

SAURASHTRA UNIVERSITY

RAJKOT



**BACHELOR OF LIBRARY AND INFORMATION SCIENCE
(B.Lib.I.Sc)**

NEW SYLLABUS FOR THE DEGREE OF
BACHELOR OF LIBRARY AND INFORMATION SCIENCE
1 Year: 2 Semesters: CBCS based Programme
[w.e.f. 2016-2017]

**DEPARTMENT OF LIBRARY & INFORMATION SCIENCE
SAURASHTRA UNIVERSITY
RAJKOT**

SAURASHTRA UNIVERSITY

DEPARTMENT OF LIBRARY & INFORMATION SCIENCE

BACHELOR OF LIBRARY AND INFORMATION SCIENCE (B.Lib.I.Sc)

NEW SYLLABUS FOR THE DEGREE OF BACHELOR OF LIBRARY AND INFORMATION SCIENCE

1 Year: 2 Semesters: CBCS based Programme

w.e.f. 2016-2017

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.

The Scheme of Papers & Examination Pattern for one year B.Lib.I.Sc. Programme (CBCS Semester System) shall be as follows :-

SEMESTER – I

Course Code	Title of the Course	Credits	Theory	Practical	Examination Marks		Total Marks	Duration of Exam.	UNIQUE CODE
					Ext.	Int.			
CCT-01	Foundation of Library & Information Science	3	100	--	70	30	100	2.5 Hrs.	1601340101010100
CCT-02	Library Management	3	100	--	70	30	100	2.5 Hrs.	1601340101010200
CCT-03	Knowledge Organisation & Processing - 1	3	100	--	70	30	100	2.5 Hrs.	1601340101010300
ECT-01	Library Development OR Library Education	3	100	--	70	30	100	2.5 Hrs.	1601340201010101 OR 1601340201010102
PC-01	Library Classification & Cataloguing Practical -1	4	--	100	70	30	100	2.5 Hrs.	1601340601010100
ICT-01	Information Skills	4	100	--	70	30	100	2.5 Hrs.	1601340501010100
TOTAL FOR SEMESTER – 1		20	500	100	420	180	600		

SEMESTER – II

CCT-04	Information Sources	3	100	--	70	30	100	2.5 Hrs.	1601340101020400
CCT-05	Information Services	3	100	--	70	30	100	2.5 Hrs.	1601340101020500
CCT-06	Computer Applications	3	100	--	70	30	100	2.5 Hrs.	1601340101020600
CCT-07	Knowledge Organisation & Processing - 2	4	100	--	70	30	100	2.5 Hrs.	1601340101020700
ECT-02	User Studies OR School Librarianship	3	100	--	70	30	100	2.5 Hrs.	1601340301020201 OR 1601340301020202
PC-02	Library Classification & Cataloguing Practical-2	4	--	100	70	30	100	2.5 Hrs.	1601340601020200
TOTAL FOR SEMESTER – 2		20	500	100	420	180	600		
TOTAL FOR SEMESTER 1 AND 2		40	1000	200	840	360	1200		

SAURASHTRA UNIVERSITY
FACULTY OF ARTS
Syllabus

Subject: LIBRARY & INFORMATION SCIENCE
Course Name & No.: FOUNDATIONS OF LIBRARY AND INFORMATION SCIENCE
Course Unique Code: **1601340101010100**
External Exam Time Duration: 2.5 Hours

Name of the Program	Semester	Course Group	Credit	Internal Marks	External Marks	Practical/Viva Marks	Total Marks
B.Lib.I.Sc	1	Core	3	30	70	00	100

[Structure of Semester-end Examination: Total 5 Questions with internal options. Q 1 to 3 Descriptive [Essay, Analytical and Definitional type] Q 4 & 5: Short and One to two line answers] Total Marks: **70**. Time **2.5 Hours**.]

