

**Syllabus**  
**For**  
**Bachelor of Library and Information Science (BLIS)**

**2020-21**  
**(One Year Programme)**



**Department of Library and Information Science**  
**Makhanlal Chaturvedi**  
**National University of Journalism and Communication,**  
**Bhopal (M.P.)**

## **Librarianship as a Career**

Libraries are now universally recognized as important social Institutions, no community is considered Complete without a Library. The rapid increase in production of recorded knowledge, have led to the expansion of Libraries and the development of their services. A Library is an important element of community; an academic Library is an essential part of me Education Institution School, College or University: a business house and industrial organization .

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 personnel with good academic and professional qualification, Proficiency in one the Natural Science, Social Science or the Humanities is helpful in the professional Development of Librarian. Librarian work is primarily a social service, and therefore, needs young men and women with a sense of dedication and a spirit of service.

Librarianship as a profession provides a variety of employment opportunities. Persons with a superior record high qualification can achieve high position. The salaries in college, university libraries are comparable to those of teachers.

### **OBJECTIVES:**

- To enable the student to understand and appreciate the functions and purpose of library in changing social and academic environment.
- To train the student in the techniques and management of Libraries of the 21st Century.
- To train the students in the skill of information knowledge processing organization and retrieval using modern technologies.
- To develop the skills to manage the Electronic Libraries in Digital Environment and to provide the advance skill in Computer and its application in Library and Information activities.

<b>Duration of the Course:</b>	-	1 Year (2 Sem.)
<b><u>Eligibility</u></b>	-	Graduation from recognized University
<b><u>Seats</u></b>	-	20

## Bachelor of Library and Information Science (BLIS)

### Knowledge, Skills, Attitude, and Values

**Duration : One Year**  
**Eligibility : Graduation**

**Semester - 2**  
**Seats - 20**

#### Semester - I

S.N	Paper Title	Internal Ass.	Semester Exam	Practical	Total
01	Foundation of Library and Information Science	20	80		100
02	Information Processing (Classification)	20	80		100
03	Information Processing (Cataloguing)	20	80		100
04	Classification Practice CC and DDC	20	50	30	100
05	Cataloguing Practice CCC and AACR 2	20	50	30	100
06	Information Society and Communication (Generic Elective (GE)/OPEN)	20	80		100
					600

#### Semester - II

S.N	Paper Title	Internal Ass.	Semester Exam	Practical	Total
07	Management Information Centers	20	80		100
08	Information Technology : Theory	20	80		100
09	Information Technology : Practice	20	50	30	100
10	Information Sources	20	50	30	100
11	Information Services	20	50	30	100
12	Discipline Specific Elective (DSE)/OPEN <u>CHOOSE ANY ONE</u> 1. Academic Library and Media and Archives Library 2. Public Library and Information System 3. Internship	20	80		100
					600

## **Semester - I**

## Paper - 1

### Foundation of Library and Information Science

**Marks : 20+80 = 100**

#### **OBJECTIVES**

1. To understand about the origin and development of libraries.
2. To acquaint students with the library as a social institution for knowledge generation, creation and dissemination
3. To make understanding of the philosophical and social foundations of Library and information centers
4. To understand details about library legislation
5. To get knowledge about professionalism and professional ethics

#### **Unit - 1 Library as a Social Institution**

Information - Characteristics, Nature, Value and use of Information. Social and Historical background of Library. Founders, of Library Science (Dr. S.R. Ranganathan and Contemporary thinkers, National Education Policy of Libraries. Library and Education.

#### **Unit - 2 State of Libraries in India (National, State, Public)**

Types of Libraries, Functions of Libraries, New Concepts of Libraries, Technology Impact, Social and Behavioral Changes. National Digital Library of India. National Library, Special Libraries

#### **Unit - 3 Development of Library Acts**

Library Legislation in India, State Library legislations, National libraries, Copyright act, Press and Books Registration Act, Books Delivery act, Library Movement, Resource Sharing. Library Networking.

