

DEPARTMENT OF LIBRARY & INFORMATION SCIENCE
(FACULTY OF PHYSICAL SCIENCES)
Chaudhary Ranbir Singh University, Jind
(Established by the State Legislature Act 28 of 2014 on July 24, 2014.)

SEMESTER - I

CORE COURSES

| | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| BLIS-101: LIBRARY AND INFORMATION SOCIETY | | Total Credit: 4 Marks: 100 ET: 80 IA: 20 Time: 3 Hrs. |
| Objectives <ul style="list-style-type: none">• To introduce students to the role of Libraries in the Society.• To introduce students to the Laws of Library Science.• To provide an overview of Professional Associations.• To introduce students to Library Legislations in India. | | |
| Course Outcomes: After completing this course, students shall be able to: | | |
| BLIS-101.1 | Understand the roles of Libraries in Society. | |
| BLIS-101.2 | Understand the implications of Five Laws of Library & Information Science. | |
| BLIS-101.3 | Familiarize with Professional Associations and extension services. | |
| BLIS-101.4 | Familiarise with Library Legislation in India. | |

**Internal Assessment: 20 Marks (Presentation/Assignment/Test - 10 + Attendance/Assignment - 5+
Class test/Assignment - 5)**

Note for the Paper Setter

The paper is divided into **4** Units. The examinees will be required to attempt **Five** questions in all, including Question 1, which is compulsory and selecting **One** question from each Unit (I – IV). Question 1 will consist of **8** short Answer (2 marks each) questions (having no internal choice) spread over the whole syllabi. The Examiner will set **Two** questions from each Unit.

Unit-I: Concept of Library in Society

- Social and Historical Foundations of Information Library.
- Development of Libraries with special reference to India.
- Different Types of Libraries - their distinguishing features and functions.

Unit-II: Normative Principles of Library and Information Science

- Five Laws of Library Science and their Implications on Library and Information Activities.

Unit-III: Professional Associations, Public Relations, Extension Activities and Resource Sharing

- Professional Associations and their role with particular reference to ILA and UNESCO.
- Definition: Facets and programmes of Public Relations and Extension Services.
- Resource Sharing.

Unit-IV: Laws relating to Libraries and Information Centres

- Library Legislation in India: Need and essential features.
- Librarianship as a Profession.

Recommended Books

1. GARDENER (Frank M). Public Library Legislation: A Comparative Study.1971. Paris, UNESCO.
2. HARRISON (Colin) and BEENHAM (Rosemary). The Basic of Librarianship.1987. London. Clive-Bengley.
3. INDIA MINISTRY OF EDUCATION, Report of the Advisory Committee for Libraries.1959.Delhi, Manager of Publications.
4. JEFFERSON (G). Libraries and Society.1969. London, James Clarks and Co.
5. KHANNA (J K). Fundamentals of Library Organisation.
6. KHANNA (J K). Library and Society.1987.Kurukshetra; Research Publication.
7. SAINI (O P). Pustakālaya aura Samāja. (Hindi medium)

Mapping Matrix of Course BLIS-101**Table 101.1: CO-PO Matrix**

| Course Code | PO1 | PO2 | PO3 | PO4 | PO5 | PO6 |
|--------------------|-------------|-------------|----------|------------|-------------|----------|
| BLIS-101.1 | 3 | 1 | 3 | 3 | 2 | 1 |
| BLIS -101.2 | 3 | 1 | 3 | 3 | 3 | 3 |
| BLIS -101.3 | 2 | 2 | 3 | 2 | 3 | 3 |
| BLIS 101.4 | 3 | 1 | 3 | 2 | 1 | 1 |
| Average | 2.75 | 1.25 | 3 | 2.5 | 2.25 | 2 |

Table 101.2: CO-PSO Matrix

| Course Code | PSO1 | PSO2 | PSO3 | PSO4 | PSO5 | PSO6 | PSO7 |
|--------------------|-------------|----------|----------|-------------|------------|-------------|------------|
| BLIS-101.1 | 3 | 1 | 1 | 1 | 3 | 3 | 3 |
| BLIS -101.2 | 3 | 1 | 1 | 1 | 3 | 3 | 3 |
| BLIS -101.3 | 3 | 1 | 1 | 2 | 3 | 3 | 3 |
| BLIS 101.4 | 2 | 1 | 1 | 1 | 1 | 2 | 1 |
| Average | 2.75 | 1 | 1 | 2.25 | 2.5 | 2.75 | 2.5 |

**BLIS-102: LIBRARY CLASSIFICATION
(THEORY AND PRACTICE)**

**Total Credit: 4
Marks: 100
ET Theory : 40
IA Theory : 10
Theory Time: 2 Hrs.
ET Practical : 40
IA Practical : 10
Practical Time: 2 Hrs.**

Objectives

- To introduce the structure and attributes of Universe of Knowledge.
- To familiarize with the process of Library Classification.
- To familiarize with various provisions of major Classification Schemes.
- To introduce the provisions of classifying books using CC and DDC.

Course Outcomes: After completing this course, students shall be able to:

| | |
|-------------------|---------------------------------------------------------------------------------------------------|
| BLIS-102.1 | Understand the nature and attributes of Universe of Knowledge. |
| BLIS-102.2 | Understand the various aspects of Library Classification. |
| BLIS-102.3 | Understand salient features of major Classification Schemes and Current Trends in Classification. |
| BLIS-102.4 | Develop skills of Subject Analysis and classifying the documents using Classification Schemes. |

Part-I: Theory

Internal Assessment: 10 Marks (Attendance/Assignment - 5 (includes attendance of Practical Classes also) + Assignment/Class test - 5)

Note for the Paper Setter

The paper is divided into **3** Units. The examinees will be required to attempt **Four** questions in all, including Question 1, which is compulsory and selecting **One** question from each Unit (I – III). Question 1 will consist of **5** short Answer (2 marks each) questions (having no internal choice) spread over the whole syllabi. The Examiner will set **Two** questions from each Unit.

Unit-I: Universe of Knowledge

- Knowledge Organisation: Basic concept.
- Subjects: Basic, Compound and Complex.
- Planes of Work.

Unit-II: Library Classification

- Library Classification: Definition, Need and Purpose.
- Species of Classification Schemes.
- Notation: Need, Types and Quality.
- Call Number: Class Number, Book Number and Collection Number.

Unit-III: Classification Schemes & Current Trends

- Overview of Colon Classification.
- Main features of latest editions of DDC and UDC.
- Current Trends: Web Dewey, OCLC Classify and Folksonomy.

Part – II: Practice**Total Marks: 50****Credit: 02****Internal Assessment: 10 Marks (Assignment/Test- 5 + Test- 5)****Time: 2 Hours****Practical Examination Marks: 40****Unit-I: Colon Classification (6th Rev. ed.)****Marks: 10****Note:** There will be *Seven* Titles and the examinees will be required to classify any *Five* titles only.**Syllabus**

- Simple Subject.
- Fundamental Categories.
- Facet Analysis and Facet Sequence.
- Devices.
- Common Isolates.
- Phase Relations.

