

**University of Pune**  
**REVISED SYLLABUS FOR ONE YEAR B.LIB.I.Sc WITH**  
**SEMESTER PATTERN**  
**B.LIB.I.Sc. One year course (Semester Pattern)**  
**2013-2014**

**1. Title of the Course: - Bachelor of Library & Information Science (B.Lib.I.Sc.)**

**2. Duration of the Course:** One year (Two Semesters)

**3. Objectives of the Course:-**

Bachelor of Library & Information Science (B.Lib.I.Sc.) of one year duration has the following objectives:-

- i) To give the students an understanding of the basic principles and fundamental laws of librarianship.
- ii) To enable the students to understand and appreciate the function and purposes of LICs in the changing social, cultural, technological and economic environment.
- iii) To train the students in organisation and the management of LICs including computer applications to house-keeping activities of the libraries.
- iv) To develop a thorough knowledge of various sources of information, their organization and the necessary skills to provide traditional and modern library services.
- v) To develop the knowledge, skills and attitudes of the students leading to professional qualification for practicing librarianship as a career.

**4. Introduction:** - Bachelor of Library and Information Science (B. Lib. I. Sc.) course is conducted in the following colleges

1. H.P.T. Arts & R.Y.K. Science College, Nashik

2.. Abasaheb Garware College, Pune

3. Nowrosjee Wadia College, Pune

4. C. T. Bora College Shirur

5. Tulajaram Chaturchand College, Baramati

6. Padmashree Vikhe Patil College, Pravaranagar

**5. Eligibility:** - The course shall be open to graduates of the University of Pune or any other Indian University recognized by it.

**6. External Students:** - This course is not open to external students. **Only full time regular students are eligible for this course.**

**7. Structure of the Course:-a) Compulsory papers:-**

**Semester – I (Theory)**

<b>Paper No.</b>	<b>Title of the Paper</b>	<b>Ext.</b>	<b>Int.</b>	<b>Total</b>
BL-101	Foundations of Library & Information Science	40	10	= 50
BL-102	Library Organization	40	10	= 50
BL-103	Reference Service & Information Sources	40	10	= 50
BL-104	Information Science	40	10	= 50
BL-105	Knowledge Organization: A (Theory)	40	10	= 50
BL-106	Document Description: A (Theory)	40	10	= 50
BL-107	Information Technology: Basics (Theory)	40	10	= 50

**Total Marks** **350**

**Semester – II (Theory)**

<b>Paper No.</b>	<b>Title of the Paper</b>	<b>Ext.</b>	<b>Int.</b>	<b>Total</b>
BL-201	Librarianship as a Profession	40	10	= 50
BL-202	Library Management	40	10	= 50
BL-203	Reference Sources	40	10	= 50
BL-204	Organization of Information & Services	40	10	= 50
BL-205	Knowledge Organization: B (Theory)	40	10	= 50
BL-206	Document Description	40	10	= 50
<b>BL-207</b>	<b>Term Work</b>	40	10	= 50

**Total Marks** **350**

**Practicals\***

<b>Paper No.</b>	<b>Title of the Paper</b>	<b>Ext.</b>	<b>Int.</b>	<b>Total</b>
BL-301	Knowledge Organization -Practicals	80	20	= 100
BL-302	Document Description – Practical	80	20	= 100
BL-303	Information Technology: Practical	40	10	= 50
BL-304	Information Sources: Oral			50

**Total Marks** **300**

**Grand Total Marks** **1000**

**\* Practical Papers B-301, BL-302, BL-304 will be conducted in both semesters and examination will be conducted in Second Semester Only.**

**b) Question papers :** available on net([www.unipune.ac.in](http://www.unipune.ac.in))

**c) Medium of Instruction :-** English

**d) Medium of Writing in the Examination :-** English and Marathi

**8. Equivalence of previous syllabus along with propose syllabus :-** The Equivalence in accordance with Titles and Contents of the Theory & Practical Papers in the revised syllabus of B.Lib.I.Sc. course is given to the same respective Titles of the Theory & Practical Papers except for BL-103 Reference Service , BL-201 Library Systems and BL-204 Documentation Techniques and Services in pre-revised syllabus of the B.Lib.I.Sc. course. **Now BL-103 is renamed as Reference Service & Information Sources, BL-201 is renamed as Librarianship as a Profession and BL-204 is renamed as Organization of Information & Services .**

**9. University terms :-** For the award of Bachelor of Library & Information Science (B.Lib.I.Sc.) a candidate should fulfill the following conditions

