

**B.LIB-ISc(Semester Pattern)
Revised Syllabus (w.e.f 2008-09)**

Semester –I (Theory)

| Paper No. | Title of the Paper | Ext. | Int. | Total |
|--------------|--|------|------|------------|
| BL-101 | Foundations of Library & Information Science | 40 | +10 | = 50 |
| BL-102 | Library organization | 40 | +10 | = 50 |
| BL-103 | Reference Service | 40 | +10 | = 50 |
| BL-104 | Information Science | 40 | +10 | = 50 |
| BL-105 | Knowledge Organisation: A (Theory) | 40 | +10 | = 50 |
| BL-106 | Document Description: A (Theory) | 40 | +10 | = 50 |
| BL-107 | Information Technology: Basics(Theory) | 40 | +10 | = 50 |
| Total | | | | 350 |

Semester-II (Theory)

| Paper No. | Title of the Paper | Ext. | Int. | Total |
|--------------|-------------------------------------|------|------|------------|
| BL-201 | Library Systems | 40 | +10 | = 50 |
| BL-202 | Library Management | 40 | +10 | = 50 |
| BL-203 | Reference Sources | 40 | +10 | = 50 |
| BL-204 | Documentation Techniques & Services | 40 | +10 | = 50 |
| BL-205 | Knowledge Organisation:B(Theory) | 40 | +10 | = 50 |
| BL-206 | Document Description :B(Theory) | 40 | +10 | = 50 |
| BL-207 | Term Work | | | 50 |
| Total | | | | 350 |

Practicals*

| Paper No. | Title of the Paper | Ext. | Int. | Total |
|--------------|-----------------------------------|------|------|------------|
| BL-301 | Knowledge Organisation-Practicals | 80 | +20 | =100 |
| BL-302 | Document Description-Practicals | 80 | +20 | =100 |
| BL-303 | Information Technology:Practicals | 40 | +10 | = 50 |
| BL-304 | Information Sources:Oral | | | 50 |
| Total | | | | 300 |

*** Practicals Papers BL-301, BL-302, BL-303, BL-304 will be conducted in both semesters and examination will be conducted in Second Semester only.**

SEMESTER I

Paper BL 101: Foundations of library and Information science

Aim of this paper is to familiarize the students with the philosophy of Librarianship, Laws of Library Science and its implications.

The Objectives are:

- 1. To make them aware about the five laws of library science.**
- 2. To introduce the philosophy of librarianship to the students.**

| | | (No.of lectures) |
|--------|--|------------------|
| Unit 1 | Development of libraries - Development of libraries with special reference to India - The role of RRRLF and UNESCO in the development of libraries | 08 |
| Unit 2 | Philosophy of Librarianship - Sociological foundation of Libraries - Culture & Libraries | 08 |
| Unit 3 | Library as an agency of mass communication - Reading habits | 08 |
| Unit 4 | Five laws of library science and its implications | 10 |
| Unit 5 | Public Relations, Extension Activities and outreach programmes | 06 |

Paper BL 102: Library Organisation

The intention of this paper is to prepare students to carry out library house keeping operations.

The specific objectives are :

- 1. To train students in selecting and acquiring of documents.**
- 2. To teach the practices of accessioning, circulation and maintenance of documents.**

| | | |
|--------|--|----|
| Unit 1 | Document selection - Need, Purpose and selection policy - Principles, practices, tools | 08 |
| Unit 2 | Acquisition and processing of books and non-print materials - GOC | 08 |
| Unit 3 | Serials control –acquisition, recording, circulation, organization | 10 |
| Unit 4 | Circulation - Work & Methods | 06 |
| Unit 5 | Stock verification – purpose, policies, procedures ,rules & regulations | 08 |

Paper BL 103: Reference service

This paper aims to provide in-depth knowledge to students about various reference services

The objectives are:

- 1. To familiarize students with various reference services and types.**
- 2. To introduce the nature and purpose of reference service in different types of libraries.**

| | | |
|--------|---|----|
| Unit 1 | Reference service - Definition, need, functions | 06 |
| Unit 2 | Types, and theories - Qualities of reference librarian - Referral service | 08 |
| Unit 3 | Reference service in different types of libraries - Public, academic and special | 12 |
| Unit 4 | Reference interview and search technique | 06 |
| Unit 5 | Reference questions - Types and sources | 08 |

Paper BL 104 Information Science

This paper aims to introduce various concepts and practices in Information Science

The objectives are:

- 1. To provide an overview of documentation to the students.**
- 2. To familiarize the students with various Information Sources.**

| | | |
|--------|--|----|
| Unit 1 | Documentation and information science - History, definition need, scope | 08 |
| Unit 2 | Information - Information transfer chain - Channels and barriers | 06 |
| Unit 3 | Information needs - Approaches to information - Methods for assessment | 06 |
| Unit 4 | Categories of information sources – primary, secondary and tertiary - Internet as source of information | 10 |
| Unit 5 | Information sources - Documentary sources - Print and non-print sources including electronic - Human and institutional – nature, types, characteristics and utility | 10 |

Paper BL 105 Knowledge organization:A(Theory)

The purpose of this paper is to provide information about knowledge organization.