Unit-II: Dewey Decimal Classification (23rd ed.)**Marks: 30****Note:** There will be *Fifteen* Titles and the examinees will be required to classify any *Ten* titles only.**Syllabus**

- Simple Subject (Summaries).
- Introduction to Schedules.
- Use of Tables.
- Relative Index.

Recommended Books

1. DEWEY (Melvil). Dewey Decimal Classification and Relative Index. 23rd Ed. 2011. OCLC Online Computer Library Centre, Ohio.
2. DHYANI (Pushpa). Theory of Library Classification. 2000. VishwaPrakashan, Delhi.
3. KRISHAN KUMAR. Theory of Library Classification. 1985. Vikas, Delhi.
4. RANGANATHAN (SR). Colon Classification. Revised ed. 6. 1963. Ess Ess Publications.
5. RANGANATHAN (S R) Prolegomena to library classification. 3rded. 1967. Sarda Ranganathan Endowment, Bombay.
6. TRIPATHI (S M) and SHOKEEN (N S). Fundamentals of Library Classification (Hindi Medium). 1988. Y.K., Agra.

Mapping Matrix of Course BLIS-102

Table 102.1: CO-PO Matrix

| Course Code | PO1 | PO2 | PO3 | PO4 | PO5 | PO6 |
|-------------|-----|------|------|-----|-----|-----|
| BLIS -102.1 | 3 | 3 | 2 | 3 | 2 | 1 |
| BLIS -102.2 | 3 | 2 | 3 | 3 | 2 | 1 |
| BLIS -102.3 | 3 | 1 | 3 | 3 | 3 | 3 |
| BLIS -102.4 | 3 | 3 | 3 | 3 | 3 | 3 |
| Average | 3 | 2.25 | 2.75 | 3 | 2.5 | 2 |

Table 102.2: CO-PSO Matrix

| Course Code | PSO1 | PSO2 | PSO3 | PSO4 | PSO5 | PSO6 | PSO7 |
|-------------|------|------|------|------|------|------|------|
| BLIS -102.1 | 3 | 3 | 3 | 1 | 2 | 1 | 1 |
| BLIS -102.2 | 3 | 3 | 3 | 1 | 3 | 3 | 1 |
| BLIS -102.3 | 2 | 3 | 3 | 1 | 3 | 3 | 1 |
| BLIS -102.4 | 3 | 3 | 3 | 1 | 3 | 3 | 1 |
| Average | 2.75 | 3 | 3 | 1 | 2.75 | 2.5 | 1 |

**BLIS-103: INFORMATION SOURCES
(THEORY AND PRACTICE)**

**Total Credit: 4
Marks: 100
ET Theory : 40
IA Theory : 10
Theory Time: 2½ Hrs.
ET Practical : 40
IA Practical : 10
Practical Time: 2 Hrs.**

Objectives

- To acquaint with various types of Information Sources.
- To familiarize with different types of Reference Books.
- To develop evaluative and practical skills in evaluating Information Sources.

Course Outcomes: After completing this course, students shall be able to:

| | |
|-------------------|----------------------------------------------------------------------------------|
| BLIS-103.1 | Know different categories of Information Sources. |
| BLIS-103.2 | Understand different types of Reference Sources & criteria for their evaluation. |
| BLIS-103.3 | Develop practical skills in evaluating Information Sources. |
| BLIS-103.4 | Inculcate practical skills in responding to different Reference Queries. |

Part-I: Theory

Internal Assessment: 10 Marks (Assignment/Attendance – 5 (includes attendance of Practical classes also) + Assignment/Class test - 5)

Note for the Paper Setter

The paper is divided into 3 Units. The examinees will be required to attempt *Four* questions in all, including Question 1, which is compulsory and selecting *One* question from each Unit (I – III). Question 1 will consist of 7 short answer (2 marks each) questions (having no internal choice) spread over the whole syllabi. The Examiner will set *Two* questions from each Unit.

Unit-I: Reference and Information Sources

- Documentary Sources of Information: Print, Non-print and Electronic Resources.
- Categories: Primary, Secondary and Tertiary Sources.
- Human and Institutional: Nature, Types, Characteristics and Utility.
- Internet as a Source of Information.

Unit-II: Types and Evaluation of Reference Sources

- Different types of Reference Books and Criteria for their Evaluation of Encyclopaedias, Dictionaries, Geographical Sources, Biographical Sources, Reference Sources for Current Events and Ready Reference Sources.

Unit-III: Bibliographical Sources

- Bibliographical Sources: Functions and Types and Branches.
Uses and Criteria for Evaluation of National Bibliography, Trade Bibliography, Subject Bibliography, Indexing and Abstracting Sources.

Part-II: Practice

Total Marks: 40
Internal Assessment (Assignment- 10 Marks)
Practical Examination Marks: 30

Credit: 01
Time: 2 Hours

The Distribution of Marks and Scheme of Examination will be as follows:

1. The examinees will be required to evaluate *One* Information Source as given by the examiner.
Marks: 10
2. This part will consist of **10** reference Queries. The examinees must give only *one* Standard Source of Information (which according to the examinee is the most appropriate) along with Complete Bibliographical Details.
Marks: 20

Syllabus:

The List of Printed/Online Information Sources will be given by the concerned Teacher.

Recommended Books

1. BUNCH (Allan). Basics of information work, 1995. Clive Bingley. London.
2. CHANDLER (G) How to find out: A guide to sources of information for all, Ed. 4. 1971. Pergamon, Oxford.
3. KATZ (William A). Introduction to reference work, Ed. 7 2V, 1996. McGraw Hill, New York.
4. KRISHAN KUMAR, Reference Service.1969.Vikas, New Delhi.
5. TRIPATHI (S M). Modern bibliographical control, Bibliography and documentation. 1992. Y.K., Agra.
6. USHA PAWAN and GUPTA (Pawan Kumar) Sandarbh Sewa: Saidhantik avom Kriyatmak. 1994. RBSA, Jaipur. (Hindi Medium).