[Structure for Internal Evaluation: Assignment of 10 marks, Seminar of 10 marks and Test of 10 marks]

Course Objectives:

- To make students appreciate the basic philosophy and ethics of librarianship.
- To understand the role and evolution of library as a social institution.
- To know about various types of libraries, their nature, objectives and services.
- To create awareness about the role of professional library associations.
- To understand the concept of Resource Sharing and extension activities in libraries.
- To generate awareness about legal, political and ethical aspects of information and its use.

Course Contents:

Unit-1

Social and historical foundations of Library
Philosophy and ethics of librarianship
Library as a social institution: Objectives and Functions of the library
Role of the library in formal and informal education

Unit-2

Five Laws of Library Science: Implications
Implications of Five Laws in Library and Information Activities
Relevance of Five Laws in present technology oriented environment

Unit-3

Types of libraries: National, Public, Academic and Special: their features, objectives, functions, role and services.
UNESCO Public Library Manifesto

UNIT 4

International Professional Associations: IFLA, CILIP, ASLIB, ALA: their objectives, functions and activities.
National and Local Professional Associations: IASLIC, ILA, IATLIS, Gujarat Granthalay Sewa Sangh: their objectives, functions and activities.

UNIT 5

Resource sharing: Concept, Need, Purpose, Areas of resource sharing
Resource sharing programmes; Impact of IT on resource sharing
Intellectual Property Rights
Copyright- Copyright Act in India
Censorship

SAURASHTRA UNIVERSITY
FACULTY OF ARTS
Syllabus

Subject: LIBRARY & INFORMATION SCIENCE
Course Name & No.: LIBRARY MANAGEMENT
Course Unique Code: **1601340101010200**
External Exam Time Duration: 2.5 Hours

Name of the Program	Semester	Course Group	Credit	Internal Marks	External Marks	Practical/ Viva Marks	Total Marks
B.Lib.I.Sc	1	Core	3	30	70	00	100

[Structure of Semester-end Examination: Total 5 Questions with internal options. Q 1 to 3 Descriptive [Essay, Analytical and Definitional type] Q 4 & 5: Short and One to two line answers] Total Marks: **70**. Time **2.5 Hours**.]

[Structure for Internal Evaluation: Assignment of 10 marks, Seminar of 10 marks and Test of 10 marks]

Course Objectives:

- To understand basic functions of administration.
- To be familiar with house keeping routines and work flow in libraries.
- To know about financial management in libraries.
- To be familiar with library statistics and records.

Course Contents:

Unit-1

House keeping routines and work flow in libraries

Book selection: Principles, Purpose and Methods of book selection

Book selection tools: Bibliographies, reviews, catalogues, etc.

Acquisition of books: Policies and programmes, ordering of books, Good Offices Committees (GOC)

Web based Book Shop- Identification, selection and acquisition of books. Sample URLs

Unit-2

Serials Management

Acquisition of Periodicals (including Foreign)

Problems in Acquisition

Organization of Periodicals: Methods of Recording, Shelving and Display

Unit-3

Technical Processing of Books: Classification and Cataloguing

Authority File

Maintenance: Open Access Vs Closed Access

Principles of Stacking – Shelving methods

Preservation: Concepts, Purpose and methods

Stock verification: Purpose and methods

Circulation of Books

Gate Register; Registration of Members, Reservation of books,

Overnight issue and Inter-library loan

Charging and discharging methods: Day Book System, Ledger System, Browne System, and Newark System. Computerized circulation system

Unit-4

Financial management

Sources of finance

Budgetary control and Budgeting Techniques: Line, PPBS and ZBB

Unit-5

Library Staff: Categorization and Duties

Physical Planning of Libraries, Furniture and Equipment

Library Statistics: Purpose and types

Library Reports: Types- Annual Report

Library Committee: Concept, Importance, Function, Types of committees

Library Rules and Regulations

Human Relations, Public Relations, Publicity and Extension activities

SAURASHTRA UNIVERSITY
FACULTY OF ARTS
Syllabus

Subject: LIBRARY & INFORMATION SCIENCE
Course Name & No.: KNOWLEDGE ORGANISATION & PROCESSING-1
Course Unique Code: **1601340101010300**
External Exam Time Duration: 2.5 Hours