- i) He/She shall have kept two terms for the Degree Course in Library & Information Science conducted by the University of Pune and
- ii) He/She shall have completed the prescribed course to the satisfaction of the concerned Head of the Department.
- iii) **The student should have attended at least 75% of the total number of lectures and practicals in the said course, and shall have secured at least 40% of marks in termwork. A student, who does not thus obtain 40% of marks in the termwork, will have to keep fresh terms.**

**10. Examination:-**

**A) Total marks and their allocation per paper**

- |                                     |              |
|-------------------------------------|--------------|
| i) Semester I - Seven Theory Papers | =350 Marks   |
| ii) Semester II - Six Theory Papers | =300 Marks   |
| Four Practical Papers               | = 300 Marks  |
| Term Work                           | = 50 Marks   |
| Grand Total                         | = 1000 Marks |

**B) 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

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

**C) ATKT Rules :-** 1. An applicant who has passed Semester I shall be eligible for admission to Semester II subject to ATKT rules.

2. Reappearing candidate shall be awarded the actual class based on total marks obtained in the re-examination.

**D) Award of Class :-**

- |  |                  |
|--|------------------|
| 1 <sup>st</sup> Class with Distinction | .....70% & above |
| 1 <sup>st</sup> Class                  | .....60% to 69%  |
| Higher Second Class                    | .....55% to 59%  |
| Second Class                           | ..... 50% to 55% |
| Pass Class                             | ..... 40% to 49% |

Successful candidates who pass the whole examination in one and same attempt, shall be eligible for University award.

### **E) Pattern of Question Paper:-**

#### **Theory:**

1. Questions will be asked from all the units of the syllabus.
2. Questions paper will consist of three questions and all the questions shall be compulsory.
3. The duration of the paper will be of two hours.

#### **Practical:**

##### **Knowledge Organization(BL-301)**

1. The question paper will be of 80 marks out of which 60 marks are allotted to Dewey Decimal Classification and 20 marks to Colon Classification.
2. Question paper will consist of three questions on DDC and one question on CC and all the questions are compulsory. Internal options will be provided for all the questions.
3. The duration of the paper will be three hours and the exam will be conducted in two batches.
- 4.

##### **Document Description(BL-302)**

1. The question paper will be of 80 marks out of which 60 marks are allotted to AACR-2R and 20 marks to CCC .
2. Question paper will consist of four questions on AACR-2R and one question on CC and all the questions are compulsory. Internal options will be provided for all the questions.
3. The duration of the paper will be three hours and the exam will be conducted in two batches.

##### **Information Technology (BL-303)**

1. The question paper will be of 40 marks.
2. Question paper will consist of three questions and all the questions are compulsory. The duration of the paper will be two hours and the exam will be conducted in two batches.

##### **Information Sources-Oral (BL-304)**

1. Viva will be conducted to test the familiarity with the use of various reference sources in the library.
2. The viva will carry 50 marks.

### **G) Verification/ Revaluation: -** Students are permitted to apply for Verification,

Revaluation and photocopy of answer scripts of theory courses on the payment of prescribed fee to the university within 10 days from the declaration of the examination result. There is no revaluation for practical papers.

**11. Subject wise detail syllabus: -** Enclosed herewith

**12. Recommended books: -** list attached

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## SEMESTER I

### Paper BL 101: Foundations of Library and Information Science

#### Objectives:-

1. To understand purpose, role and importance of libraries in society
2. To familiarize students with development of libraries in general and India in particular
3. To make them aware about the five laws of library science.
4. To know about various types of libraries, their objectives & functions.

<b>UNIT 1</b>	<b>Development of libraries: An Overview</b> 1.1 Definition , Evolution & Development of libraries in the world 1.2 Development of libraries & history of library movement in India
<b>UNIT 2</b>	<b>Role of Libraries in Society</b> 2.1 Library as a Social Institution 2.2 Reading, Reading Habits & Role of Libraries in developing reading habits 2.3 Education & Libraries 2.4 Library as an agency of mass communication 2.5 Culture & Libraries
<b>UNIT 3</b>	<b>Laws of Library Science</b> 3.1 Five laws of library science and their implication by Dr.S.R.Ranganathan 3.2 Principles of Librarianship by D.Urquhart
<b>UNIT 4</b>	<b>Types of libraries</b> 4.1 National libraries: definition, objectives, functions, history & brief outline of National Library of India. 4.2 Public Libraries: definition, objectives and functions including functions of Children's library, Libraries for the handicapped, mobile library, UNESCO Public Library Manifesto, brief outline of development of Public Libraries in India 4.3 Academic Libraries: School, College & University libraries-definitions, objectives, functions, brief outline of the academic libraries in India 4.4 Special Libraries: definition, objectives including Newspaper Office library, brief outline of the development of research libraries in India

## Paper BL 102 Library Organisation

### Objectives:-

1. To train students in the organization of library work & collection development.
2. To familiarize with various library procedures & library house keeping activities.