Mapping Matrix of Course BLIS-103

Table 103.1: CO-PO Matrix

| Course Code | PO1 | PO2 | PO3 | PO4 | PO5 | PO6 |
|--------------------|------------|-------------|------------|------------|------------|------------|
| BLIS -103.1 | 3 | 2 | 3 | 3 | 3 | 3 |
| BLIS -103.2 | 3 | 2 | 3 | 3 | 3 | 3 |
| BLIS -103.3 | 3 | 2 | 3 | 3 | 3 | 3 |
| BLIS -103.4 | 3 | 3 | 3 | 3 | 3 | 3 |
| Average | 3 | 2.25 | 3 | 3 | 3 | 3 |

Table 103.2: CO-PSO Matrix

| Course Code | PSO1 | PSO2 | PSO3 | PSO4 | PSO5 | PSO6 | PSO7 |
|--------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| BLIS -103.1 | 3 | 2 | 3 | 2 | 3 | 3 | 1 |
| BLIS -103.2 | 3 | 3 | 3 | 3 | 3 | 2 | 2 |
| BLIS -103.3 | 2 | 3 | 3 | 3 | 3 | 3 | 1 |
| BLIS -103.4 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| Average | 2.75 | 2.75 | 3 | 2.75 | 3 | 2.75 | 1.75 |

BLIS-104: INFORMATION SYSTEMS AND NETWORKS**Total Credit: 2
Marks: 50
ET : 40
IA : 10
Time: 2 Hrs.****Objectives**

- To know the Services and Products of Information Systems.
- To know the Techniques and Products of Library and Information Networks.

Course Outcomes: After completing this course, students shall be able to:**BLIS -104.1** Acquaint with the products and services of Information Systems.**BLIS -104.2** Understand the products and services of Library and Information Networks.**Internal Assessment: 10 Marks (Assignment/ Attendance - 5 + Assignment/Class test - 5)****Note for the Paper Setter**

The paper is divided into **2** Units. The examinees will be required to attempt **three** questions in all, including Question 1, which is compulsory and selecting **One** question from each Unit (I – II). Question 1 will consist of **5** short Answer (2 marks each) questions (having no internal choice) spread over the whole syllabi. The Examiner will set **Two** questions from each Unit.

Unit-I: Information Systems

- Definitions, Types and Overview of Information Systems.
- Services and Products of Information Systems: AGRIS, INIS, ENVIS, BTIS and MEDLARS.

Unit-II: Library and Information Networks

- Definitions, types and overview of Information Networks.
- Description of Library and Information Networks: INFLIBNET, DELNET, CALIBNET, NICNET, MALIBNET.

Recommended Books

1. Aswal, R. S., ed. (2003). Information Network in India. New Delhi: Ess Ess Publication.
2. Kaul, H. K. (1999). Library Resource Sharing Networks. New Delhi : Virgo Publications.
3. Khanna, J.K. (1996). Handbook of Information Systems and Services. New Delhi: Beacon Books.
4. Khanna, J.K. (2000). Documentation and Information Services, Systems and Techniques. Agra: Y.K. Publishers.
5. Lithikar, Shalini R. (2012). Information Systems and Networks in India. New Delhi: Today and Tomorrow's Printers and Publishers.
6. Neelameghan, A. and Prasad, K. N. (1998). Information Systems, Networks and Services in India: Developments and Trends. 2 vols. New Delhi: Indian Bibliographic Center.
7. Rowley, J. E. (1996). The Basics of Information Systems. London : Facet Publishing.
8. Sewa Singh. (1999). "Library and Information networks in India." In Vistas in Library, Information

WEBSITES

- AGRIS: www.fao.org/agris
- BTIS: www.btisnet.in
- CALIBNET: www.calibnet.org
- DELNET: www.delnet.nic.in
- ENVIS: www.envis.org
- INFLIBNET: www.inflibnet.ac.in
- INIS: www.iaea.org/inis
- MALIBNET: www.angelfire.com/in/malibnet
- MEDLARS: www.nlm.nih.gov
- NICNET: www.home.in

Mapping Matrix of Course BLIS-104

Table 104.1: CO-PO Matrix

| Course Code | PO1 | PO2 | PO3 | PO4 | PO5 | PO6 |
|--------------------|----------|----------|----------|----------|----------|----------|
| BLIS -104.1 | 3 | 2 | 3 | 3 | 2 | 1 |
| BLIS -104.2 | 3 | 2 | 3 | 3 | 2 | 1 |
| Average | 3 | 2 | 3 | 3 | 2 | 1 |

Table 104.2: CO-PSO Matrix

| Course Code | PSO1 | PSO2 | PSO3 | PSO4 | PSO5 | PSO6 | PSO7 |
|--------------------|----------|----------|----------|----------|----------|----------|----------|
| BLIS -104.1 | 3 | 3 | 3 | 3 | 2 | 3 | 2 |
| BLIS -104.2 | 3 | 3 | 3 | 3 | 2 | 3 | 2 |
| Average | 3 | 3 | 3 | 3 | 2 | 3 | 2 |

ELECTIVE COURSES

| | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| BLIS-105: INFORMATION LITERACY | Total Credit: 4 Marks: 100 ET : 80 IA : 20 Time: 3 Hrs. |
| Objectives <ul style="list-style-type: none"> • To understand the concept and scope of Information Literacy. • To acquaint with the theoretical framework of Information Literacy. • To enable to plan and implement Information Literacy Programmes in different types of libraries. • To know the suitable techniques and products for Information Literacy. | |
| Course Outcomes: After completing this course, students shall be able to: | |
| BLIS -105.1 | Understand the concept of Information Literacy and its importance for lifelong learning. |
| BLIS -105.2 | Know the different models, standards and framework of Information Literacy. |
| BLIS -105.3 | Know the information literacy programmes in different types of libraries. |
| BLIS -105.4 | Impart Information Literacy instructions and prepare significant Information Literacy products. |
| Internal Assessment: 20 Marks (Presentation/Assignment/Test - 10 + Assignment/Attendance - 5+ Class test/Assignment - 5) | |
| Note for the Paper Setter The paper is divided into 4 Units. The examinees will be required to attempt Five questions in all, including Question 1, which is compulsory and selecting One question from each Unit (I – IV). Question 1 will consist of 8 short Answer (2 marks each) questions (having no internal choice) spread over the whole syllabi. The Examiner will set Two questions from each Unit. | |
| Unit-I: Concept, Types and Importance of Information Literacy <ul style="list-style-type: none"> - Information Literacy: Concept, Definition, Need and Importance - Types of Information Literacy –Technology Literacy, Media Literacy, Computer Literacy & Digital Literacy - Information Literacy and Lifelong Learning | |
| Unit-II: Theoretical Framework and Initiatives of Information Literacy <ul style="list-style-type: none"> - Models, Standards, Framework & Guidelines of Information Literacy: SCONUL, ACRL, UNESCO, IFLA - Information Literacy: Initiatives and Forums in India | |
| Unit-III: Information Literacy Courses and Implementation <ul style="list-style-type: none"> - Information Literacy and LIS Education - Role of libraries in Information Literacy: School, College and University Libraries, Public Libraries, Special Libraries | |

Unit-IV: Information Literacy Instruction Methods

- Library Induction
 - Lecture, Demonstration, Practicals, Assignments
- Information Literacy Products: Library Brochure, Web based Access Instruction