Name of the Program	Semester	Course Group	Credit	Internal Marks	External Marks	Practical/ Viva Marks	Total Marks
B.Lib.I.Sc	1	Core	3	30	70	00	100

[Structure of Semester-end Examination: Total 5 Questions with internal options. Q 1 to 3 Descriptive [Essay, Analytical and Definitional type] Q 4 & 5: Short and One to two line answers] Total Marks: **70**. Time **2.5 Hours.**]

[Structure for Internal Evaluation: Assignment of 10 marks, Seminar of 10 marks and Test of 10 marks]

KNOWLEDGE ORGANISATION-1

Course Objectives:

- To understand the importance of library classification in organization of knowledge.
- To know the elements of library classification.
- To understand the formation of subjects in the Universe of Subjects.
- To be familiar with major schemes of classification.

Course Contents:

UNIT 1

Library classification: Meaning, Need and Purpose
Knowledge classification and Document classification
Universe of Knowledge: structure and attributes
Formation, structure and development of subjects

UNIT 2

Species of classification schemes: Enumerative and Faceted Schemes
Brief study of Dewey Decimal Classification (DDC)
Brief study of Colon Classification (CC)
Brief study of Universal Decimal Classification (UDC)

UNIT 3

General Theory of classification: Descriptive theory

Notation: Definition, types, quality and functions.

Relevance of classification in the context of computerized / digital libraries

Trends in Library classification

KNOWLEDGE PROCESSING-1

Course Objectives:

- To understand the objectives, functions and types of library catalogues
- To understand the fundamentals of cataloguing and catalogue entries
- To understand the principles and practices of document description
- To understand the role of cataloguing in retrieving library material

Course Contents:

UNIT 4

Library Catalogue: Definition, Need, Objectives and Functions

Types of Library catalogues: Physical/Outer forms: Conventional & Non-Conventional
Forms including OPAC

Internal Forms of Library Catalogue

Different types of catalogue entries their parts and functions in AACR-2

UNIT 5

Normative Principles of Cataloguing: Canons, Laws, Principles.

Standard Codes of Cataloguing: AACR-2 Revised.

UNIT 6

Centralized Cataloguing: Meaning, Objectives and Forms of centralization

Limited Cataloguing: Selective and Simplified Cataloguing

Union Catalogue: Definition, Functions and Compilation.

SAURASHTRA UNIVERSITY

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Syllabus

Subject: LIBRARY & INFORMATION SCIENCE
Course Name & No.: LIBRARY DEVELOPMENT
Course Unique Code: **1601340201010101**
External Exam Time Duration: 2.5 Hours

Name of the Program	Semester	Course Group	Credit	Internal Marks	External Marks	Practical/Viva Marks	Total Marks
B.Lib.I.Sc	1	Elective-1	3	30	70	00	100

[Structure of Semester-end Examination: Total 5 Questions with internal options. Q 1 to 3 Descriptive [Essay, Analytical and Definitional type] Q 4 & 5: Short and One to two line answers] Total Marks: **70**. Time **2.5 Hours.**]

[Structure for Internal Evaluation: Assignment of 10 marks, Seminar of 10 marks and Test of 10 marks]

Course Objectives:

- To be familiar with the development of libraries in general.
- To highlight the development of libraries in India.