<b>UNIT 1</b>	<b>Document Selection &amp; Collection Development</b> 1.1 Definition, Need, Purpose of book selection 1.2 Principles (Drury, Dewey & McColvin, 5 laws, practices-books on approval etc. 1.3 Book selection policy in different libraries 1.4 Book selection tools: Indian & foreign(UK& USA),online, reviewing tools, publisher's catalogue, national bibliography etc.
<b>UNIT 2</b>	<b>Technical Services –Acquisition of books &amp; periodicals</b> 2.1 Acquisition of books :objectives of acquisition section, functions of acquisition department, sources of acquisition, acquisition & processing of books & non-print material :steps & detailed study 2.2 Serials control :Types of periodicals, selection tools, procurement (direct & through agent):their pros& cons, receipt& recording of periodicals (three card, kardex), shelving, routing of periodicals, collation of completed volumes 2.3 Good Offices Committee :history, study of report, role in acquisition work
<b>UNIT 3</b>	<b>Circulation- Work &amp; Methods</b> 3.1 Circulation work: definition, importance & activities in circulation work, registration work, reservation, renewal, overdue reminders etc. 3.2 Pre-requisites of a good charging system 3.3 History of development of charging methods. Detailed study of Browne charging system, Newark charging system & use of bar-coding
<b>UNIT 4</b>	<b>Reporting</b> 4.1 Library statistics: purpose, sources& kinds 4.2 Library Rules and regulations :need, purpose& draft of the rules 4.3 Annual report :definition, purpose, contents & its compilation

## PAPER BL- 103 REFERENCE SERVICE & INFORMATION SOURCES

### Objectives –

1. To familiarize students with nature & organization of reference service in libraries.
2. To develop the skills for providing reference and information services.

<b>UNIT 1</b>	<b>Introduction to Reference Service</b> 1.1 Reference Service: definition, needs, scope and objectives. (Origin and development of reference service from beginning to internet era. 1.2 Theories of reference service: James I. Wyer and Samuel Rothstein 1.3 Functions of reference service: by Dr. S.R.Ranganathan and Prof. A.K.Mukherjee.
<b>UNIT 2</b>	<b>Types of Reference Service.</b> 2.1 Orientation programme, Ready- Short and Long range reference service, Reader Advisory and guiding services, Bibliographical and fact finding assistance, Literature search, Document Delivery service, User education and information literacy, Referral service, web based services and FAQs 2.2 Reference service in different types of libraries : Public, Academic and Special Libraries.
<b>UNIT 3</b>	<b>Organization &amp; Management of Reference Department</b> 3.1 Organization of reference department. 3.2 Evaluation of reference service 3.3 Qualities of reference Librarian. 3.4 Referral Service: concept & importance
<b>UNIT 4</b>	<b>Introduction to reference sources.</b> 4.1 Types, criteria for selection and evaluation (Authority, Scope, treatment, arrangement, special features and utilities. Different physical formats : print, non- print, Internet, electronic reference sources) 4.2 Difference between general book and reference book. 4.3 Criteria, Study and evaluation of reference & electronic sources (Printed, Online, Offline, Open Access) 4.4 Study of Encyclopedias and Dictionaries (Contents, types, arrangement, scope, uses) (refer list of reference books)

## Paper BL 104 Information Science

### Objectives:-

1. To provide an overview of Information Science to the students.



2. To familiarize the students with various Sources of Information & their categorization.
3. To study information needs of users.

<b>UNIT 1</b>	<b>Information science</b> 1.1 Definition need (historical development & factors that led to development of Documentation and Information Science), scope : active & passive, Documentation Work & Documentation Service: characteristics, steps, difference between Documentation Work & Documentation Service
<b>UNIT 2</b>	<b>Sources of Information</b> 2.1 Documentary sources & their categories-primary, secondary and tertiary (Repackaging of information with diagram) 2.2 Print and non-print sources 2.3 Human and institutional-nature, types, characteristics and utility(human-explicit and tacit; institutional-annual report, in-house information, technical notes)
<b>UNIT 3</b>	<b>Information &amp; information needs of users</b> 3.1 Information :definition, characteristics, Properties, Information as a Resource & Commodity 3.2 Information User, types of users, Information needs of users: concept, types of needs, information seeking behavior of users 3.3 Techniques & methods of assessing information needs- general & special Methods: Behavior Studies, Use Studies, & Information flow study with diagram, approaches to information
<b>UNIT 4</b>	<b>Information Transfer: Communication of Information</b> 4.1 Concept & Definition of communication 4.2 Channels of communication: oral, visual, documentary, internet 4.3 Methods and flow of information(Diagram-Hanson) 4.4 Barriers in free flow of information