#### **Unit - 4 Library and Information Science Profession**

Attribution of Profession, Professional Ethics, Library Authorities. Professional Education and Research, Role of Library and Information Professional Associations

#### **Unit - 5 Public relations and Extension activities**

Public Relations and Extension Services, Publicity and Library as an Agency of Mass Communication, Various Channels of Communication in the Library, (Practical Exercises for Making Rule Book, Pamphlet, Display Matter and for Get up the Library)

#### **SUGGESTED READINGS:**

1. BHATT (R K). History and development of libraries in India. 1995. Mittal Publications, New Delhi.
2. KHANNA (J K). Library and society. 1955. Research Publication, Kurukshetra.
3. KRISHAN KUMAR. Library organisation. 1993. Vikas, New Delhi.

5. PRASHER (R G). Information and its communication. 1991. Medallion Press, New Delhi.
6. RANGANATHAN (S R). Five laws of library science. Ed. 2. 1989. Sarada Ranganathan Endowment for Library Science, Bangalore.
7. VENKTAPPAIAH (V) and MADHUSUDHAN (M). Public library legislation in the new millennium. 2006. Bookwell, New Delhi.
8. vxzoky (";ke lqanj) . iqLrdky; vkSj lekt-1994- vkj-ch-,l- ifCy"klZ] vkxjk-
- 9- "kekZ (ik.Ms; lwjrdkar) . iqLrdky; vkSj lekt- 1995-xzaFk vdkneh] ubZ fnYyh-
- 10- "kekZ (ik.Ms; ,l- ds-) . iqLrdky; vkSj lekt- 1998
- 11- lqUns"uju (ds-,l-) . iqLrdky; vkSj lekt- 1988-,l-,l- ifCyds"ku] ubZ fnYyh-
- 12- lSuh (vkseizdk"k) . xzaFkky; vkSj lekt- 1999-okbZ- ds- ifCy"klZ] vkxjk-

## Paper - 2

### Information Processing (Classification)

**Marks : 20+80 = 100**

#### **OBJECTIVES**

1. To aware the students with world of knowledge.
2. To provide knowledge how subjects emerge and formed.
3. To provide how various schemes of classification are developed.
4. To provide deep knowledge about the principles and techniques mapping subjects and provide notation.
5. To teach how various devices have been used and how is the future of information processing.

#### **Unit - 1 Universe of Knowledge**

Structure and Attributes of knowledge, modes of formation of subjects, different types of subjects and future trends, universe of subjects as mapped in various type of classification systems. Impact of one subject on others.

#### **Unit - 2 Methods of Information Organization**

General theory of classification, normative principles, phase relation and common isolates, fundamental categories. division of subjects in classification schemes.

#### **Unit - 3 Library Classification : Types and Schemes**

Types of library classification, various Schemes of library classification and their features - CC, DDC, UDC (basic information).

#### **Unit - 4 Library Classification Devices**

Devices in library classification, notation : types, canons, call number, facet analysis (CC and DDC).

#### **Unit - 5 Library Classification : Emerging Trends**

Emerging Trends in Classification : auto classification, artificial intelligence in classification. impact of new technology on classification.

#### **SUGGESTED READINGS:**

1. KRISHAN KUMAR. Theory of classification. 1993. Vikas, New Delhi.
2. RANGANATHAN (S R). Descriptive account of the colon classification. 1990. Sarada Ranganathan Endowment for Library Science, Bangalore.
3. RANGANATHAN (S R). Prolegomena to library classification. Ed 3. 1989. Sarada Ranganathan Endowment for Library Science, Bangalore.
4. SAYERS (W C B). Manual of classification for librarians. Rev. by Arthur Maltby. Ed. 5. 1975. Andre Deutsch, London.
5. SAYERS (W C B). Introduction to library classification. Rev. by Arthur Maltby. Ed.9. 1958. Grafton, London.
6. PARKHI(R.S.). Library Classification, The Evolution of a Dynamic Theory. 1972. Vikas Publishing House, New Delhi.