Course Contents:

UNIT 1

Library development in India
Press and Registrations Act
Delivery of Books and Newspapers Act (Public Libraries)
Public library movement in India with special reference to Gujarat
Promoter of Public Library in India: RRLF

UNIT 2

Public library development in U.S.A
Public library development in U.K

UNIT 3

National Organizations in India: NASSDOC, NISCAIR, DESIDOC, objectives, programmes and activities.
International Organizations - Role of UNESCO in promoting library activities

UNIT 4

Library Legislation: Need and essential features
Library Legislation in India

UNIT 5

Overview of Library Acts in the different states of India
Detailed study of Gujarat Public Library Act (2001)

SAURASHTRA UNIVERSITY

FACULTY OF ARTS

Syllabus

Subject: LIBRARY & INFORMATION SCIENCE
Course Name & No.: LIBRARY EDUCATION
Course Unique Code: **1601340201010102**
External Exam Time Duration: 2.5 Hours

Name of the Program	Semester	Course Group	Credit	Internal Marks	External Marks	Practical/ Viva Marks	Total Marks
B.Lib.I.Sc	1	Elective-1	3	30	70	00	100

[Structure of Semester-end Examination: Total 5 Questions with internal options. Q 1 to 3 Descriptive [Essay, Analytical and Definitional type] Q 4 & 5: Short and One to two line answers] Total Marks: **70**. Time **2.5 Hours.**]

[Structure for Internal Evaluation: Assignment of 10 marks, Seminar of 10 marks and Test of 10 marks]

Course Objectives:

- To understand and appreciate the library and information profession.
- To become familiar with Library Science education in general.
- To highlight the status of Library and Information Science education in India.

Course Contents:

UNIT 1

Profession: Librarianship as a profession.
Historical Development and Status

UNIT 2

Profile of the discipline of LIS
Library education in U.S.A. and U.K

UNIT 3

Library education in India: Historical development
Status of Library Education
Levels of courses

UNIT 4

Efforts of UGC in developing LIS education and curriculum in India
Continuing education and distance education in LIS

UNIT 5

Present research trends
Impact of IT on LIS education

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Syllabus

Subject: LIBRARY & INFORMATION SCIENCE
Course Name & No.: LIBRARY CLASSIFICATION & CATALOGUING PRACTICAL -1
Course Unique Code: **1601340601010100**
External Exam Time Duration: 2.5 Hours

Name of the Program	Semester	Course Group	Credit	Internal Marks	External Marks	Practical/ Viva Marks	Total Marks
B.Lib.I.Sc	1	Practical	4	30	00	70	100

[Structure of Semester-end Examination: Library classification and cataloguing practical]
[Structure for Internal Evaluation: Library classification and cataloguing practical]

LIBRARY CLASSIFICATION PRACTICAL-1

Course Objectives:

- To develop skills of classification.
- To develop skills in subject analysis.
- To develop proficiency in using Dewey Decimal Classification to construction Class Numbers for documents of different disciplines / subjects.

Course Contents:

Construction of Class Numbers for documents of different disciplines / subjects using Dewey Decimal Classification

UNIT 1

Steps in classification
Introduction to the use of the DDC
Analysis of a work; direct approach; Main classes, Divisions and Sections

UNIT 2

Use of notes likes “scope”, “Inclusion”, “Class here” “Optional provision” etc.
Using synthetic features: Add from schedules

UNIT 3

Use of Table 1 ‘Standard Subdivisions’ , and Table 2 ‘Geographic Areas, Historical periods, Biography’

LIBRARY CATALOGUING PRACTICAL -1

Course Objectives:

- To develop skills of cataloguing.
- To understand the rules and practices of document description for Books (Monographs) according to Anglo American Cataloguing Rules-2
- Preparing Catalogue Entries (Main, Added and Reference Entries) for Book (Monographs) using Anglo American Cataloguing Rules- Second revised Edition and assigning subject headings using list of subject headings.

Course Contents:

Preparing Catalogue Entries (Main, Added and Reference Entries) for Books (Monographs) using Anglo American Cataloguing Rules -2 revised edition & Assigning Subject Headings (Using SLISH)

UNIT 4

Single Personal Authorship and Joint Authorship
Works of more than three Authors

UNIT 5

Collaborative Works, Series, Multivolume Works
Pseudonymous Authors
Composite Works

UNIT 6

Corporate Authorship
-Government Publications
-Proceedings of Conferences, Seminars, Workshops, etc
-Other Corporate Bodies: Organizations, Institutions, Societies, etc.

