). *Introduction to reference work: Basic information services*. *Introduction to reference work:* V1. 8thed. New York: McGraw-Hill, 2002.
d. Krishan Kumar. (2001). *Reference service*. 5th rev. ed. New Delhi: Vikas Publications.
e. Library Association. (1999). *Guidelines for reference and information service in public libraries*. London:
f. Ranganathan, S. R. (1989). *Reference service* (2nded). Bangalore: SaradaRanganthan Endowment for Library Science.
g. Usha Pawan and Gupta, Pawan Kumar. (1994). *SandarbhSewa: SaidhantikAvamKriyatmak*. Jaipur: RBSA.

Management of Libraries and Information Centres
(Course code-BLIB109)

Unit-1: Management Basics
- Management: concept, definition, function and scope
- Principles of management
- Schools of thought: classical- scientific and process manage; neo-classical- human relation, behavioural; modern management era- empirical, social system, decision theory and contingency.
- Change Management : concept, problems of inducing change and techniques
- Tool and techniques: total quality management-definition, concepts and elements; project management- PERT, CPM

Unit-2: Man and Materials Management
- Human Resource (HR): Human Resource Management   (HRM): Human Resource Development (HRD)
- Human Resource Planning (HRP): concept and components
- Jobs: Analysis, description and requirement
- Recruitment : advertisement, screening, selection-methods , induction, orientation, performance & evaluation
- Motivation: concept , theories- Maslow's and Hertzberg's
- Library committees: purpose and types
- Materials management: Library infrastructure, Library building-construction, provision, lighting floor management and future considerations

Unit-3: Library Financial Management
- Financial management: concept, scope and objectives
- Library budget and budgetary methods: line item or incremental budget, formula budget, control programme budget, performance budget, planning programming budgeting system (PPBS), zero- based budgeting (ZBB)
- Cost analysis: concept and methods-cost benefit, cost effectiveness
- Outsourcing: concept, definition, need and purpose

Unit-4: Library Collection and Service Management
- Functions: resources development section- selection principles, collection development & selection tools; policies - print and e-resources; processing; serial control & management; maintenance- conservation, preservation, stock verification & weeding; circulation-

charging, discharging, reservation, renewal, overdue and fines; administrative- grant, funding, gift & audit
- Library services: nature, significance and characteristics, factors influencing the growth of services
- Library rules: membership, timing, circulation and user behaviour
- Reports: contents, style & annual reports
- Library statistics: records, data

Suggested Readings

    a.   Evans, G. Edward, Ward, Patricia Layzell, &Rugaas, Bendik (2000). *Management basics for information professionals.* New York, Neal-Schuman

    b.   Krishan Kumar. (2007). *Library management in electronic environment*. New Delhi: Har- Anand Publications. Mittal, R. L. (2007). *Library administration: Theory and practice*. 5th ed. New Delhi: EssEss.

    c.   Panwar, B. S. & Vyas, S. D. (1986). *Library management*. Delhi: R. R. Publishing. Ranganathan, S. R. (2006). *Library administration*. 2nd ed. New Delhi: EssEss.

    d.   Singh, M. (1983). *Library and information management: Theory and practice*. Delhi: IBT.

    e.   Singh, R. S. P. (1990). *Fundamentals of library administration and management*. Delhi: Prabhat Publications. Stueart, R. D. & Moran, B. B. (2013). *Libraries and information center management*. 8th ed. London: Libraries
          i.   Unlimited.

    f.   Bryson, J. (1998). Effective library and information centre management, Ashgate, London. pp 1-3.

Library Operations
(Course code-BLIB110)

Unit-1: Library operations basics
- Library operations: meaning & types – acquisition, technical processing, circulations, maintenance & serial control
- Acquisition:meaning types, functions – book selection, procurement, collection development, problems
- Automated acquisition system

Unit-2: Technical Processing and Maintenance
- Technical processing: need, role and procedure
- Dealing with books: accessioning, classification and cataloguing: manual and automated – subject description
- Labeling, shelving and display
- Maintenance: weeding and stock verification
- Conservation and preservation

Unit-3: Circulation
- Circulation: concept need and functions.
- Membership: new and old, updating, deletion
- Circulation system: charging and discharging systems, overdue & reservation
- Automated circulation system: OPAC & Web-OPAC- Features

Unit-4: Serial Control
- Serials: concept, types & importance
- Serial control: traditional and automated
- Periodical: selection and procurement- planning, ordering, problems and issues
- Vendor and price management

Suggested Readings
a. Bryson Jo. (1996). *Effective library and information management*. Bombay: Jaico.
b. Beardwell, Ian & Holden, Len (1996). *Human resource management: A contemporary perspectives*. London: Longman.
c. Chabhra, T N et. al. (2000). *Management and organisation*. New Delhi: Vikas.
d. Drucker Peter F. (2002). *Management challenges for the 21st century*. Oxford: Butterworth Heineman.

e. Evans, G. Edward &Layzell, Patricia. (2007). *Management basics for information professionals*, 2nd ed. London: Libraries Unlimited.
f. Johnson, Peggy. (2009). *Fundamentals of collection development and management*, 2nd ed. ALA
g. Smith, Judith Read, Mary Lea Ginn&Kallaus Norman, F. (2010). *Records management*. 7th ed. South-western, Division of Thomson Learning.
h. Stueart, Robert D &Moran ,Barbara B. (2007). *Library and information centre management*. 7th ed. London: Libraries Unlimited.
i. Bailey, Dorothy C. & Citron, Helen R. (1984). Automated serial control. *The Serials Librarian: From the Printed Page to the Digital Age* 8(3), pp. 43-53, DOI: 10.1300/J123v08n03_