7. PARKHI (R.S.). Decimal Classification and Colon Classification in Perspective. 1964. Sagar Publication, New Delhi.
8. /;kuh (iq'ik-) iqLrdky; oxhZdj.k- 1999- ,l- ,l- ifCy"klZ] ubZ fnYyh-
- 9- f=ikBh (,l-,e-) vk/kqfud iqLrdky; oxhZdj.k IS}kfUrd foospuk- 1976- Jhke esgjk ,aM da-] vkxjk-
- 10- paikor (th- ,l-)iqLrdky; oxhZdj.k.1993- vkj-ch-,l- ,- ifCy"klZ] t;iqj
- 11- HkkxZo th-Mh- xzFkky; oxhZdj.k- 1998- e-iz-fg-xz-v-]Hkksiky-
- 12- nos jktsanz dqekj- nfofcanq oxhZdj.k- 1988- fdj.k izdk"ku] tks/kiqj-



## Paper - 3

### Information Processing (Cataloguing)

**Marks : 20+80 = 100**

#### **OBJECTIVES**

1. To make the students aware with various type of documents - Books, Encyclopedia etc.
2. To find out the sources of the entries.
3. To deal in with various type of entries in cataloguing.
4. To provide knowledge of modern approach to cataloguing and make aware through with latest trends.

#### **Unit - 1 Cataloguing**

Objectives of library Cataloguing, need, purpose, definition, function, history and development of library catalogue codes, physical forms of Catalogue, types of catalogues, normative principles of cataloguing.

#### **Unit - 2 Catalogue Entries and various formats of documents.**

Various formats of documents

Kinds of Entries and Data Elements in each Entry

Author(s), corporate authors, pseudonymous, uniform titles  
non print documents.

#### **Unit - 3 Subject Cataloguing**

Concepts, principles of subject cataloguing, techniques of deriving subject headings, study of Standard lists (LCSH, SLSH, Chain Procedure)

Key words - importance, techniques of selecting key words.

#### **Unit - 4 Computerized Cataloguing**

OPAC, Web OPAC, Cataloguing software, online searching, cataloguing of online/web documents

#### **Unit - 5 Current Trends in Cataloguing**

Centralized and cooperative cataloguing, print -in- cataloging

Bibliographic standards: ISBD, MARC, CCF, ISBN, ISSN

#### **SUGGESTED READINGS:**

1. AMERICAN LIBRARY ASSOCIATION, et al. Anglo-american cataloguing rules. Rev. Ed. 1998. Library Association, London.
2. KUMAR (G) and KUMAR (K). Theory of cataloguing. Rev. Ed.5. 1993. South Asia Books, New Delhi.
3. RANGANATHAN (S R). Classified catalogue code with additional rules for dictionary catalogue code. Ed. 5 (with amendments). 1989. Sarada Ranganathan Endowment for Library Science, Bangalore.
4. lwn (,l- ih-) ,oa jkorkuh (,e vkj-) fdz;kRed M;wbZ n"keyo oxhZdj.k- 1987- vkj- ch-,l- ifCy"klZ] t;iqj

5. xkSre (ts-,u-) ,oa flag (fujatu) - M;wbZ n"keyo oxhZdj.k- 1996- okbZ- ds-  
ifCy"klZ] vkxjk
6. /;kuh (ih)- Mh- oh- n"keyo oxhZdj.k % iz;ksfxd fdz;k fof/k- 1994- fo"o izdk"ku]  
vkxjk

## Paper - 4

### Classification Practice

**Marks : 20+50+30 = 100**

#### OBJECTIVES

1. To understand the formation and expansion of universe of knowledge with a need to understand its organization.
2. To understand the basic concept and importance the organization of knowledge
3. To be acquainted with major schemes of classification and develop skills in subject analysis and synthesis.
4. To develop proficiency in using Dewey Decimal Classification to construct Class Numbers for documents of different disciplines/subjects.
5. To develop skills of classification

- Classification of Documents with CC 6th Reprint and DDC 21st Edition

1. The students will prepare a register for 100 Titles for classification by both the schemes.
2. Search and Print 100 Titles from Library of Congress  
This will be basis of internal Assessment.