Uniform Titles
- Sacred Scripture
- Anonymous Works

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FACULTY OF ARTS

Syllabus

Subject: LIBRARY & INFORMATION SCIENCE
Course Name & No.: INFORMATION SKILLS
Course Unique Code: **1601340501010100**
External Exam Time Duration: 2.5 Hours

Name of the Program	Semester	Course Group	Credit	Internal Marks	External Marks	Practical/ Viva Marks	Total Marks
B.Lib.I.Sc	1	ICT	4	30	70	00	100

[Structure of Semester-end Examination: Total 5 Questions with internal options. Q 1 to 3 Descriptive [Essay, Analytical and Definitional type] Q 4 & 5: Short and One to two line answers] Total Marks: **70**. Time **2.5 Hours.**]

[Structure for Internal Evaluation: A detail report on information search practical based on an approved topic]

Course Objectives:

- To make students appreciate basics of information landscape.
- To develop skills in understanding information needs.
- To develop proficiency in using information sources.
- To generate awareness about information literacy and make students information literate.
- To develop skills of effective information searching.

Course Contents:

UNIT 1

Information; Characteristics, Nature, Value and Use of Information
Conceptual difference between Data, Information and Knowledge
Information generation, communication and use

UNIT 2

Information needs- definition and models
Information seeking behaviour

UNIT 3

Information Sources: Meaning, Definition and Evaluation
Kinds of Information Sources: Documentary Sources - Print and Non Print; Primary, Secondary and Tertiary sources
Non-Documentary; Human and Institutional

Unit-4

Information Literacy: Meaning, Definitions and models.
Information Search Techniques
Internet Search Techniques
Information Organisation and Citations Skills
Information Evaluation Techniques

SAURASHTRA UNIVERSITY

FACULTY OF ARTS

Syllabus

Subject: LIBRARY & INFORMATION SCIENCE

Course Name & No.: INFORMATION SOURCES

Course Unique Code: **1601340101020400**

External Exam Time Duration: 2.5 Hours

Name of the Program	Semester	Course Group	Credit	Internal Marks	External Marks	Practical/ Viva Marks	Total Marks
B.Lib.I.Sc	2	Core	3	30	70	00	100

[Structure of Semester-end Examination: Total 5 Questions with internal options. Q 1 to 3 Descriptive [Essay, Analytical and Definitional type] Q 4 & 5: Short and One to two line answers] Total Marks: **70**. Time **2.5 Hours.**]

[Structure for Internal Evaluation: Reference Viva of 30 marks]

Course Objectives:

- To understand the different types of information sources
- To develop familiarity with standard reference sources.
- To develop skills of critical evaluation of reference sources.

Course Contents:

UNIT 1

Information Sources: Meaning and Definition

Kinds of Information Sources: Non-Documentary; Human and Institutional

Documentary Sources - Print and Non Print; Primary, Secondary and Tertiary sources

UNIT 2

Reference Sources: Meaning and Definition

Kinds of Reference Sources: Dictionaries, Encyclopedias, Almanacs, Yearbooks

Directories, Handbooks, Manuals, Statistical, News Summaries,

Biographical and Geographical Sources

UNIT 3

Evaluation of different types of Reference Sources

UNIT 4

Bibliography: Meaning, Scope, Functions and Kinds

Types: Retrospective and Current, General, Special, National (INB and BNB), Trade, Subject

Bibliographic Control: Meaning, Purpose, UBC and UAP

UNIT 5

Web/Internet as a Reference Source

Browsing of various types of reference and information resources and writing a report (taking a sample in each type) about the type of information and its organization

SAURASHTRA UNIVERSITY

FACULTY OF ARTS

Syllabus

Subject: LIBRARY & INFORMATION SCIENCE
Course Name & No.: INFORMATION SERVICES
Course Unique Code: **1601340101020500**
External Exam Time Duration: 2.5 Hours