Recommended Books

1. ANDRETTA (S). Ways of experiencing information literacy: Making the case for a relational approach. 2012. Oxford, Chandos.
2. GODWIN(P) and PARKER(J). Information literacy meets library 2.0.2009. Santa Barbara, Facet.
3. MACKEY(TP) and JACOBSON(TE). (2011). Teaching information literacy online. 2011. London, Neal- Schuman.
4. ASSOCIATION OF COLLEGE AND RESEARCH LIBRARIES (ACRL). Information Literacy Competency Standards for Higher Education. 2000. Chicago, American Library Association.<http://www.ala.org/ala/acrl/acrlstandards/informationliteracycompetency.htm>
5. BAWDEN (David). Information and Digital Literacy: a review of concepts. *Journal of Documentation* 57, 2; 2001; 218-259.
6. BRUCE (Christine). The Seven Faces of Information Literacy. 1997. Adelaide, Auslib Press.
7. COUNCIL OF AUSTRALIAN UNIVERSITY LIBRARIANS. Information Literacy Standards. 2001. Canberra, Council of Australian University Librarians.
8. PRESIDENTIAL COMMITTEE ON INFORMATION LITERACY, AMERICAN LIBRARY ASSOCIATION. Final Report. 1989. Chicago: American Library Association.<http://www.ala.org/ala/acrl/acrlpubs/whitepapers/presidential.htm>
9. SOCIETY OF COLLEGE, NATIONAL AND UNIVERSITY LIBRARIES (SCONUL). Information skills in higher education: a SCONUL Position Paper.1999. London, SCONUL. http://www.sconul.ac.uk/activities/inf_lit/papers/Seven_pillars.html
10. TORRAS (MC)and SAETRE (T P). (2009). Information Literacy Education. 2009. Oxford, Chandos Publishing.
11. CARDIFF UNIVERSITY LIBRARY SERVICES.2016. Handbook for Information Literacy Teaching. <http://sites.cardiff.ac.uk/ilrb/handbook/>

Mapping Matrix of Course BLIS-105

Table 105.1: CO-PO Matrix

| Course Code | PO1 | PO2 | PO3 | PO4 | PO5 | PO6 |
|--------------------|------------|------------|------------|------------|------------|-------------|
| BLIS -105.1 | 3 | 2 | 3 | 3 | 3 | 3 |
| BLIS -105.2 | 3 | 3 | 3 | 3 | 3 | 3 |
| BLIS -105.3 | 3 | 2 | 3 | 3 | 3 | 2 |
| BLIS -105.4 | 3 | 3 | 3 | 3 | 3 | 3 |
| Average | 3 | 2.5 | 3 | 3 | 3 | 2.75 |

Table 105.2: CO-PSO Matrix

| Course Code | PSO1 | PSO2 | PSO3 | PSO4 | PSO5 | PSO6 | PSO7 |
|--------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| BLIS -105.1 | 3 | 2 | 2 | 3 | 3 | 3 | 3 |
| BLIS -105.2 | 3 | 2 | 2 | 3 | 2 | 3 | 3 |
| BLIS -105.3 | 3 | 1 | 1 | 3 | 3 | 3 | 3 |
| BLIS -105.4 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| Average | 3 | 2 | 2 | 3 | 2.75 | 3 | 3 |

BLIS-106: COMMUNITY INFORMATION SERVICES (CIS)

Total Credit: 4
Marks: 100
ET : 80
IA : 20
Time: 3 Hrs.

Objectives

- To acquaint with basic concepts related to Community Information System and Services.
- To develop an understanding of information needs of different users group.
- To acquaint with the various types of information sources used by the community.
- To develop an awareness of various initiatives for social development.

Course Outcomes: After completing this course, students shall be able to:

| | |
|--------------------|------------------------------------------------------------------------------------|
| BLIS -106.1 | Understand the basic concepts of Community Information System and Services. |
| BLIS -106.2 | Understand the information needs of different user groups. |
| BLIS -106.3 | Familiarize with the different types of Community Information Sources. |
| BLIS -106.4 | Become aware of various Govt./Non-Governmental initiatives for social development. |

**Internal Assessment: 20 Marks (Presentation/Test - 10 + Assignment/Attendance - 5+
Class test/Assignment - 5)**

Note for the Paper Setter

The paper is divided into **4** Units. The examinees will be required to attempt **Five** questions in all, including Question 1, which is compulsory and selecting **One** question from each Unit (I – IV). Question 1 will consist of **8** short Answer (2 marks each) questions (having no internal choice) spread over the whole syllabi. The Examiner will set **Two** questions from each Unit.

Unit-I: Community Information Services (CIS)

- Community Information Services – Definition, Need, Features and Objectives.
- Libraries as Community Information Centres and their role in Social Development.

Unit-II: User Groups and their information needs

- Information needs and Information Services:
 - Rural Community
 - Urban Community
 - Women Empowerment
 - Weaker Sections of Society

Unit-III: Community Information Resources

- Community Information Sources: Documentary Sources; Institutional Sources; Human sources and Electronic Resources
- Social Media as a means of Information Communication.

Unit-IV: Initiatives for Social Development

- Role of NGOs in the Community Information
- E-Governance: Meaning, Scope and Purposes

- E-Governance Initiatives in India
- Right to Information: Concept and RTI Act, 2005 (Introduction only)

Recommended Books

1. AINLEY (P). Basics of community information: an action handbook for librarians. 1980. London, Association of Assistant Librarians.
2. CHILDERS (Thomas) and POST (Jyoce A). The Information Poor in America.1975. Metuchen N.J , Scarecrow Press.
3. MUKHOPADHYAY (P). Digital community information system: a framework for India. 2011. Germany, LAP Lambert Academic Publishing.
4. SARADA (K). Rural Library Services in India.1986. New Delhi, ESS ESS Publications.
5. VASHISHTH (CP). Ed. Libraries as Rural Community Resource Centers. 2004. New Delhi, B.R.
6. WARNER (E S), MURRAY (A D) and PALMOR (V E). Information Needs of Urban Residents. 1973. Baltimore, MD, Regional Planning Council.