## BL-105 Knowledge Organization (A): Theory

### Objectives:-

1. To understand the role of Library classification in knowledge organization.
2. To understand mode of formation of subjects in the universe of knowledge.
3. To introduce various concepts, theories and principles in classification.

<b>UNIT 1</b>	<b>Classification</b> 1.1 Definition, need, purpose 1.2 Inductive & deductive process 1.3 Rules for division 1.4 Rules of Porphyry
<b>UNIT 2</b>	<b>Library Classification</b> 2.1 Meaning, need, purpose, function 2.2 Knowledge classification :concept, types: Vedic classification, Greek classification, Baconian classification 2.3 Special features of book classification 2.4 Knowledge classification v/s book classification 2.5 Notation- need, purpose, types, qualities, mnemonics 2.6 Call No.- structure, various parts & their functions
<b>UNIT 3</b>	<b>Universe of Knowledge</b> 3.1 Structure and attribute 3.2 Types of subjects: basic, compound & complex 3.3 Modes of formation of subjects 3.4 Universe of subject as mapped in different types of classification Schemes: CC, DDC, & UDC
<b>UNIT 4</b>	<b>Normative Principles of Classification &amp; their application</b> 4.1 Brief introduction to Canons( Canons of characteristics and notation) 4.2 Principles of Richardson, Sayers, Browne, Bliss, Hulme and Ranganathan, APUPA arrangement 4.3 Three planes of work

## Paper BL 106: Document Description(A) Theory

The objectives are:

1. To understand the role of cataloguing for retrieving library materials.
2. To introduce the fundamentals , various concepts, theories and principles in cataloguing

<b>UNIT 1</b>	<b>Parts of a book</b> 1.1 Reading a book technically 1.2 Role of a cataloguer in library system
<b>UNIT 2</b>	<b>Library catalogue and its forms</b> 2.1 Definition, objectives, functions 2.2 Library Catalogue and bibliography, difference between library catalogue and bibliography 2.3 Kinds of catalogue: Outer(physical) forms of Library catalogue- Book, sheaf, printed, OPAC, MARC. 2.4 Inner forms of Library catalogue- Classified, dictionary, alphabetical classification
<b>UNIT 3</b>	<b>Catalogue Entries</b> 3.1 Entries and their functions(AACR & CCC): main, added, analytical, related, parts of an entry including unit card system 3.2 Filing of entries : alphabetical, classified Alphabetization- letter by letter, word by word
<b>UNIT 4</b>	<b>Normative Principles of Cataloguing</b> 4.1 Brief introduction to canons 4.2 Canons of cataloguing

## PAPER BL 107 INFORMATION TECHNOLOGY

### Objectives:-

1. To introduce the students to IT and applications in library work.
2. To develop familiarity with library management software and Library Networks.

<b>UNIT 1</b>	<b>Information Technology</b> Introduction, definition, need, scope, function, components and objectives.
<b>UNIT 2</b>	<b>Introduction to computer system.</b> 2.1 Computer – brief history of development and generations of computer, definition, characteristics, functions and types (Mainframe, super, hybrid, Micro- mini, personal-laptop, tab) 2.2 Components of computer Hardware (Input, output, storage devices, CPU) Software – meaning, purposes, types-system & application software - Operating System : definition, function and types. WINDOW, LINUX and UNIX – Introduction with basic features. - Application Software : Introduction ,MS Office (Word, Excel, Power Point and Access), Antivirus, DBMS(Database Management System): an introduction
<b>UNIT 3</b>	<b>Computer Application to Libraries &amp; Information Centers</b> 3.1 Library Automation Library Automation :concept, need and importance -In-house operations (acquisition, serials control, circulation, cataloguing) 3.2 Library software:Concept, need and application -Digitization -concept
<b>UNIT 4</b>	<b>Networking and Internet.</b> 4.1 Computer network : definition, need, types(LAN, MAN, WAN with eg.s) and application. 4.2 Library Network :concept, brief introduction to library networks – DELNET, INFLIBNET and ERNET. 4.3 INTERNET 4.3.1 Origin and development 4.3.2 Browsing and searching the internet 4.3.3 Use of search engines & basic search strategies 4.3.4 Use of internet-e-mail and online communication.