Name of the Program	Semester	Course Group	Credit	Internal Marks	External Marks	Practical/ Viva Marks	Total Marks
B.Lib.I.Sc	2	Core	3	30	70	00	100

[Structure of Semester-end Examination: Total 5 Questions with internal options. Q 1 to 3 Descriptive [Essay, Analytical and Definitional type] Q 4 & 5: Short and One to two line answers] Total Marks: **70**. Time **2.5 Hours.**]

[Structure for Internal Evaluation: A report based on Educational Tour]

Course Objectives:

- To understand the nature and purpose of reference and information services.
- To develop skills for reference and information services.

Course Contents:

UNIT 1

Reference Service: Definition, Need, Purpose and Functions
Ranganathan's Theory of Reference Service; Ready Reference Service and Long Range Reference Service

UNIT 2

Reference Process: Reference questions and their categories
Techniques and methods of answering reference questions
User Education: Objectives, techniques and methods

UNIT 3

Information Services: Definition, Need and Scope
Difference between information service and reference service
Literature Search, Bibliographic Service, Reprographic Service
Translation Service

UNIT 4

Current Awareness Service
Selective Dissemination of Information
Referral and Document Delivery Service
Internet Services

UNIT 5

Abstracting Services
Abstract: Meaning, Use, Parts of abstract, Types: Indicative and Informative
Abstracting Service/Products
Indexing Services
Index: Meaning, Use
Indexing Services/Products

SAURASHTRA UNIVERSITY
FACULTY OF ARTS

Syllabus

Subject: LIBRARY & INFORMATION SCIENCE
Course Name & No.: COMPUTER APPLICATIONS
Course Unique Code: **1601340101020600**
External Exam Time Duration: 2.5 Hours

Name of the Program	Semester	Course Group	Credit	Internal Marks	External Marks	Practical/Viva Marks	Total Marks
B.Lib.I.Sc	2	Core	3	30	70	00	100

[Structure of Semester-end Examination: Total 5 Questions with internal options. Q 1 to 3 Descriptive [Essay, Analytical and Definitional type] Q 4 & 5: Short and One to two line answers] Total Marks: **70**. Time **2.5 Hours.**]

[Structure for Internal Evaluation: Practical test of 30 marks]

Course Objectives:

- To acquaint the students with the basic concepts of computers technology.
- To acquaint the students with the basic concept of computer networks.
- To develop familiarity with some library management software.
- To understand various aspects of library automation.
- To know how computers can be used in libraries.
- To discuss impact of computer technology in libraries.

Course Contents:

UNIT 1

Introduction to Computer Technology
Computer Technology: Meaning and Features
Types of Computers: Analogue, Digital and Hybrid
Super, Mainframe, Mini, and Micro, Laptop and PDA

UNIT 2

Components of Computer:
Hardware: CPU, Input, Output and Storage devices, Ports, Multimedia
Software: Meaning and purpose
Types of software: System, Application and programming software, Open Source.
System Software: Operating system- DOS, UNIX, LINUX and WINDOWS-basic features

UNIT 3

Application Software: Meaning and purpose
MS Word and MS-Excel & MS-Access-features

UNIT 4

Computer Networking
Networking: Concept, Need
Network Topologies
Types of Network

UNIT 5

Application software for library management
Features of any one Library Management Software package: LIBSYS, ALICE, SOUL,
CDS/ISIS-WINISIS
Selection criteria for Library management software

UNIT 6

Application of Computers in Library and Information Centers
Library Automation: Meaning and Need
Areas of Library Automation: Acquisition and Ordering, Catalogue, Circulation, Serials
control and Administration
Problems and prospects of library automation
Impact of computer technology in library and information work

Practical Experience:

1. Hands on experience with any one operating system
2. Hands on experience with any one word processing package
3. Preparation of Power Point
4. Introduction to any one Library Application Software