Mapping Matrix of Course BLIS-106

Table 106.1: CO-PO Matrix

| Course Code | PO1 | PO2 | PO3 | PO4 | PO5 | PO6 |
|--------------------|----------|----------|-------------|-------------|-------------|-------------|
| BLIS -106.1 | 3 | 2 | 2 | 3 | 1 | 1 |
| BLIS -106.2 | 3 | 3 | 3 | 2 | 3 | 1 |
| BLIS -106.3 | 3 | 2 | 3 | 3 | 3 | 2 |
| BLIS -106.4 | 3 | 1 | 3 | 3 | 2 | 1 |
| Average | 3 | 2 | 2.75 | 2.75 | 2.25 | 1.25 |

Table 106.2: CO-PSO Matrix

| Course Code | PSO1 | PSO2 | PSO3 | PSO4 | PSO5 | PSO6 | PSO7 |
|--------------------|-------------|------------|------------|-------------|------------|------------|------------|
| BLIS -106.1 | 3 | 1 | 1 | 2 | 3 | 3 | 3 |
| BLIS -106.2 | 1 | 1 | 1 | 1 | 2 | 2 | 3 |
| BLIS -106.3 | 2 | 3 | 3 | 3 | 3 | 3 | 1 |
| BLIS -106.4 | 1 | 1 | 1 | 1 | 2 | 2 | 3 |
| Average | 1.75 | 1.5 | 1.5 | 1.75 | 2.5 | 2.5 | 2.5 |

SEMESTER - II

CORE COURSES

| | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| BLIS-107: MANAGEMENT OF LIBRARIES AND INFORMATION CENTRES | | Total Credit: 4 Marks: 100 External : 80 Internal : 20 Time: 3 Hrs. |
| Objectives <ul style="list-style-type: none">• To introduce Environmental Factors of Libraries and Information Centres.• To understand Organizational Structure of libraries.• To study Functions and Routines of different Sections of libraries. | | |
| Course Outcomes: After completing this course, students shall be able to: | | |
| BLIS -107.1 | Understand the Management aspects of Library & Information Centres. | |
| BLIS -107.2 | Understand Library Finance and Budgeting. | |
| BLIS -107.3 | Familiarize with the different Sections of the Library & Information Centres. | |
| BLIS -107.4 | Understand different aspects of Library maintenance and Space Management. | |
| Internal Assessment: 20 Marks (Presentation/Test - 10 + Assignment/Attendance - 5+ Class test/Assignment - 5) | | |
| Note for the Paper Setter <p>The paper is divided into 4 Units. The examinees will be required to attempt Five questions in all, including Question 1, which is compulsory and selecting One question from each Unit (I – IV). Question 1 will consist of 8 short Answer (2 marks each) questions (having no internal choice) spread over the whole syllabi. The Examiner will set Two questions from each Unit.</p> | | |
| Unit-I: Library Environment <ul style="list-style-type: none">• Organisation, Management and Administration: A Conceptual Framework.• Library Committee: Types, Functions and Powers. | | |
| Unit-II: Library Finance and Budgeting <ul style="list-style-type: none">• Sources of Finance.• Methods of Estimating Library Finance.• Budget Preparation for different types of Libraries.• Annual Report & Library Statistics. | | |
| Unit-III: Sections of the Library <ul style="list-style-type: none">• Book Selection and Procurement: Principles, Policy, Committee, Tools and Procedure.• Technical Processing Section.• Periodicals Section.• Circulation Section.• Reference Section | | |

Unit-IV: Maintenance and Space Management

- Maintenance Section: Stacking, Shelving, Shelf Rectification, Stock Verification, Binding etc.
- Space Management.

Recommended Books

1. Application of Management Techniques to Library and Information Systems, 12th IASLIC Conference, Roorkee, 1979.
2. MITTAL (R L). Library Administration: Theory and Practice. 5th ed. 1983. New Delhi, Metropolitan.
3. MOOKERJEE (Subodh Kumar) and SENGUPTA (Beneyendra). Library Organization and Library Administration. 1972. Calcutta, World Press.
4. PANWAR (B S) and VYAS (S D). Library Management. 1986. Delhi; R.R. Publishing Corporation.
5. RANGANATHAN (S R) Library Manual for Authorities, Librarians and Honorary Library Workers. 2nd ed. 1967. Bombay, Asia.
6. SINGH (M). Library and Information Management: Theory and Practice. 1983. Delhi, IBT.
7. SINGH (R S P). Fundamentals of Library Administration and Management. 1990. Delhi, Prabha.
8. STEUART (Robert) and EASTILICK (John T). Libraries Management. 2nd ed.1991. Colorado, Libraries Unlimited.
9. TRIPATHI (S M). Granthalyaprabandh (Hindi medium).

Mapping Matrix of Course BLIS-107

Table 107.1: CO-PO Matrix

| Course Code | PSO1 | PSO2 | PSO3 | PSO4 | PSO5 | PSO6 | PSO7 |
|-------------|------|------|------|------|------|------|------|
| BLIS -107.1 | 3 | 3 | 2 | 2 | 3 | 3 | 3 |
| BLIS -107.2 | 3 | 3 | 1 | 1 | 3 | 2 | 2 |
| BLIS -107.3 | 3 | 3 | 3 | 3 | 3 | 3 | 2 |
| BLIS -107.4 | 2 | 3 | 3 | 2 | 3 | 3 | 3 |
| Average | 2.75 | 3 | 2.25 | 2 | 3 | 2.75 | 2.5 |

Table 107.2: CO-PSO Matrix

| Course Code | PSO1 | PSO2 | PSO3 | PSO4 | PSO5 | PSO6 | PSO7 |
|-------------|------|------|------|------|------|------|------|
| BLIS -107.1 | 3 | 3 | 2 | 2 | 3 | 3 | 3 |
| BLIS -107.2 | 3 | 3 | 1 | 1 | 3 | 2 | 2 |
| BLIS -107.3 | 3 | 3 | 3 | 3 | 3 | 3 | 2 |
| BLIS -107.4 | 2 | 3 | 3 | 2 | 3 | 3 | 3 |
| Average | 2.75 | 3 | 2.25 | 2 | 3 | 2.75 | 2.5 |

**BLIS-108: USERS AND INFORMATION SERVICES
(THEORY AND PRACTICE)**

**Total Credit: 4
Marks: 100
ET Theory : 50
IA Theory : 10
Theory Time: 2½ Hrs.
ET Practical : 30
IA Practical : 10
Practical Time: 2 Hrs.**

Objectives:

- To familiarize with various categories of Users and their Information Needs.
- To get acquainted with different types of Information Services.
- To develop practical skills in offering selected Information Services.

Course Outcomes: After completing this course, students shall be able to:

| | |
|--------------------|------------------------------------------------------------------------|
| BLIS -108.1 | Familiarize with different types of Users and their information needs. |
| BLIS -108.2 | Know the types and purpose of Reference services. |
| BLIS -108.3 | Understand the current information services. |
| BLIS -108.4 | Prepare Bibliography and Current Information Services. |

Part-I: Theory

Internal Assessment: 10 Marks (Assignment/Attendance – 5 (includes attendance of Practical Classes also) + Class test/Assignment – 5)

Note for the Paper Setter

The paper is divided into **3** Units. The examinees will be required to attempt **Four** questions in all, including Question 1, which is compulsory and selecting **One** question from each Unit (I-III). Question 1 will consist of **7** short Answer (2 marks each) questions (having no internal choice) spread over the whole syllabi. The Examiner will set **Two** questions from each Unit.