## SEMESTER II

## **Paper BL 201: Librarianship as a Profession**

### **Objectives:-**

- 1. To introduce the philosophy of librarianship to the students**
- 2. To introduce the students to Library legislation in India & Maharashtra in particular.**
- 3. Create awareness about various Library Associations & their role in Professional Development**

<b>UNIT 1</b>	<b>Librarianship as a Profession</b> 1.1 Philosophy of Librarianship 1.2 Ethics of Librarianship 1.3 Public Relations –PR & the Librarian, Library Publicity & Extension Activities & Outreach work
<b>UNIT 2</b>	<b>Library Legislation</b> 2.1 General: Need and purpose 2.2 Principles of Library legislation, brief history of library legislation in India & with special reference to Maharashtra (MPLA 1967) 2.3 Copyright Act-brief outline
<b>UNIT 3</b>	<b>Library co-operation &amp; Resource sharing</b> 3.1 Concept, need & purpose 3.2 Categories (Exchange, Coalition, Entrepreneurial & one way marketing), Activities 3.3 Barriers of Resource Sharing 3.4 Consortia-concept 3.5 Knowledge Sharing activities in India
<b>UNIT 4</b>	<b>Professional Associations : National &amp; International Associations</b> Aims, Objectives, Functions, Programmes, Publications of ILA, IASLIC, RRRLF, IATLIS, ALA, CILIP (LA), FID, UNESCO, IFLA.

## **Paper BL 202: Library Management**

**Objectives:-**

- 1. To make the students aware of principles & functions of management & their application to Librarianship**
- 2. To understand, monitor & evaluate library procedures & practices.**

<b>UNIT 1</b>	<b>Management</b> 1.1 Definition, purpose Schools of thought , history of management 1.2 Scientific management by Frederick Taylor & Principles of management by Henri Fayol 1.3 Functions of management (POSDCORB) & their application to librarianship 1.4 Qualities of a good manager
<b>UNIT 2</b>	<b>Collection maintenance</b> 2.1 Maintenance Section :definition & importance 2.2 Stacking: methods, principles& types, shelving methods, ethics of shelving, open access v/s closed access 2.3 Binding: need& its importance 2.4 Preservation of library material:enemies of books(insects, fire, water& human beings), care & repair of books& Building maintenance routine.
<b>UNIT 3</b>	<b>HRM &amp; Financial management</b> 3.1 HRM : Concept, need, UGC Staff Formula 3.2 Library committee : need, purpose, types functions, role of a librarian 3.3 Financial management :Budget: definition, need, kinds of budget, brief outline of financial resources
<b>UNIT 4</b>	<b>Reporting</b> 4.1 Library statistics: purpose, sources& kinds 4.2 Library Rules and regulations :need, purpose& draft 4.3 Annual report :definition, purpose, contents & its compilation

**Objectives:-**

- 1. To familiarize the students with various reference and information sources, types, contents and their use for answering reference questions of different types.**
- 2. To introduce the concept of Bibliographic control**

<b>UNIT 1</b>	<b>Study and evaluation of other categories of reference sources</b> Criteria, Study and evaluation of other categories of reference sources & electronic Sources- (Printed, Online, Offline, Open Access) (Contents, arrangement, access, uses, scope and examples,) 1.1 Bibliographies, Indexing & Abstracting Sources, Biographies, Geographical sources 1.2 News Summaries, Year Books, Almanac, Directories. ( refer to list of reference books)
<b>UNIT 2</b>	<b>Reference Questions</b> 2.1 Meaning, definition, Types and related sources. 2.2 Reference Interview and search technique (Including Internet Search)
<b>UNIT 3</b>	<b>User Education</b> 3.1 User Studies:an overview 3.2 User Education: definition, need, objectives, methods 3.3 Information literacy:concept and brief introduction
<b>UNIT 4</b>	<b>Bibliographic control</b> 4.1 Bibliography: definition need and purpose 4.2. Bibliographic control :definition, need, purpose, function, tools and sources. 4.3 UBC: an introduction