**SAURASHTRA UNIVERSITY
FACULTY OF ARTS**

Syllabus

Subject: LIBRARY & INFORMATION SCIENCE
Course Name & No.: KNOWLEDGE ORGANISATION & PROCESSING-2
Course Unique Code: **1601340101020700**
External Exam Time Duration: 2.5 Hours

Name of the Program	Semester	Course Group	Credit	Internal Marks	External Marks	Practical/Viva Marks	Total Marks
B.Lib.I.Sc	2	Core	4	30	70	00	100

[Structure of Semester-end Examination: Total 5 Questions with internal options. Q 1 to 3 Descriptive [Essay, Analytical and Definitional type] Q 4 & 5: Short and One to two line answers] Total Marks: **70**. Time **2.5 Hours.**]

[Structure for Internal Evaluation: Assignment of 10 marks, Seminar of 10 marks and Test of 10 marks]

KNOWLEDGE ORGANISATION- 2

Course Objectives:

- To understand the dynamic theory of classification
- To highlight the importance of canons, principles and postulates in the design of classification scheme
- To familiarize the students with the devices those provide autonomy to a classifier.

Course Contents:

UNIT 1

Dynamic theory of classification: Ranganathan's contribution
Main Class- Canonical Class and Basic Class
Isolates & Devices
Systems and Specials, Rounds and Levels

UNIT 2

Facet analysis- Postulates
Phase analysis- phase, intra-facet and intra- array relations.
Principles of facet sequence
Principles of helpful sequence

UNIT 3

Canons for classification:
Canons for Idea, Verbal & Notational plane

KNOWLEDGE PROCESSING-2

Course Objectives:

- To understand the different methods of providing subject access.
- To develop skills of subject analysis and representation.
- To understand the process of subject cataloguing.
- To develop familiarity with standard subject heading lists.
- To appreciate the need for standardization in cataloguing and subject approach to documents.

Course Contents:

UNIT 4

Subject cataloguing and Indexing: Meaning, Need, Purpose and Objectives.
Different types of subject catalogues
Problems in alphabetical subject indexing

UNIT 5

Introduction to Indexing Systems: Pre-Co-ordinate indexing – Chan indexing; Post-Coordinate indexing – Uniterm Indexing
Standard Lists of Subject Headings and their features: LCSH & SLSH

UNIT 6

Rules for filing of catalogue entries
Standardization in cataloguing – Need, Purpose
Standards for bibliographic description – MARC, MARC 21, CCF, ISBD
OPAC, Web Based Catalogues.
Impact of IT on Cataloguing – use of Internet in cataloguing
Advances in cataloguing: FRBR and RDA

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Syllabus

Subject: LIBRARY & INFORMATION SCIENCE
Course Name & No.: USER STUDIES
Course Unique Code: **1601340301020201**
External Exam Time Duration: 2.5 Hours

Name of the Program	Semester	Course Group	Credit	Internal Marks	External Marks	Practical/ Viva Marks	Total Marks
B.Lib.I.Sc	2	Elective-1	3	30	70	00	100

[Structure of Semester-end Examination: Total 5 Questions with internal options. Q 1 to 3 Descriptive [Essay, Analytical and Definitional type] Q 4 & 5: Short and One to two line answers] Total Marks: **70**. Time **2.5 Hours.**]

[Structure for Internal Evaluation: Assignment of 10 marks, Seminar of 10 marks and Test of 10 marks]

Course Objectives:

- To understand the techniques of library survey.
- To understand the categories of information users and their information needs.
- To understand the concept, nature and techniques of user studies.