Unit – I: Information Users and their Information Needs

- Conceptual Definitions of Data, Information, Knowledge and Wisdom.
- Information: Types and Characteristics.
- Categories of Information Users and their Characteristics.
- Information Need and Seeking Behavior: Concept and Models.
- User Studies: Need, Objectives, Plan and Methods.
- User Education: Concept, Need and Methods.

Unit – II: Information Services-I

- Information Services: An overview.
- Reference Service: Definition, Need, Types and Functions.
- Reference Process: Reference Question; Reference Interview.
- Referral Service
- Document Delivery Service
- Translation Services.

Unit – III: Information Services-II

- Current Awareness type of Service (CAS).
- Selective Dissemination of Information (SDI).
- Press Clipping Service.
- Indexing & Abstracting Service,
- Web-based or Internet-based Service.

Part-II: Practice

Total Marks: 40

Internal Assessment (Assignment: 10 Marks)

Practical Examination Marks: 30

Credit: 01

Time: 2 Hours

Syllabus:

Preparation of Current Contents List, Newspaper Clippings, Arrangement of Bibliographic Information (MLA Ed.7th) using MS-Word/ Manual.

Note: There will be *Two* questions (10 entries each) from the following for each examinee:

1. Preparation of Current Contents List. (Broad Subject Heading Arrangement) on a specified subject.
2. Arrange Bibliographic Information (MLA Ed.7th) using MS-Word/ Manual.
3. Preparation of Newspaper Clippings using MS-Word/Manual on a specified subject.

Recommended Books

1. ATHERTON (Pauline). Handbook for information systems and services. 1977. UNESCO, Paris.
2. BOPP (Richard E) and SMITH (Linda C), *Ed.* Reference and information services: An Introduction. Rev. ed. 1995. Libraries Un., USA.
3. CHOWDHURY (GG). Information users and usability in the digital age. 2011. Neal- Schuman Publishers, Inc., New York.
4. GUHA (B) Documentation and information. Rev. ed. 2. 1983. World Press, Calcutta. K.G. Saur, Michigan.
5. KATZ (William A). Introduction to reference work. Ed. 7. 2 V. 1996. Mc Graw Hill, New York.
6. KAWATRA (PS). Fundamentals of Documentation. 983. Sterling Pub., New Delhi.
7. KRISHAN KUMAR. Reference Service. Rev. ed. 3. 1987. Vikas, New Delhi.
8. LALOO (Bikka Tariang). Information Needs, Information Seeking Behavior and Users. 2002. Ess Ess, New Delhi.
9. PRASAD (HN). Information needs and users. Rev. ed. 2. 1991. BR Publications, New Delhi.
10. RANGANATHAN (S R). Reference Service. (1991). Sarada Ranganathan Endowment, Bangalore.
11. ROWLEY (J E). The Basics of Information Systems. 1996. Facet Publishing, London.
12. SINGH, S. Handbook on International Sources on Reference and Information. 2001. CREST Publishing, New Delhi
13. TRIPATHI (S.M.). New Dimensions on Reference and Information Services. (Hindi Medium) 1998. Y.K., Agra.
14. USHA PAWAN and GUPTA (Pawan Kumar). Sandarbh Sewa: Saidhantikavom Kriyatmak 1994. RBSA, Jaipur. (Hindi Medium).

Mapping Matrix of Course BLIS-108

Table 108.1: CO-PO Matrix

| Course Code | PO1 | PO2 | PO3 | PO4 | PO5 | PO6 |
|--------------------|------------|------------|------------|------------|------------|------------|
| BLIS -108.1 | 3 | 3 | 3 | 3 | 3 | 3 |
| BLIS -108.2 | 3 | 3 | 3 | 3 | 3 | 3 |
| BLIS -108.3 | 3 | 3 | 3 | 3 | 3 | 3 |
| BLIS -108.4 | 3 | 3 | 3 | 3 | 3 | 3 |
| Average | 3 | 3 | 3 | 3 | 3 | 3 |

Table 108.2: CO-PSO Matrix

| Course Code | PSO1 | PSO2 | PSO3 | PSO4 | PSO5 | PSO6 | PSO7 |
|--------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| BLIS -108.1 | 3 | 2 | 2 | 3 | 2 | 3 | 3 |
| BLIS -108.2 | 3 | 2 | 3 | 3 | 2 | 3 | 3 |
| BLIS -108.3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| BLIS -108.4 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| Average | 3 | 2.5 | 2.75 | 3 | 2.5 | 3 | 3 |

**BLIS-109: ICT APPLICATIONS IN LIS
(THEORY AND PRACTICE)**

Total Credit: 4
Marks: 100
ET Theory : 50
IA Theory : 10
Theory Time: 2½ Hrs.
ET Practical : 30
IA Practical : 10
Practical Time: 2 Hrs.

Objectives

- To acquaint with students with the basic concepts of Computers and Networking.
- To acquaint students with various aspects of Computer Technologies.
- To develop skills in using computers and MS Office Software.

Course Outcomes: After completing this course, students shall be able to:

| | |
|--------------------|-----------------------------------------------------------------------|
| BLIS -109.1 | Familiarize with classification of Computers and Hardware components. |
| BLIS -109.2 | Understand the concept of Computer Software. |
| BLIS -109.3 | Familiarize with different communication technologies. |
| BLIS -109.4 | Learn practical use of MS Word, Power Point and Web Searching. |

Part-I: Theory

Internal Assessment: 10 Marks (Assignment/Attendance – 5 (includes attendance of Practical Classes also) + Class test/Assignment – 5)

Note for the Paper Setter

The paper is divided into 3 Units. The examinees will be required to attempt *Four* questions in all, including Question 1, which is compulsory and selecting *One* question from each Unit (I–III). Question 1 will consist of 7 short Answer (2 marks each) questions (having no internal choice) spread over the whole syllabi. The Examiner will set *Two* questions from each Unit.

Unit-I: Computer Hardware

- The Evolution of Computers.
- Characteristics of Computers.
- Classification of Computers: Super Computer, Mainframe Computer, Mini Computer and Micro Computer. Digital vs. Analog Computers.
- *Computer Architecture:* Input Devices, Output Devices, Central Processing Unit. Memory (Auxiliary).

Unit-II: Computer Software

- System and Application Software.
- Operating Systems: Single and Multiuser.
- Basics Features of MS Windows and Linux.
- Application Software: Concept and Types.

Unit-III: Communication Technology (Networking)

- *Communication:* An Overview
- *Networks:* Concept and Components

- **Network Media:** Wire and Wireless.
- **Network Types:** PAN, LAN, MAN and WAN.
- **Topologies:** Bus, Star, Ring, Token Ring, Tree and Mesh.

