

SAURASHTRA UNIVERSITY

DEPARTMENT OF LIBRARY & INFORMATION SCIENCE

BACHELOR OF LIBRARY AND INFORMATION SCIENCE
(B.LI.SC.)

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

1 Year Course : Semester System

w.e.f. 2006-2007

OBJECTIVES OF THE COURSE :

1. To acquaint students with the basic Philosophy of Library and Information Science.
2. To familiarise students with the role, position and purpose of libraries in the society.
3. To introduce the structure & attributes of universe of knowledge and provide the students, theoretical and practical skills necessary to classify and catalogue the documents.
4. To acquaint the students, theoretically and practically with the basics of computers, networks and major applications of existing & emerging technologies in Libraries and Information Centres/Institutions.
5. To introduce students to basic management principles and management techniques applicable to Libraries & Information Centres and help them to understand, develop and evaluate library procedures.
6. To develop students familiarity with standard Reference and Information Sources, Services and Systems and develop their skills for reference and information services.
7. To acquaint students with various categories of Information Users, their Information Needs, I.S.B. and Methods and Techniques of User Studies.

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

SEMESTER – I

Paper No.	Title of the Paper	Theory	IA / Practical	Examination Marks		Total Marks	Duration of Exam.
				Ext.	Int.		
1.	Foundation of Library & Information Science	100	--	80	20	100	3 Hrs.
2.	Knowledge Organisation, Information Processing & Retrieval (Theory) I.	100	--	80	20	100	3 Hrs.
3.	Knowledge Organisation, Information Processing & Retrieval (Practical) I. (i) Document Classification (ii) Document Cataloguing	-- --	50 50	40 40	10 10	50 50	2 Hrs. 2 Hrs.
4.	Information Sources & Services - I (i) Theory (ii) Practical	50	50	40 40	10 10	50 50	2 Hrs. 2 Hrs.
5.	Management of Libraries & Information Centres / Institutions	100	--	80	20	100	3 Hrs.
TOTAL FOR SEMESTER – 1		350	150	400	100	500	

SEMESTER – II

6.	Information Technology : Basics (i) Theory (ii) Practical	50	50	40 40	10 10	50 50	2 Hrs. 2 Hrs.
7.	Knowledge Organisation, Information Processing & Retrieval (Theory) II.	100	--	80	20	100	3 Hrs.
8.	Knowledge Organisation, Information Processing & Retrieval (Practical) II. (i) Document Classification (ii) Document Cataloguing	-- --	50 50	40 40	10 10	50 50	2 Hrs. 2 Hrs.
9.	Information Sources & Services - II (i) Theory (ii) Practical	50	50	40 40	10 10	50 50	2 Hrs. 2 Hrs.
10.	Project Work Bibliography / Library Profile / Press Clippings / Study Tour Report / Journals	-	100	80	20	100	-
TOTAL FOR SEMESTER – 2		200	300	400	100	500	
TOTAL FOR SEMESTER 1 AND 2		550	450	800	200	1000	

SEMESTER - 1

Paper-1 : Foundations of Library and Information Science

Unit-I Library as a Social Institution

- Social and historical foundations of Library
- Different types of Libraries – National, Public, Academic & Special Libraries. Their distinguishing features, functions, role and services.
- Role of Library in formal and informal education.

Unit-2 Normative Principles of Library and Information Science

- Five Laws of Library Science
- Implications of Five Laws in Library and Information Activities.

Unit-3 Library Development

- Development of Libraries with special reference to India & Gujarat
- Resource Sharing and Library Networking

Unit-4 Laws relating to Libraries and Information

- Library legislation-need and essential features
- Library legislation in India
- Press and Registration Act and Delivery of Books (Public Libraries) Act
- Copyright Act, I.P.R., Right to Information Act.

Unit-5 Library and Information Profession

- Attribution of profession
- Librarianship as a Profession
- Professional ethics
- Professional associations and their role
- Regional, National and International Library Associations
- Professional Education and Research

Unit-6 Promoters of Library and Information Services

- National level promoters – RRRLF
- International level promoters – UNESCO

Unit-7 Public Relations and Extension Activities

- Definition
- Facets and Programs
- Publicity and Extension, Outreach Activities
- Library Path Finders (Guides)
- Consultancy including Promotional Web Tools.