**Objectives:-**

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

<b>UNIT 1</b>	<b>Information storage and retrieval</b> 1.1 Concept, history, methods of organizing information 1.2 Steps in IS & R
<b>UNIT 2</b>	<b>Indexing (Pre and Post Co-ordinate)</b> 2.1 Index & Indexing techniques- definition, need, models (assigned & derived), history of indexing ideas 2.2 Pre Co-ordinate Indexing: Chain indexing, PRECIS, Uniterm-detailed study 2.3 Keyword indexing – KWIC, KWAC, KWOC 2.4 Citation & and its uses, citation indexing 2.5 Vocabulary Control – concept , need & tools: list of subject heading & thesaurus
<b>UNIT 3</b>	<b>Information services</b> 3.1 Abstract and Abstracting services 3.1.1 Qualities of good abstract, kinds of abstract 3.2 Dissemination of Information : definition, need, methods(CAS & SDI) and difference between CAS & SDI, document delivery services-abstract, full text 3.3 Translation- importance, translation services & centres 3.4 Reprography: definition, methods: dry & wet (to be listed only)
<b>UNIT 4</b>	<b>Information Systems &amp;Information Centers</b> 4.1 Information Systems –Definition of Information System, brief study of UNISIST, INIS, AGRIS, DEVSIS, MEDLINE, NISSAT 4.2 National Information Centers: History of documentation activities in India, objectives, functions, publications of NISCAIR, DESIDOC, SENDOC, NASSDOC, NCSI, NIC, BARC



**Objectives:-**

**1. To understand the theory and principles of classification.**

**2. To get familiar with select schemes of classification.**

<b>UNIT 1</b>	<b>Species of classification schemes</b> 1.1 Types-Enumerated, Faceted, Analytico-Synthetic: Characteristics & Examples 1.2 Postulation approach-categories, Facets ,Facet Sequence, Devices for formation and sharpening of Foci , Rounds and Levels Phase relations, Systems and Specials
<b>UNIT 2</b>	<b>Standard schemes of classification and their features</b> 2.1 Dewey Decimal Classification-biographical sketch of Melvil Dewey 2.2 Relative location & Decimal Fraction Notation 2.3 General outline-Main class order 2.4 Hierarchical Structure-3 summaries 2.5 Notation 2.6 Synthetic devices-7 tables, add instructions 2.7 Phoenix Schedules 2.8 Maintenance & Revision
<b>UNIT 3</b>	<b>Introduction to Colon Classification and Universal Decimal Classification</b> 3.1 Colon Classification: genesis, structure, features, notation, common isolates 3.2 Universal Decimal Classification:structure, features, common & special auxiliaries, notation index, merits & demerits, maintenance.
<b>UNIT 4</b>	<b>Trends in library classification</b> 4.1 Relation between Classification and Indexing 4.2 CRG, FID-CR, ISKO

**Paper BL 206: Document Description: B (Theory)**

**Objectives: -**

**1. To introduce various concepts, theories and principles in cataloguing & document description.**

**2. To impart knowledge about various standards in document description and bibliographic exchange.**

<b>UNIT 1</b>	<b>Principles and practices of document description</b> 1.1 Choice and rendering of heading 1.2 Names of persons : Indic names, corporate authors, Pseudonyms, anonymous works, Uniform titles 1.3 Cataloguing of non-print materials (maps, microforms, sound recordings, electronic resources etc)
<b>UNIT 2</b>	<b>Standardization in description and bibliographic exchange</b> 2.1 Standard codes of cataloguing : history AACR , CCC etc. 2.2 ISBD(M),ISBD(S),ISBD(NBM), ISO2709, MARC 21, CCF,UNIMARC
<b>UNIT 3</b>	<b>Subject cataloguing</b> 3.1 Meaning, purpose, 3.2 Principles of subject cataloguing 3.3 Subject heading list and their features Sears list of subject heading, LCSH, MESH
<b>UNIT 4</b>	<b>Co-operation and Centralization in Cataloguing</b> 4.1 Cooperative cataloguing: concept, advantages, disadvantages 4.2 Centralized cataloguing: concept, forms (CIP, CIS & Pre-natal cataloguing, MARC) 4.3 Union Catalogue: definition, need, purpose & uses, Worldcat 4.4 Metadata: introduction, Dublin Core elements

**BL-207 Term-work**

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

- i) Tutorials 25 marks
- ii) Project work 25 marks

Details of project work and marks assigned to each item are -

- 1. Management Practical 4 marks
- 2. Compiling bibliography 4 marks
- 3. Reference diary 4 marks
- 4. Classification practicals 3 marks
- 5. Preparing and arranging catalogue cards 3 marks
- 6. Newspaper clippings project 3 marks
- 7. Study tour report 3 marks