Part-II: Practice

Total Marks: 40

Credit: 01

Internal Assessment: 10 Marks (Assignment – 5 + Class test/Assignment – 5)

Practical Examination Marks: 30

Time: 2 Hours

Note: There will be Three Questions and the examinees will be required to attempt *Two* questions.

MS Office

- **MS WORD:** Standard Toolbars, Creating a Document, Editing a Document, Formatting a Document, Maintaining Mailing List.
- **MS POWER POINT:** Creating Presentation Slides, Formatting/ Adding Graphics. Animation and Slide Transition, Slide Show. Customizing and Printing.

Online Searching

- Basic Web Searching
- E-mail

Recommended Books

1. Bharathiar University. Introduction to Information Technology. http://buc.edu.in/sde_book/bcom_ca.pdf
2. BHARIHOKE (Deepak). Fundamentals of Information Technology. 4th Ed. Excel Books. New Delhi, 2012.
3. BOTT, Ed. Introducing Windows 10 for IT Professionals. Microsoft Press. Washington, 2015.
4. GILL (Nasib Singh). Handbook of Computer Fundamentals. Jain Book Agency. Delhi, 2016.
5. GOOKIN (Dan). Word 2016 For Dummies. Wiley & Sons, Inc., 2013.
6. Introducing Windows 10. Microsoft Press, Preview eBook. http://download.microsoft.com/download/D/2/B/D2B18586-8C4F-4F40-828D-99D96489152A/Microsoft_Press_eBook_Introducing_Windows_10_Preview_PDF.pdf
7. LAMBERT (Joan) and FRYE (Curtis). Microsoft Office 2016 Step by Step. Microsoft Press. Washington. 2015. <https://ptgmedia.pearsoncmg.com/images/9780735699236/samplepages/9780735699236.pdf>
8. LAMBERT (Joan) and LAMBERT (Steve). Windows 10 Step by Step. Microsoft Press, Washington, 2015. <https://ptgmedia.pearsoncmg.com/images/9780735697959/samplepages/9780735697959.pdf>
9. LEON (Alexis) and LEON (Mathews). Fundamentals of Information Technology. 2nd Ed. Vikas Publishing House Pvt. Ltd. New Delhi. 2009.
10. LEON-GARCIA (Alberto) and WIDJAJA (Indra). Communication Networks: Fundamental concepts and key architectures. 2nd Ed. McGraw-Hill, 2006.
11. LOWE (Doug). PowerPoint 2013 For Dummies. Wiley & Sons, Inc., 2013.
12. LOWE (Doug). PowerPoint 2016 For Dummies. Wiley & Sons, Inc., 2015.
13. McFedries (Paul). Teach Yourself Visually Windows 10. Wiley, 2015.

14. Nagpal (D P). Computer Fundamentals. S. Chand. New Delhi. 2008.
15. NORTON (Peter). Introduction to Computers. Tata McGraw-Hill. New York. 6th Edition. 2008. <https://onlinestudy4u.files.wordpress.com/2012/10/introduction-to-computers-by-peter-norton-6th-ed.pdf>
16. ROWLEY (Jennifer). Computers for libraries. 3rd ed. Library Association. London. 1993.
17. SALARIA (R S), Computer Fundamentals. Jain Book Agency. Delhi, 2015.
18. SINHA (P K) and Sinha (P). Foundations of computing. BPB Publications. 2008. <http://www.edutechlearners.com/computer-fundamentals-p-k-sinha-free-pdf/>
19. TANENBAUM (Andrew S) and WETHERALL (David J.). Computer networks. 5th Ed. Prentice Hall of India Pvt. Ltd. 2011. <https://inspirit.net.in/books/networking/Computer%20Networks%20-%20A%20Tanenbaum.pdf>
<https://montes.bloomu.edu/Readings/Computer%20Networks%20-%20A%20Tanenbaum%20-%205th%20edition.pdf>
20. Umesh Kumar Singh. Fundamentals of Computer and Information Technology. Jain Book Agency. Delhi, 2013.
21. WANG (Wallace). Office 2013 For Dummies. Wiley & Sons, Inc., 2013.
22. WEVERKA (Peter). Microsoft Office Home and Student Edition 2013 All-in-One for Dummies. John Wiley & Sons, Inc., 2013.
23. WEVERKA (Peter). Windows 10 For Seniors For Dummies. Wiley & Sons, Inc., 2015.

Mapping Matrix of Course BLIS-109

Table 109.1: CO-PO Matrix

| Course Code | PO1 | PO2 | PO3 | PO4 | PO5 | PO6 |
|--------------------|------------|------------|------------|------------|------------|------------|
| BLIS -109.1 | 2 | 2 | 3 | 3 | 3 | 3 |
| BLIS -109.2 | 2 | 2 | 3 | 3 | 3 | 3 |
| BLIS -109.3 | 3 | 3 | 3 | 3 | 3 | 3 |
| BLIS -109.4 | 3 | 3 | 3 | 3 | 3 | 3 |
| Average | 2.5 | 2.5 | 3 | 3 | 3 | 3 |

Table 109.2: CO-PSO Matrix

| Course Code | PSO1 | PSO2 | PSO3 | PSO4 | PSO5 | PSO6 | PSO7 |
|--------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| BLIS -109.1 | 2 | 3 | 2 | 2 | 3 | 2 | 2 |
| BLIS -109.2 | 2 | 3 | 2 | 2 | 3 | 2 | 2 |
| BLIS -109.3 | 2 | 2 | 3 | 2 | 3 | 2 | 2 |
| BLIS -109.4 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| Average | 2.25 | 2.75 | 2.5 | 2.25 | 3 | 2.25 | 2.25 |

**BLIS-110: LIBRARY CATALOGUING
(THEORY AND PRACTICE)**

**Total Credit: 4
Marks: 100
ET Theory : 40
IA Theory : 10
Theory Time: 2 Hrs.
ET Practical : 40
IA Practical : 10
Practical Time: 2 Hrs.**

Objectives

- To understand the process of Cataloguing.
- To know various provisions of CCC and AACR - II.
- To learn preparation of Entries according to CCC and AACR - II.

Course Outcomes: After completing this course, students shall be able to:

| | |
|--------------------|-------------------------------------------------------------------------------------------------------|
| BLIS -110.1 | Know different types of Catalogue and understand the process of Library Cataloguing. |
| BLIS -110.2 | Understand the concept of Subject Cataloguing and the process of deriving/assigning Subject Headings. |
| BLIS -110.3 | Understand various provisions of CCC and AACR - II. |
| BLIS -110.4 | Prepare Entries according to AACR – II. |

Part-I: Theory

Internal Assessment: 10 Marks (Assignment/Attendance – 5 (includes attendance of Practical Classes also) + Class test/Assignment – 5)

Note for the Paper Setter

The paper is divided into **3** Units. The examinees will be required to attempt **Four** questions in all, including Question 1, which is compulsory and selecting **One** question from each Unit (I – III). Question 1 will consist of **5** short Answer (2 marks each) questions (having no internal choice) spread over the whole syllabi. The Examiner will set **Two** questions from each Unit.