#### SUGGESTED READINGS:

1. DEWEY (Melvil). Dewey decimal classification. Ed. 21. 1996. Forest Press, Dublin, USA.
2. KAULA (P N). A treatise on colon classification. 1985. Sterling Publishers, New Delhi.
3. RANGANATHAN (S R). Elements of library classification. 1989. Sarda Ranganathan Endowment for Library Science, Bangalore.
4. RANGANATHAN (S R). Colon classification. Ed.6. 1960. Sarada Ranganathan Endowment for Library Science, Bangalore.
5. SATIJA (M P). Manual for practical colon classification. Rev. Ed.3. 1995. Sterling Publishers, New Delhi.
6. SATIJA (M P). The theory and practice of the Dewey Decimal Classification system. 2007. Chandos Publishing, Oxford.
7. lwn (,|- ih-) ,oa jkorkuh (,e vkj-) fdz;kRed M;wbZ n"keyo oxhZdj.k- 1987- vkj-ch-,l-ifCy"klZ] t;iqj
8. xkSre (ts-,u-) ,oa flag (fujatu) - M;wbZ n"keyo oxhZdj.k- 1996- okbZ- ds- ifCy"klZ] vkxjk
9. /;kuh (ih)- Mh- oh- n"keyo oxhZdj.k % iz;ksfxd fdz;k fof/k- 1994- fo"o izdk"ku] vkxjk

## Paper - 5

### Cataloguing Practice

**Marks : 20+50+30 = 100**

#### **OBJECTIVES**

1. To acquaint and equip students with the principles, standards, techniques of knowledge retrieval tools in libraries and information centers especially with reference to cataloguing of documents and digital objects.
  2. To know about different physical forms of library catalogue
  3. To understand the concept of catalogue entry to access the reading material
  4. To acquaint with various entries of library catalogue as per types of material
- Cataloguing of Documents with the help of CCC(latest) and AACR2R Minimum 10 documents for cataloguing with maximum information.
  - Practice of Cataloguing on SOUL  
(Minimum 50 documents entries and there printed copy to be presented for Internal evaluation)

#### **SUGGESTED READINGS:**

1. AMERICAN LIBRARY ASSOCIATION. Anglo-american cataloguing rules. Rev Ed. 2. 1998. Library Association, London.
2. MILLER (Joseph), Ed. Sears list of subject headings. Ed 15. 1994. Wilson, New York.
3. RANGANATHAN (S R). Classified catalogue code with additional rules for dictionary catalogue code. Ed. 5 (with amendments). 1989. Sarada Ranganathan Endowment for Library Science, Bangalore
4. SOUL Software for practical.

## Paper - 6

(Generic Elective (GE)/OPEN)

### Information Society and Communication

**Marks : 20+80 = 100**

#### **OBJECTIVES**

1. To understand the basic information about news and information.
2. To understand the Information generating agency.
3. To understand the process of Communication.
4. To understand the various format of Communication

#### **Unit - 1**

Basic of information, Information and news, misinformation, Disinformation, Propaganda.

#### **Unit - 2**

Information generating Agencies. Newspapers, Magazines, Journals, TV, Radio, Blogs, Whatsapp, Facebook, Instagram, Twitter, Google etc.

#### **Unit - 3**

Structure of Society - Economic, Social, Psychological, Educational, Cultural, Political

#### **Unit - 4**

Process of Communication - Communicator, message, medium, audience, its application in library.

#### **Unit - 5**

Various formats of Communications - Intra personal, Inter personal, Group and Mass Communication. Various Print and TV Formats.

#### **SUGGESTED READINGS:**

1. PARASHER (R.G.). Information and its Communication.1991.Medallion, New Delhi.
2. BOSE (H). Information Science: Principle and practice. Ed.2.1993. Sterling Publishing House, New Delhi.
3. GUHA(B). Documentation and Information. Ed.2. 1983. World Press, New Delhi.
4. PARASHER(RG). Library and Information Science: parameter and perspective, Ed.2. Concept Publishing Co., New Delhi.
5. DHYANI(PUSPA). Information Science and Library.1990. Atlantica, New Delhi.
6. lwn ,l-ih- laiknd] izys[ku ,oe lwpuk foKku- la- 2- 1998- fizaVosy] t;iqj-

## **Semester - II**

## **Paper - 7**

### **Management Information Centers**

**Marks : 20+80 = 100**

#### **OBJECTIVES**

1. To clarify the basics of management & administration of the students.
2. To aware various sections and operations with library.
3. To provide knowledge of various library, records.
4. To make the students able to manage various type of libraries
5. To understand functions and principles of library management