Total =50 marks

## PRACTICALS

### Paper BL- 301: Knowledge Organization: Practical (80+20=100 marks)

#### Objective:-

1. To develop skills for in using classification schemes for classifying various documents.

#### Steps in classification

Dewey Decimal Classification 19<sup>th</sup> or 21<sup>st</sup> Edition (60 marks)

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

Colon Classification (6<sup>th</sup> Rev. Edition (20 marks)

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

### Paper BL- 302: Document Description: Practical (80+20=100 marks)

#### Objective:-

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

#### Steps in cataloguing

Cataloguing practical According to AAACR-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 PRACTICAL.**

### **Objective:-**

- 1. To give hands-on-experience in computer and application to library house keeping operations .**
- 2. To create a database using MS Access.**
- 3. Introduction to internet search.**

- |   |
|---|
| <ol style="list-style-type: none"><li>1. Word processor - Creation of a letter ( With table)</li><li>2. Access (DBMS) – Creation of a bibliographic database for 50 books.</li><li>3. Internet Search: study of URL, web page and search engine</li></ol> |
|---|

## **Paper BL 304: Information Sources: Oral**

### **Objective:-**

- 1.The main purpose of this paper is to familiarize with various reference sources in the library.**

<b>Refer to list of reference books</b>
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### **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-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%

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: Two hours**

**Total marks 40**

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

**15**

- Answer any 3 questions out of 5 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 question out of 2 question
- 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 2 question.
- Total Marks (15) Marks 15 X 1 questions
- For judging creativity and analytical ability.

## Pattern for University Practical Examination

### 1. BL – 301 Knowledge Organisation 80+20= 100 marks

(DDC -60 marks and CC-20 marks)

**Time: Three Hours**

**Section A) Dewey Decimal Classification (19<sup>th</sup>/ 21<sup>st</sup> Ed.)**

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 6<sup>th</sup> Rev. Ed**

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

**Total marks =80**

### 2. BL -302 Document Description: Practical 80+20= 100 marks

(AACR -II R -60 marks and CCC-20 marks)

**Time: Three Hours**

**Section A) AACR- II R**

Solve any 4 examples out of 6  
(4 examples x 15 marks each) = 60

**Section B) CCC**

Solve any 1 example out of 2  
(1 example x 20 marks) = 20

**Total marks =80**

### 3. BL 303 - Information Technology Practical

40+10=50 marks

**Time: Two Hours**

1. Word processor - Creation of a letter ( With table) (10 marks)
2. Access (DBMS) – Creation of a bibliographic database for 10 books. (20 marks)
3. Internet Search: study of URL, web page and search engine (10 marks)

**Total Marks = 40**

### 4. BL 304 - Information Sources: Oral

**Total marks 50**

#### LIST OF REFERENCE SOURCES

##### ENCYCLOPEDIAS:

1. New Encyclopedia Britannica (30Vols.)
2. Encyclopedia Americana.
3. Van Nostrand's Scientific Encyclopedia.
4. NoGraw Hill Encyclopedia of Social Science and Technology.
5. International Encyclopedia of Social Sciences.
6. Bharatiya Sanskriti Kosha.
7. Marathi Vishwakosh.
8. Encyclopedia of Library and Information Science.
9. Pear's Cyclopedia
10. Bharatiya Samajvidyan Kosha. (S.M.Garge. Ed.)

##### Year Book / Almanac

1. Europa Year Book.
2. Statesman's Year Book.
3. India: A Reference Annual.
4. Maharashtra (Maharashtra Gov.).
5. Maharashtra (Dastane Ramchandra & Co.)
6. Manorama Year Book.
7. Whitaker's Almanac.
8. World Almanac and Book of Facts.
9. Information Please Almanac.

##### News Summaries:

1. Facts on file.
2. Keesings Record of World Events.
3. Asian Recorder.



### **Dictionaries:**

1. Oxford English Dictionary.
2. Random House Dictionary of the English Language.
3. Webster's Third New International Dictionary of the English Language.
4. Adarsha Marathi Shabdakosha. (P.N.Joshi)
5. Student's Modern English-Marathi Dictionary. (Dhavale)
6. Marathi Vyutpatti Kosh.
7. Brewer's Dictionary of Phrase & Fables.
8. Everyman's pronouncing English Dictionary.
9. Everyman's Dictionary of Dates.
10. Oxford Dictionary of Quotation.