The objectives are:

1. To introduce various concepts, theories and principles in classification.

| | | |
|--------|---|----|
| Unit 1 | Classification - Definition, need, purpose - inductive and deductive processes - tree of Porphyry | 08 |
| Unit 2 | Library classification - Meaning, need, purpose, functions - Knowledge classification Vs book classification | 08 |
| Unit 3 | Special features of book classification - Call number and its structure | 08 |
| Unit 4 | Universe of knowledge - Structure and attribute - Modes of formation of subjects - Different types of subjects | 08 |
| Unit 5 | Knowledge organization - concept - Universe of knowledge as mapped in different types of classification schemes – CC, DDC and UDC | 08 |

Paper BL 106 Document Description: Theory

This paper aims to familiarize the students with the concepts of document description.

The objectives are :

- 1. To introduce various concepts, theories and principles in cataloguing.**
- 2. To provide knowledge about various standards in document description and bibliographic exchange.**

| | | |
|--------|--|----|
| Unit 1 | Reading a book technically -Role of a cataloguer in library system | 06 |
| Unit 2 | Library catalogue - Definition, objectives, functions - Catalogue and bibliography | 10 |
| Unit 3 | Types of library catalogue - Classified, dictionary, alphabetico classed | 10 |
| Unit 4 | Physical forms of library catalogue - Book, card, OPAC | 10 |
| Unit 5 | Entries and their functions -filing of entries | 04 |

Paper BL 107. Information Technology :Basics (Theory)

The purpose of this paper is to provide knowledge about the information technology and its applicability in library & Information centers

The Objectives are:

- 1. To Introduce the students computer and its components**
- 2. To familiarize the students with library networks and computer applications in libraries.**

| | | |
|--------|--|----|
| Unit 1 | Information technology - Concept, components and its application in libraries and information centers | 08 |
| Unit 2 | Computer - units their functions - history and generations - types of computer | 08 |
| Unit 3 | Software - Operating systems – windows, linux –basic features - Application softwares – MS Office – basic features | 08 |
| Unit 4 | Library networks - concept - types and examples - Intranet, Internet –concept and its use in libraries | 08 |
| Unit 5 | Computer applications in libraries and information centers - need, advantages - areas of computer application in libraries | 08 |

SEMESTER II

Paper BL 201:Library Systems

Aim of this paper is to familiarize the students with the Library Legislation and Resource Sharing.

The Objectives are:

- 1. To make them aware about various Library Associations.**
- 2. To introduce the students to various library Acts.**

(No.of lectures)

| | | |
|--------|--|----|
| Unit 1 | Types of Libraries -Public Libraries -Academic Libraries -Special Libraries | 12 |
| Unit 2 | Library legislation - General: Need and purpose - Principle library legislation in India with special reference to Maharashtra State Public Libraries Act 1967 - Press and Registration Act and Delivery of Books (Public libraries) Act - Copyright Act | 08 |
| Unit 3 | Resource sharing and Consortia - Concept - Need - Forms | 04 |
| Unit 4 | Professional associations (International Associations) -Aims, Objectives, Functions,programmes, publications. ALA, LA,FID,UNESCO,IFLA. | 08 |
| Unit 5 | Professional associations (National Associations) -Aims, Objectives, Functions,programmes, publications ILA,IASLIC,RRRLF | 08 |

Paper BL 202: Library Management

The intention of this paper is to introduce the concept of Library Management

The specific objectives are :

1. To make the students aware of the application of management techniques in libraries.

| | | |
|--------|--|----|
| Unit 1 | Management - Concept, definition, scope, principles, functions and their application to libraries and information centers - HRM- Concept - Financial management – Budget: Definition, need, Types | 10 |
| Unit 2 | Collection maintenance - Binding - Preservation | 08 |
| Unit 3 | Library Rules and regulation | 08 |
| Unit 4 | Library committee – need,purpose - types -functions | 08 |
| Unit 5 | Reporting Annual report – compilation, contents Library statistics | 06 |

Paper BL 203: Reference sources

This paper aims to provide in-depth knowledge to students about various reference sources

The objectives are:

- 1. To familiarize students with various reference sources, types, contents and their use.**
- 2. To introduce the concept of bibliographic control.**

| | | |
|--------|--|----|
| Unit 1 | Reference sources - Meaning,scope -Difference between general and reference sources - Types – contents, arrangement, uses, examples | 10 |
| Unit 2 | Electronic reference sources - Types – contents, arrangement, uses, examples | 06 |
| Unit 3 | Evaluation of (traditional and electronic) reference sources - Need, criteria -types,contents,arrangement,uses,examples | 10 |
| Unit 4 | Bibliography - Definition,need,purpose -role in Bibliographic Control - Types with examples | 08 |
| Unit 5 | User education - Meaning, objectives, methods | 06 |

Paper BL 204 Documentation techniques and services

This paper aims to introduce various concepts and practices in Documentation

The objectives are:

- 1. To familiarize the students with various Documentation techniques.**
- 2. To provide knowledge about various indexing systems and services.**
- 3. To introduce National and International Information Systems and Centers.**

| | | |
|--------|--|----|
| Unit 1 | Information storage and retrieval - Concept, history, Methods | 06 |
| Unit 2 | Indexing (Pre & Post Co-ordinate) - Meaning, models (Assigned and derived) - Chain indexing, PRECIS, UNITERM - Keyword indexing - KWIC, KWAC, KWOC - Citation indexing and index - Vocabulary Control & its tools – concept | 12 |
| Unit 3 | Information services - CAS and SDI – need, techniques and evaluation - Document delivery services - Translation services, reprographic services Micrographic services -Abstract & Abstracting services | 12 |
| Unit 4 | Information systems and centers(international) -objectives,functions,services,products UNISIST, INIS, AGRIS,DEVSI | 05 |
| Unit 5 | Information systems and centers(national) -objectives,functions,services,products NISCAIR, DESIDOC, SENDOC, NASSDOC, NCSI NIC, BARC, Lexis – Nexis | 05 |

Paper BL 205 Knowledge organization:B(Theory)

The purpose of this paper is to provide information about various schemes of knowledge classification.

The objectives are:

1. To provide knowledge about standard schemes of classification

| | | |
|--------|--|----|
| Unit 1 | Normative principles of classification and their application - Brief introduction to canons (canons of characteristics and notation) - Principles of Richardson, Sayers, Browne, Bliss, Hulme, and Ranganathan | 08 |
| Unit 2 | Fundamental Categories - Facets, isolates, foci sharpening devices - rounds and levels -phase relations, systems and specials - Fundamental categories, principles of facet sequence, principles of helpful sequence - Postulational approach | 08 |
| Unit 3 | Species of library classification | 04 |
| Unit 4 | Standard schemes of classification and their features - CC, DDC, UDC | 14 |
| Unit 5 | Trends in library classification - Relation between classification and indexing - CRG, FID-CR, ISKO | 06 |

Paper BL 206 Document Description:B (Theory)

This paper aims to familiarize the students with the concepts of document description.

The objectives are :

- 1. To introduce various concepts, theories and principles in cataloguing.**
- 2. To provide knowledge about various standards in document description and bibliographic exchange.**

| | | |
|--------|--|----|
| Unit 1 | Normative principles - Brief introduction to canons | 06 |
| Unit 2 | Principles and practices of document description - Choice and rendering of heading - names of persons – Indic names, corporate authors, pseudonyms, anonymous works, Uniform titles - cataloging of non-print materials | 12 |
| Unit 3 | Standardization in description and bibliographic exchange - Standard codes of cataloguing - history and development - ISBD, ISO 2709 - MARC 21, CCF - Metadata – introduction | 12 |
| Unit 4 | Subject cataloguing - meaning, purpose, - Principles of subject cataloguing - Subject heading lists and their features | 06 |
| Unit 5 | Cooperative and centralized cataloguing - Union catalogue | 04 |

BL-207 Term-work

The division of 50 marks reserved for the Term-Work shall be as follows:

- | | |
|---|----------|
| 1. Management Practicals | 10 marks |
| 2. Compiling bibliography | 10 marks |
| 3. Information science/ Reference diary | 10 marks |
| 4. Newspaper clippings project | 10 marks |
| 5. Study tour report | 10 marks |

Total 50 marks

PRACTICALS

Paper BL-301: Knowledge Organisation: Practicals (80+20=100)

The purpose of this paper is to provide practice in document classification

The Objective is:

1. To impart skills in using DDC and CC classification schemes for classifying various documents

Dewey Decimal Classification 19th or 21st Edition (60 Marks)

- Structure of set
- Location of enumerated numbers
- Use of 7 tables
- “Add to” instructions

Colon Classification (6th Rev. edition (20 marks)

- Use of PMEST Formula : Main Class Library Science & Literature
- Use of Common isolates in - periodicals, biographies

Paper BL 302: Document Description – Practice (80+20=100)

The purpose of this paper is to provide practice in document cataloguing

The Objective is:

1. To impart skills in cataloguing documents using AACR-2R and CCC

Cataloguing practicals According to AACR-2R will carry 60 marks and CCC 20 marks .