#### **Unit - 1 Management**

Concept : Definition and Scope

Functions and principles of Management, POSCORB, 7CS

Planning : Need, Objective and Procedures

Basics of Total Quality Management

#### **Unit - 2 Human Resource Management**

Organizational Structure

Job Description and Analysis : Job evaluation

Recruitment Procedures

Discipline and Grievances

Performance Appraisal

Ethics

#### **Unit - 3 Financial Management**

Library Finance and Sources of Finance

Library Budget, Budgeting and Accounting

Income and expenditure

#### **Unit - 4 Library Records and Statistics**

Reporting, Types of Reports - Annual Report - Compilation, Contents and Style, Staff Manual, Library Statistics, Library Rules and Regulations

#### **Unit - 5 Infrastructure management**

Library Building

Various Sections of Library & Information Centre and their functions

Acquisition of Books, Periodicals and Serials Circulation Control,

Computerized and Online Serials Control, UGC info net Maintenance etc.

#### **SUGGESTED READINGS:**

1. KRISHAN KUMAR. Library management in electronic environment. 2007. HarAnand Publications, New Delhi.
6. MITTAL (R). Library administration: theory and practice. 2007. Ess Ess, New Delhi.

3. RANGANATHAN (S R). Library administration. 2006. Ess Ess, New Delhi.
4. SEETHARAMA (S). Guidelines for planning of libraries and information centers. 1990. IASLIC, Calcutta.
5. GUPTA (C.B.). Management: Theory and Practice. 1990. Sultan Chand & Co., New Delhi.
6. KRISHAN KUMAR. Library Administration and Management. 1987. Vikas Publishing House, New Delhi.
7. SENGUPTA(B). Book Selection. 1975. Word Press, Culcutta.
8. PARASHER (RG). Developing Library Collection. 1993. Medallion Press.
7. f=ikBh (,l- ,e-) xzaFkky; izca/k- 1990- okbZ- ds- ifCy"klZ] vkxjk
8. IDIsuk (,l- ,l-) iqLrdky; laxBu ,oa O;oLFkkiu la- 2- 1988- e- iz- fg-xz- v-] Hkksiky-
9. vxzoky (";ke lqanj) xzaFkky; izca/ku ds ewy rRo- 1991- jkt ifCyf"kaX gkml] t;iqj-
10. "kekZ (panzdkar)- iqLrd p;u ,ao jpuk- 1988- lkfgR; Hkou] bykgkckn-
11. cuthZ (iz"kkar dqekj)- iqLrdky; O;oLFkkiu rFkk iz"kklu-1972- fg-xz- v-] Hkksiky
12. "kekZ (ch- ,u-)- iqLrdky; fl}kar ,oe O;ogkj-1977- iap"khy izdk"ku] t;iqj-



## Paper – 8

### Information Technology: Theory

**Marks : 20+80 = 100**

#### **OBJECTIVES**

The student will be able to demonstrate an understanding of the organization and maintenance of library collection in retrieval effective manner. The student will be able to use standard classification tools in the effective organization of the collection holdings.

#### **Unit - 1 Introduction to Computer**

Historical Background, Functions of the computer in libraries. Configuration of modern Computers, Desktop, Laptop use of Mobile, types of mobiles for Library use.

#### **Unit - 2 Software**

Types of Software- Application and System Software  
Operating System - Windows 7 & 10, Windows Server, Linux  
Overview and House Keeping Operations  
Case Studies : Library Software's, Open Source Software, Multimedia Softwares and its use in Library and Information Services. PC Package MS Office complete.