### **Biographical Dictionaries:**

1. Chamber's Biographical Dictionary.
2. International Who's Who.
3. McGraw Hill Encyclopedia of World Biography.
4. Dictionary of National Biography (India)
5. Bharatavarshya Charitra Kosha (Chitrao Shastri)
6. Current Biography
7. Marathi Saraswat (A. I. Hoshi Ed.)
8. Who's Who of Indian Writers (Sahitya Academy)
9. India Who's Who

### **Bibliographies**

1. Indian National Bibliography
2. British National Bibliography
3. Cumulative Book Index
4. Books in Print
5. British Books in Print
6. Indian Books in Print
7. Marathi Grantha Suchi (S.G.Date)
8. Ulrich's International Periodicals Directory
9. Marathi Niyatakalisanchi Suchi (Kale and others)
10. Prakashan Varshik. (Aniruddha Prakshan, Pune)

### **Geographical sources**

1. The Columbia Lippincott Gazetteer
2. Webster's New Geographical Dictionary
3. The Gazetteer of India
4. District Gazetteer
5. Oxford Atlas
6. Fodor's India, Nepal and Sri Lanka

### **Directories:**

1. The World of Learning
2. Universities Handbook (India)
3. Directory of Scientific Research Institutions in India 1989. (INSDOC) Vols. 1-6
4. Kothari's Industrial Directory of India

5. Industrial and Commercial Directory of Poona. Maratha Chamber of Commerce and Industries. Poona.

**Handbooks:**

1. JENS Press Handbook
2. Guinness Book of Records
3. Limca Book of Records

**List of Information Sources**

1. Chemical Abstracts
2. Biological Abstracts
3. Sociological Abstracts
4. Psychological Abstracts
5. Library and Information Science Abstracts
6. Dissertation Abstracts International.
7. Guide to Indian Periodical Literature
8. Index India
9. Indian Press Index.

## **Cataloguing Practicals**

### **According to AACR II:**

1. Works by one person.
2. Works by two persons when Principal Author not indicated.
3. Works by three persons when Principal Author not indicated. Later edition.
4. Works by more than three persons when Principal Author not indicated.
5. Works by more than three persons when Principal Author not indicated. Book published in a series with a serial number.
6. Works produced by more than one person: Principal responsibility indicated: one collaborator, size in decimal fraction.
7. Works Produced by more than one principal author and more than one collaborator. (Form of notes from page no. 43 (1.7A3 to 1.7B13) to 46 of AACR II Sec Edition)
8. Works by editor/editors. (Title with subtitle: ISBN and Cost of the book).
9. Multivolume publications.
10. Literary works.
11. Pseudonymous Authorship.
12. Periodicals.
13. Institutions/Associations.
14. Corporate body – Whole Government.
15. Corporate body – Whole Government with Administrative Department.
16. Corporate body – Organs of the Government: Head of the State etc.
17. Judicial Organs (Court. High Court).
18. Conferences (Proceedings).
19. Sound recordings (disc/tape).
20. Microfilm.
21. Microfiche.

### **(According to CCC Ed. 5)**

1. Simple book – Personal Author – One Author.
2. Simple book – Personal Author – Two Author.
3. Simple book – Personal Author – More than Two Author.
4. Simple book – Collaborator heading – One collaborator.
5. Simple book – Collaborator heading – Two collaborator. Later edition – Title with subtitle.
6. Simple book – Collaborator heading – More than two collaborators. Later edition. Published in a series with editor and number.
7. Periodical Publication Type Number 1 – without sponsor.
8. Periodical publication – Type number 2 – Name of the sponsor included in the title.

## **B.Lib.I.Sc Workload**

### **Theory Papers**

Four lectures of 60 minutes per theory paper per week

No. of theory papers=7

No. of lectures per paper per week=4

**Workload of theory papers=7x4=28 lectures**

### **Practical Papers**

Four lectures Practical of 60 minutes per practical paper per week

**( Note:For Practical papers each batch shall have 15 students.)**

1.BL-301: Knowledge organization (100 Marks)

(2 batches x 4 lectures = 8 Lectures)

2. BL-302: Document description (100 Marks)

(2 batches x 4 lectures = 8 Lectures)

**Workload of practical papers 8+8=16 lectures**

3.BL-304 :Information Sources Practicals (Oral) (50 Marks)

(2 batches x 2 lectures= 4 Lectures)

4.BL-207 Term Work practical/Project Work (50 Marks)

(2 batches x 2 lectures= 4 Lectures)

**Workload of Information Sources Practicals & Term Work practical =4+4=8 lectures**

**Total Workload of practical papers=16+8=24 lectures**

**Total Workload (28 theory lectures+ 24 practical lectures=52 clock hours)**

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