Course Contents:

UNIT 1

Information users and their information needs:
Categories of information users
Information needs- definition and models
Information seeking behaviour

UNIT 2

User studies:
Concept of user studies, Importance of user studies, Types of user studies

UNIT 3

Methods and techniques of user studies: Questionnaire, interview, observation, diary

UNIT 4

Library Surveys
Techniques of library and information centres survey
Proforma method, Interview method, Record analysis method

UNIT 5

Planning a library or user survey

SAURASHTRA UNIVERSITY
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Syllabus

Subject: LIBRARY & INFORMATION SCIENCE
Course Name & No.: SCHOOL LIBRARIANSHIP
Course Unique Code: **1601340301020202**
External Exam Time Duration: 2.5 Hours

Name of the Program	Semester	Course Group	Credit	Internal Marks	External Marks	Practical/ Viva Marks	Total Marks
B.Lib.I.Sc	2	Elective-1	3	30	70	00	100

[Structure of Semester-end Examination: Total 5 Questions with internal options. Q 1 to 3 Descriptive [Essay, Analytical and Definitional type] Q 4 & 5: Short and One to two line answers] Total Marks: **70**. Time **2.5 Hours.**]

[Structure for Internal Evaluation: Assignment of 10 marks, Seminar of 10 marks and Test of 10 marks]

Course Objectives:

- To know about collection development in school libraries.
- To develop strategies to create reading interest among school students.
- To understand school library organization, functions and services.

Course Contents:

UNIT 1

History and development of school libraries
Standards for the school libraries

UNIT 2

School library organization, planning and equipment

UNIT 3

Collection development in school libraries
Creating reading interest among school children

UNIT 4

School library services
School library finances
School library reports

UNIT 5

School libraries in India

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Syllabus

Subject: LIBRARY & INFORMATION SCIENCE
Course Name & No.: LIBRARY CLASSIFICATION & CATALOGUING PRACTICAL -2
Course Unique Code: **1601340601020200**
External Exam Time Duration: 2.5 Hours

Name of the Program	Semester	Course Group	Credit	Internal Marks	External Marks	Practical/ Viva Marks	Total Marks
B.Lib.I.Sc	2	Elective	4	30	00	70	100

[Structure of Semester-end Examination: Library classification and cataloguing practical]
[Structure for Internal Evaluation: Library classification and cataloguing practical]

LIBRARY CLASSIFICATION PRACTICAL-2

Course Objectives:

- To develop skills of classification.
- To develop skills in subject analysis and synthesis of different facets.
- To develop proficiency in using Dewey Decimal Classification to construction Class Numbers for documents of different disciplines / subjects.
- To develop proficiency in using Colon Classification 6th revised edition to construct Class Numbers for documents of different disciplines / subjects.

Course Contents:

Construction of Class Numbers for documents of different disciplines / subjects using Dewey Decimal Classification and Colon Classification

UNIT 1

Use of Table 3 'Subdivisions for the Arts, for Individual Literatures, for Specific Literary Forms' Table 4 'Subdivisions of Individual Languages and Language Families', Table 5 'Ethnic and National Groups', and Table 6 'Languages' in DDC23

UNIT 2

Introduction to the use of CC
Basic subjects (including canonical classes)
Systems and specials, Compound subjects
Fundamental categories, Facet sequence, Rounds and Levels, and synthesis of class number

UNIT 3

Use of Anteriorising and Posteriorising Common isolates, Language isolates, Space isolates, Time isolates, & different Devices

LIBRARY CATALOGUING PRACTICAL -2

Course Objectives:

- To develop skills of cataloguing.
- To understand the rules and practices of document description for non-book materials according to Anglo American Cataloguing Rules-2.
- Preparing Catalogue Entries (Main, Added and Reference Entries) for Non-Book Materials including electronic resources using Anglo American Cataloguing Rules- Second revised edition.

Course Contents:

Preparing Catalogue Entries (Main, Added and Reference Entries) for Non-Book Materials using Anglo American Cataloguing Rules -2 revised edition

UNIT 4

Serials

UNIT 5

Cartographic Materials

Graphic Materials

Printed Music

UNIT 6

Sound Recordings

Motion Pictures & Video Recordings

Micro Forms

Electronic Resources