#### **Unit - 3 Introduction to Internet**

Basics of Internet, Search Engines and Meta Search Engines, Internet Search Techniques, E resources and Online Database  
Networking : Types of Network (LAN, WAN, MAN) Networking Concepts & Topologies  
Digital Library, Virtual Library

#### **Unit - 4 Library Automation**

Library Automation : Planning and Implementation  
In- house Operations: Acquisition, Cataloguing, Circulation, Serial Control, OPAC, etc.  
Bibliographic Standards : CCF and MARC 21  
Introduction to Metadata : Types of Metadata, Dublin Core  
Library automation software

#### **Unit - 5 Database Management System**

Database : Concepts and Components  
Database structures, file organization and Physical Design.  
Database management System : Basic functions, Potential Uses  
Data Security

**SUGGESTED READINGS:**

1. RAJARAMAN (V). Introduction to Information Technology. 2007. Prentice-Hall of India, New Delhi.
2. RAMLINGAM. Library Information Technology: Concept to Application. 2000. Kalkoz, Delhi.
3. SHARMA (Pandey SK). Fundamental of Library Automatin. 1995. Ess Publication, New Delhi.
- 4- lkk.Ms; ,l- ds- dal;wVj vkSj iqLrdky;- 1996- xzaFk vkdkneh- fnYyh-
- 5- "kadj flag- dal;wVj vkSj lwpuk rduhd- 2000- iwokZpy izdk"ku] fnYyh-
- 6- yky lh ,oe dqekj ds- izys[ku ,oe lwpuk foKku- 2001- bs-,l-,l- izdk"ku] fnYyh-

## Paper - 9

### Information Technology: Practice

**Marks : 20+50+30 = 100**

#### **OBJECTIVES**

To impart practical, know-how of different Operating Systems, word processors, Spreadsheets and developing bibliographic databases using select packages.

#### **Unit - 1**

Operating Systems, Application Software and anti Plagiarism Software

#### **Unit - 2**

Installation and Functions of Different Operating systems : Windows NT & Windows Server, Linux, Windows 7 & 10

#### **Unit - 3**

Setting of Desktop, Library Server and its Maintenance  
Creating Presentations with Power Point  
Editing and Formatting Word Documents  
MS Excel

#### **Unit - 4**

Database Creation and Library Software  
Installation and Creating of Databases : Import, Export, Hyperlinks and Printing of Records  
SOUL : Installation, Configuration and Functions  
KOHA, D-Space.

#### **Unit - 5**

Online and Offline Searching  
Web Searching  
Advanced Internet Searching  
Search through Meta Search Engines  
Offline Database  
Internet and E- mail usage.

#### **SUGGESTED READINGS:**

1. RAJARAMAN (V). Introduction to Information Technology. 2007.Prentice-Hall of India, New Delhi.
2. Library Automation Software practice (SOUL, E-Granthalaya, KOHA)
3. Institutional Repository Software for Practice (D space)
- 4- lkk.Ms; ,l- ds- dal;wVj vkSj iqLrdky;- 1996- xzaFk vkdkneh- fnYyh-
- 5- "kadj flag- dal;wVj vkSj lwpuk rduhd- 2000- iwokZpy izdk"ku] fnYyh-
- 6- yky lh ,oe dqekj ds- izys[ku ,oe lwpuk foKku- 2001- bs-,l-,l- izdk"ku] fnYyh-

## Paper - 10

### Information Sources

**Marks : 20+50+30 = 100**

#### **OBJECTIVES**

1. To provide an overview of different categories of references and information tools in order to choose appropriate source for meeting reference queries.
2. To understand the criteria for evaluation of reference and information sources (online and offline).
3. To acquaint students with access options and techniques of various web based resources.
4. To develop the knowledge of various types of information sources

#### **Unit - 1 Reference and Information Sources**

Meaning, Definition, Importance, nature and Characteristics

Printed and Electronic Information Sources

Categories : Primary, Secondary and Tertiary Information Sources

Internet as a Source of Information

Criteria for Evaluation of Reference Sources

#### **Unit - 2 Types of Reference and Information Sources**

Encyclopedias, Dictionary, Directories, year Books

(Print, Online and Offline Sources)

#### **Unit - 3 Bibliographical Sources**

INB, BNB, Cumulative Book Index, Trade Bibliography etc.

(Print, online and Offline Sources)

#### **Unit - 4 Biographical Sources**

General and Subject Biographical Sources

(Print, online and Offline Sources), Who's who.