Paper-2 : Knowledge Organisation, Information Processing & Retrieval (Theory) -I

Unit-1 Classification

- Nature, Purpose, Definition and Scope.
- Knowledge Classification and Document Classification.
- Special features of classification of subjects.

Unit-2 Methods of Knowledge Organisation

- General theory of Library classification.
- Normative principles of classification and their application.
- Species of Library classification including Enumerative and Faceted Schemes.
- Standard schemes of classifications and their features; CC, DDC, UDC.

Unit-3 Library Catalogue

- Nature, Purpose, Definition, Objectives and Functions of Library Catalogue.
- Types and Physical forms of Library Catalogue: Conventional & Non-Conventional Forms including OPAC.
- Internal Forms of Library Catalogue.
- Normative Principles of Cataloguing: Canons, Laws, Principles.
- Standard Codes of Cataloguing.

Unit-4 Catalogue Entries and their functions

- Different types of entries and their parts.
- Choice and rendering of entry elements and headings for authors and titles as per AACR – II.

Paper-3 : Knowledge Organisation, Information Processing & Retrieval (Practical) - I

Unit-1 Classification of Documents (using at least one standard scheme)

- Classification of documents representing simple subject
- Classification of documents having common isolates

Unit-2 Assignment of Book Number

(Using at least one standard Book Numbering System)

Unit-3 Cataloguing of Documents

(Using at least one standard cataloguing code)

- Cataloguing of simple documents
Personal Authors, Shared Responsibility, Editorial Works, Series, Multivolume Works.

Unit-4 Subject Cataloguing

- Assigning Subject Headings (Using at least one Standard Subject Headings List.)

Paper-4 : Information Sources and Services - I.

Theory :

Unit-1 Reference and Information Sources

- Information : Definition & Characteristics of Information.
- Documentary Sources of Information ; Print, Non Print including Electronic Sources
- Nature, characteristics, utility and evaluation of different types of Information Sources
- Non Documentary Information Sources
- Human and Institutional Sources ; Nature types, characteristics and utility
- Categories : Primary, Secondary and Tertiary Information Sources
- Internet as a Source of Information

Unit-2 Reference Service

- Concept, Definition and Trends
- Reference Interview and Search Techniques

Practical :

Unit-3 Study and Evaluation of Sources of Information

- Bibliographies, Catalogues, Union Catalogues, Periodical Directories, Encyclopedias, Dictionaries, Biographical Sources.

Paper-5 : Management of Library and Information Centres/Institutions

Unit-1 Management

- Concept; definition, scope and functions of management.
- General Principles of Management and their application to libraries.
- Scientific Management.

Unit-2 Library House Keeping Operations

- Different Sections of Library & Information Centre and their functions
- Collection Development and Management Policies, Procedures
- Book Ordering (Acquisition)
- Technical Processing
- Serials Control, Circulation Control, Maintenance etc.
- Stock Verification-Policies and Procedures
- Evaluation and Weeding
- Archiving-Conservation-Preservation
- Restoration including Print, Non-print and Electronic Materials

Unit-3 Organisation Structure and Governance of Libraries

- Departmentalisation of Routines.
- Organisational Structure of Library and Organisation Charts.
- Library Committees & Authorities
- Library Rules & Regulations.

Unit-4 Library Personnel

- Types, Duties, Recruitment of Library Personnel.
- Job Description, Analysis and Evaluation.
- Motivation, Training & Development of staff.

Unit-5 Library Finance

- Sources of Funds, Budgeting and Financial Records.

Unit-6 Library Design & Layout

- Physical Planning of Libraries, Design & Layout
- Furniture and Equipment.

Unit-7 Reporting

- Library Statistics, Annual Report.
- Public Relation.

SEMESTER - 2

Paper-6 : Information Technology : Basics

Theory :

Unit-1 Information Technology

- Definition, Need, Scope and Objectives

Unit-2 Computer Basics (Hardware)

- Historical development of computers
- Generations of Computers, Classification of Computers
- Computer Architecture : Input-Output Devices.

Unit-3 Software

- Operating Systems : Single & Multi-user, Systems Basic features of MS-DOS, MS Windows, Linux, UNIX, WINDOWS-NT etc.
- Programming Languages : Concepts and Tools.
- Flowcharting.
- Introduction to Library Application Softwares.

Unit-4 Word Processors, Spread Sheets, DBMS Packages.