AACR-2R: (60 marks)

- Structure of Main entry
- Structure of Added entry
- Personal Author/s
- Editor/s
- Author/s and collaborator/s
- Corporate body
- Examples with different notes
- Serials, Audio-visual materials (Audio-Video disks, Microforms etc)

CCC : (20 Marks)

- Structure of Main entry and Added Entry
- Authors/ Editors
- Periodicals

Paper BL 303: Information Technology – Practice (40+10= 50)

The paper aims to familiarize the students with hardware and software

The objective is :

1. To give hands on experience in using computer and building a database using MS Access and use of MS-Word.

| | |
|---|----------|
| 1) MS Access | 20 marks |
| 2) MS Word | 10 marks |
| 3) Oral | 10 marks |
| 4) Information Technology applications practical (Internal)* | 10 marks |

*Internal Assessment: Creation and organization of bibliographic database of minimum 50 documents using MS-Access.

Paper BL 304: Information Sources: Oral

The main purpose of this paper is to familiarize with various reference sources used in the library

Important Notes:

- 1. Internal examination for each paper shall be of 20 marks and will be converted into 5 marks. Remaining 05 marks will be kept for Seminars in each paper.**
- 2. Study tour /visits in local/out station are compulsory. Students will have to submit study tour report.**
- 3. Practicals for BL-301, BL-302, BL-303, BL-304 will be conducted in both semesters and examination will be conducted in Second Semester only.**

Standard of passing:

1. For passing the B.Lib.I.Sc. examination a candidate shall have to secure:
 - (a) minimum 40% marks in each theory paper and
 - (b) minimum 50% marks each in practical, viva and term-work

2. Reappearing candidate shall be awarded the actual class based on total marks obtained by him.

Completion of Term Work and Project work will be a pre-condition for the grant of term.

Award of Class

| | |
|----------------------------|------------------|
| 1st Class with Distinction | ... 70% & above |
| 1st Class | ... 60% to 69 % |
| Higher Second class | ... 55% to 59 % |
| Second Class | ... 50 % to 54 % |
| Pass class | ... 40% to 49% |

Those of the successful candidates who pass the whole examination in one and same attempt, shall be eligible for University award

Pattern for University Theory Examination

Time: One & Half hours **Total marks** **40**

Q.1. Answer in 50 words **15**

- Answer any 3 questions out of 6 questions.
- Total Marks (15) Marks 5 X 3 questions
- In this questions short and precise answers are expected

Q.2. Answer in detail with 100 words **10**

- Answer 1 questions out of 3 questions
- Total Marks (10) Marks 10 X 1 questions
- In this question medium size answers, point-wise and precisely should be written

Q.3. Long Essay questions with 300 words **15**

- Answer 1 question out of 3 questions.
- Total Marks (15) Marks 15 X 1 questions
- For judging creativity and analytical ability.

Pattern for University Practical Examination

Time: Three Hours **Total marks 80**

1) Knowledge Organisation: Practical Total marks 80

Division of 80 marks will be as follows-

Section A) Dewey Decimal Classification (19th/ 21st Ed.)
Total marks 60

Group 1: Solve any **4 out of 7 examples**
(4 examples x 4 marks each) = 16

Group 2: Solve any **4 out of 7 examples**
(4 examples x 5 marks each) = 20

Group 3: Solve any **4 out of 7 examples**
(4 examples x 6 marks each) = 24

Total = 60

Section B) Colon Classification 6th Rev. Ed .
Total marks 20

Group 1: Solve any **4 out of 7 examples**
(4 examples x 5 marks each) = 20

2) Document Description: Practical Total marks 80

Division of 80 marks will be as follows-

Section A) AACR- II R Total marks 60
Solve any 4 examples out of 6
(4 examples x 15 marks each) = 60

Section B) CCC Total marks 20
Solve any 1 example out of 2
(1 example x 20 marks) = 20

B.Lib.I.Sc

Number of Lectures

1. Four lectures of 60 minutes per Theory paper per week
2. Four lectures Practical of 60 minutes per practical paper per week

For Practical papers each batch shall have 15 students.

Practical Papers

1. Knowledge organization

(2 batches x 4 lectures = 8 Lectures)

2. Document description

(2 batches x 4 lectures = 8 Lectures)

3. IT Practical

(2 batches x 2 lectures = 4 Lectures)

4. Information Sources Practicals (Oral)

(2 batches x 2 lectures = 4 Lectures)

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BL-101 & 201**

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