#### **Unit - 5 Geographical Sources**

Gazetteers, Atlas, Globe (Google Earth)

(Print, online and Offline Sources)

#### **SUGGESTED READINGS:**

1. SHARMA (J S). Reference service and Sources of Information. 1987. Ess Publication, New Delhi.
2. Mukherjee(A.K.). Reference Work and its Tools. Ed.3. 1975. World Press, Calcutta.
3. SEWA SINGH. International Manual of Reference and Information Sources. 1997. Beacon Books, New Delhi.
4. m'kk (iou) ,oa xqlrk (iou) lanHkZ Isok ,oa lwpuk lzksrz- 1998- vkj- ch- ,l- , - ifCyds"ku] t;iqj-

5- frzikBh (,l- ,e-). lanHkZ ,oa lwpuk lsok ds uohu vk;ke- 1993- okbZ- ds- ifCy”klZ] vkxjk-

## Paper - 11

### Information Services

**Marks : 20+50+30 = 100**

#### **OBJECTIVES**

1. To acquaint with reference and Information services, systems and their utility and significance.
2. To understand various types of users, their information needs and seeking pattern etc.
3. To explain the need of services in library

#### **Unit - 1 Reference and Information Services**

Concept, Definition and Trends

Reference Interview and Search Techniques

Theory and Functions of Reference and Information Services

Role of Reference Librarian in Electronic Environment,

INFLIBNET and its Services

#### **Unit - 2 Documentation**

Documentation - Meaning, Genesis, Purpose and Function

Methods, Types, Documentation List, Subject Bibliography, Document Delivery Services

Inter Library Loan (ILL) Service

#### **Unit - 3 Types of Information Services**

Abstracting and Indexing Services

CAS, SDI

Translation Services, Online Information Services

#### **Unit - 4 Information Systems and their Services**

Study of National, International and Commercial Information Systems and Services- Background, their Services and Products

#### **Unit - 5 Information Literacy Programmes**

Concept, Objectives, Initiation of Users

Users and their information Needs : Categories of users

Information Needs

Information Literacy Products

#### **SUGGESTED READINGS:**

1. RANGANATHAN (S R). Reference Service. Ed 2. 1989. Ranganathan Endowment for Library and Science, Banaglore.
2. KRISHAN KUMAR. Reference Service. Ed 3. 1996. Vikas Publishing, New Delhi.
3. SHARMA (J S). Reference service and Sources of Information. 1987. Ess Ess Publication, New Delhi.
4. SEVA SINGH. Handbook of Reference and Information Service. 1997. Crest Publication House, New Delhi.
5. GUHA(B). Documentation and Information. Ed. 2. 1983. World Press, Calcutta.

6. SEWA SINGH. Reference Service in Academic Library.1997. Crest Publishing House, New Delhi.
7. MUKHERJI(A.K.). Reference Work and its Tools. Ed.3. 1975. World Press, New Delhi.
- 8- IqUns"ou (ds-,l-) lanHkZ Isok] fl}kar ,oa iz;ksx- 1980- e-iz- fg-xz- vdkneh] Hkksiky-
- 9- m'kk (iou) ,oa xqlrk (iou) lanHkZ Isok ,oa lwpuk lzksrz- 1998- vkj- ch- ,l- ,- ifCyds"ku] t;iqj-
- 10- frzikBh (,l- ,e-). lanHkZ ,oa lwpuk Isok ds uohu vk;ke- 1993- okbZ- ds- ifCy"klZ] vkxjk-
- 11- lwn (,l- ih-). Laiknd] izys[ku ,oa lwpuk foKku- la- 2-1998- fizaV osy] t;iqj-
- 12- f=ikBh (,l- ,e-). izys[ku ,oa lwpuk Isok,a- 1999- okbZ- ds- ifCy"klZ] vkxjk-

## Paper - 12.1

### Discipline Specific Elective (DSE)/OPEN

#### Academic Library and Media and Archives Library

**Marks : 20+80 = 100**

#### **OBJECTIVES**

1. To provide an overview of principles and practices in school library systems.
2. To understand the challenging roles of school libraries and media specialists