- Concept of Word Processing, DBMS.
- MS-Word, MS-Excel (Basic features)
- CDS/ISIS, WINISIS, MS Access (Basic features)

Unit-5 Computer Applications to Library and Information Work

- Need for computerisation.
- Basics of Library Automation
- Library Housekeeping and Bibliographic activities
- Introduction to Library and Information Networks.

Practical :

Unit-1 Use of Operating Systems

Unit-2 Word Processors, Spread Sheets

Unit-3 Database Creating Using at least one DBMS Software

Unit-4 Database Search and Retrieval

Paper-7 : Knowledge Organisation, Information Processing & Retrieval (Theory) - II

Unit-1 Universe of Knowledge and knowledge organisation.

- Structure and attributes
- Modes of formation of subjects
- Different types of subjects
- Universe of subjects as mapped in different schemes of classification
- Trends in Library Classification

Unit-2 Plans of Work, Notation, Isolates & Devices.

- Idea Plane, Verbal Plane and Notational Plane.
- Notation: Need & Types.
- Isolates & Devices: Common and Special Isolates & Devices.
(Based on the study of CC, DDC & UDC)

Unit-3 Bibliographic Description

- Overview of principles and practice in document description.
- Current trends in standardisation of Bibliographic description.
- Bibliographic Record Format : ISBD, UNIMARC, CCF, MARC 21.

Unit-4 Subject Cataloguing & Indexing

- Principles of Subject Cataloguing
- Subject heading lists and their features
- Introduction to Pre Co-ordinate (chain, precis, popsi) and Post Co-ordinate (Uniterm & Co-ordinate) indexing systems, key word indexing, citation indexing.

Paper-8 : Knowledge Organisation, Information Processing & Retrieval (Practical) - II

Unit-1 Classification of Documents (using at least one standard scheme)

- Classification of documents representing compound subject
- Classification of documents representing complex subject

Unit-2 Assignment of Book Number

(Using at least one standard Book Numbering System)

Unit-3 Cataloguing of Documents

(Using at least one standard cataloguing code)

- Cataloguing of complex documents
(Corporate Bodies, Uniform Titles, Serials and Non-print Media).

Unit-4 Subject Cataloguing

- Assigning Subject Headings (Using at least one Standard Subject Headings List).

Paper-9 : Information Sources & Services - II.

Theory :

Unit-1 Information Services and Products

- Information Services and Products.
- Information Services : Concepts, Definition, Need and Trends
- Need, Techniques and Evaluation of Alerting Services (CAS & SDI)
- Bibliographic, Referral, Document Delivery and Translation Services

Unit-2 Information Systems and their Services

- Study of National, International and Commercial Information Systems and Services- Background, their Services and Products. [INIS, AGRIS, OCLC, Internet etc.)

Unit-3 Information Users & their needs

- Categories of Information Users.
- Information Needs & ISB.
- User Studies : Methods & Techniques.
- User Education.

Practical :

Unit-4 Study and Evaluation of Sources of Information.

- Year Books, Hand Books, Directories, Almanacs, Geographical Sources, Statistical Sources, Government Publications, Indexing & Abstracting Services.

Paper-10 : Project Work.

Compilation of

- Bibliography.
- Press Clippings File
- Study Tour Report
- Journals
 - I. Classification.
 - II. Cataloguing
 - III. Reference & Information Sources
 - IV. Management
 - V. Information Technology

ORDINANCE FOR THE BACHELOR DEGREE OF LIBRARY AND INFORMATION SCIENCE (B.L.I.Sc.) :

O. B.L.I.Sc. 1.

A candidate for the degree of Library and Information Science must have passed a Bachelor's Degree, at least with second class, in any faculty of this University or of any other university recognised as equivalent to the corresponding examination of this University.

- (I) Shall have kept two semesters for the degree course in Library and Information Science conducted by the University.

AND

- (II) Shall have completed the prescribed course of practical training to the satisfaction of the Head of the Department.

R. B.L.I.Sc. 1.

1. To pass the examination the candidate must obtain separately not less than 36% in internal and external assessment in each paper in theory and practicals if any, and Viva-Voce and also not less than 48% of the total marks obtainable.
2. Classes shall be awarded in the manners specified below :-
 - (a) Successful candidate who obtains 60% of the total of the marks of both semesters shall be placed in the First Class.
 - (b) Successful candidate who obtains 48% or more but less than 60% of the total marks of both the semesters will be placed in the second class.