#### **Unit - 1 Basics of Academic Library and Media Libraries**

Academic Library : Definition, Objectives, Functions

Development of Academic Libraries in India

Types of Academic Library Users: Their Reading Habits and Information Needs

Role of Academic Library and Media Libraries in Inculcating Reading Habits

#### **Unit - 2 Collection Development and Management**

Print Information Sources: Selection, Acquisition, Evaluation

Electronic Information Sources: Selection, Acquisition, Evaluation

Information Sources for Children: Illustrated Books, Literary Journal, Reference

Books, Magazine, Comics, Audio-Video Collection, Internet Resources, Websites,

Subject Portals, Digital Library Resources

Organization and Management of Library Collection

#### **Unit - 3 Management of Academic Library and Media Libraries**

Financial Management

Skills and Competencies for Academic Library and Media Libraries staff

Library Automation

Resource Sharing and Library Networking DELNET

#### **Unit - 4 Services of Academic Library and Media Libraries**

Circulation Service

Reference Service

Storytelling, Read Aloud, Summer Reading Programmes

User Orientation

#### **SUGGESTED READINGS:**

1. Barr, Catherine & Gillespie, John T. (2009). Best books for high school readers: Grades 9-12. 2nd Westport: Libraries Unlimited.
2. Craver, Kathleen W. (2002). Creating cyber libraries: An instructional guide for school library media specialists. Santa Barbara: Libraries Unlimited.
3. Dickinson, Gail K. & Repman, Judi (2015). School library management, 7th ed. Columbus: Linworth Publishing.
4. Harper, Meghan (2018). Reference sources and services for youth. Chicago: American Library Association.



5. Martin, Barbara Stein & Zannier Marco (2009). Fundamentals of school library media management: A how-to-do-it manual. New York: Neal-schuman publishers, Inc.

## Paper - 12.2

### Discipline Specific Elective (DSE)/OPEN

#### Public Library and Information System

**Marks : 20+80 = 100**

#### **OBJECTIVES**

1. To foster the development of professional knowledge to successful public librarianship
2. To educate and train about range of professional challenges associated with public library administration and management

#### **Unit - 1 Role of Public Library and Information System**

Public Library" Definition, purpose: Development of Public Library System in India

Role of Public Library in Formal and Informal Education

Role of Government and other agencies in the Development of Public Libraries: UNESCO, IFLA, Raja Rammohun Roy Library Foundation and National Mission on Libraries including national Knowledge Commission

Organizational Structure of Public Libraries as depicted in Public Library Acts of States and Union Territories in India

Library Association - ILA, DLA, MANLIBNET, AMCA, SLA etc.

#### **Unit - 2 Collection Development and Management**

Printed Information Sources: Selection, Acquisition, Evaluation

Electronic Information Sources: Selection, Acquisition, Evaluation

Information Sources for Special Categories of Users: Children, Young Adults, Senior Citizens, Differently Abled People

Organization and Management of Library Collection

#### **Unit - 3 Management of Public Library and Information System**

Library Governance: Composition, and Functions of Library Authority/Library Committee in Public Library Acts of States and Union Territories in India

Financial Management: Sources of Finance, Financial Provision in Public Library Acts;

Budgeting Methods

Human Resource Management

Resource Sharing and Library Networking

#### **Unit - 4 Services of Public Library and Information Systems**

Circulation Service, Reference service, Reader's Advisory Service

Information Literacy

Extension Services: Author Talk, Book Clubs, Exhibition, Lectures

Outreach Activities: Mobile Library Services, Online Services

**SUGGESTED READINGS:**

1. Baker, Sharon L. & Wallace, Karen L. (2002). *The Responsive public library*, 2nd ed. Englewood Colo: Libraries Unlimited.
2. Goulding, Anne (2017). *Public libraries in the 21st century: Defining Services and debating the Future*. London: Routhledge.
3. Koontz, Christie & Gubbin, Barbara. (2010). *IFLA public library service guidelines*. 2nd Rev ed. Berlin: Walter de Gruyter & Co.
4. Matthews, Joseph R. (2005). *Measuring for results: The dimensions of public library effectiveness*. London: Libraries Unlimited.

**Paper - 12.3**

**Discipline Specific Elective (DSE)/OPEN**

**Marks : 100**

**Internship**

**OBJECTIVES**

One of the main objectives of an internship is to expose you to a particular job and a profession. While you might have an idea about what a job is like, you won't know until you actually perform it if it's what you thought it was, if you have the training and skills to do it and if it's something you like.