Unit-I: Bibliographic Description-I

- Catalogue – Definition, Need and Purpose, Types of Library Catalogue.
- Physical Forms: Conventional and Non-conventional

Unit-II: Bibliographic Description-II

- Kinds of Entries and their functioning according to CCC and AACR-II.

Unit-III: Subject Cataloguing

- Definition, Need, Purpose and problems of Subject Cataloguing, Methods of Subject Cataloguing. Chain Procedure and Sears List of Subject Headings. Latest trends in Library Cataloguing

Part – II: Practice: AACR-II

Total Marks: 50

Credit: 02

Internal Assessment: 10 Marks (Preparation of Cataloguing Copy)

Practical Examination Marks: 40

Time: 2 Hours

Note: There will be *Five* Titles and the examinees will be required to attempt any *Three* Titles. All titles carry equal marks.

Syllabus:

- Sections and Skeleton Card of Main and Added entries.
- Basic features, Personal Author(s), Shared Authorship, Collaborator (s).
- Cataloguing of Pseudonym Work.
- Cataloguing of Multivolume documents.
- Cataloguing of Periodical Publications (Simple Periodical Publications)

Books Recommended

1. ALA and others. Anglo American Cataloguing Rules. Revised ed. 2. 1998.
2. Ranganathan (SR). Classified Catalogue Code.
3. Ranganathan (SR). Colon Classification. Revised ed. 6. 1963. Ess Ess Publications.
4. SEARS (ME). Sears List of Subject Headings. Latest edition.

Mapping Matrix of Course BLIS-110

Table 110.1: CO-PO Matrix

| Course Code | PO1 | PO2 | PO3 | PO4 | PO5 | PO6 |
|--------------------|------------|----------|----------|----------|----------|----------|
| BLIS -110.1 | 3 | 2 | 3 | 3 | 3 | 3 |
| BLIS -110.2 | 3 | 2 | 3 | 3 | 3 | 3 |
| BLIS -110.3 | 2 | 2 | 3 | 3 | 3 | 3 |
| BLIS -110.4 | 2 | 2 | 3 | 3 | 3 | 3 |
| Average | 2.5 | 2 | 3 | 3 | 3 | 3 |

Table 110.2: CO-PSO Matrix

| Course Code | PSO1 | PSO2 | PSO3 | PSO4 | PSO5 | PSO6 | PSO7 |
|--------------------|-------------|----------|----------|----------|------------|-------------|-------------|
| BLIS -110.1 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| BLIS -110.2 | 3 | 3 | 3 | 3 | 2 | 2 | 2 |
| BLIS -110.3 | 3 | 3 | 3 | 3 | 2 | 2 | 2 |
| BLIS -110.4 | 2 | 3 | 3 | 3 | 3 | 2 | 2 |
| Average | 2.75 | 3 | 3 | 3 | 2.5 | 2.25 | 2.25 |

| BLIS-111: LIBRARY TOUR | | Total Credit: 2 Marks: 50 |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|--------------------------------------|
| Objectives | | |
| <ul style="list-style-type: none"> To acquaint students with the functioning of different types of Libraries. To familiarize the students with different types of sources and services available in different libraries. | | |
| Course Outcomes: After completing this course, students shall be able to: | | |
| BLIS -111.1 | Have direct physical/virtual exposure to the working of different libraries. | |
| BLIS -111.2 | Have an understanding of sources and services offered by the visited libraries. | |
| Total Marks: 50 | | Credit: 02 |
| (i) Library Tours/Virtual Tours of any three Libraries. | | Marks: 30 (10 Marks each) |
| (ii) Tour Reports | | Marks: 20 |
| Note: (a) It will be mandatory for all the students participate in Library Tours/Virtual Tours as per the schedule. | | |
| (b) Students will be required to maintain a diary of their library tours and shall prepare a report under the guidance of the Teacher Supervisors. The tour reports will be evaluated by the Committee consisting of all the regular Teachers of the Department. | | |

Mapping Matrix of Course BLIS-111

Table 111.1: CO-PO Matrix

| Course Code | PO1 | PO2 | PO3 | PO4 | PO5 | PO6 |
|--------------------|----------|----------|----------|----------|----------|----------|
| BLIS -111.1 | 3 | 3 | 3 | 3 | 3 | 3 |
| BLIS -111.2 | 3 | 3 | 3 | 3 | 3 | 3 |
| Average | 3 | 3 | 3 | 3 | 3 | 3 |

Table 111.2: CO-PSO Matrix

| Course Code | PSO1 | PSO2 | PSO3 | PSO4 | PSO5 | PSO6 | PSO7 |
|--------------------|----------|----------|----------|----------|----------|----------|----------|
| BLIS -111.1 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| BLIS -111.2 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| Average | 3 | 3 | 3 | 3 | 3 | 3 | 3 |

ELECTIVE COURSES

| | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| BLIS-112: SCHOOL LIBRARY SYSTEM | Total Credit: 4 Marks: 100 ET : 80 IA : 20 Time: 3 Hrs. |
| Objectives <ul style="list-style-type: none"> • To provide an overview of School Library System. • To familiarize with the role of school library in elementary and secondary education. • To familiarize with the sources and services provided by school library. | |
| Course Outcomes: After completing this course, students shall be able to: | |
| BLIS -112.1 | Know the role and functioning of school libraries in elementary and secondary education. |
| BLIS -112.2 | Understand the collection development and different types of sources in school libraries. |
| BLIS -112.3 | Familiarize with different information services provided in school libraries. |
| BLIS -112.4 | Familiarize with the policies and guidelines of various regulatory agencies for school libraries. |
| <p>Internal Assessment: 20 Marks (Presentation/Assignment/Test - 10 + Attendance/Assignment - 5+ Class test/Assignment - 5)</p> <p>Note for the Paper Setter The paper is divided into 4 Units. The examinees will be required to attempt Five questions in all, including Question 1, which is compulsory and selecting One question from each Unit (I – IV). Question 1 will consist of 8 short Answer (2 marks each) questions (having no internal choice) spread over the whole syllabi. The Examiner will set Two questions from each Unit.</p> <p>Unit-I: School Library System: Basic Concept</p> <ul style="list-style-type: none"> - Definition, Scope & Objectives. - Components: Mobile Library, Cluster Library, Classroom Library, Centralized School library, School Community Library <p>Unit-II: Information Sources and Collection Development</p> <ul style="list-style-type: none"> - Information sources for children: Illustrated books, Reference books, Newspapers and magazines, Audio-video collection, Digital resources. - Collection Development: Selection, Acquisition & Maintenance. <p>Unit-III: Users and Information Services</p> <ul style="list-style-type: none"> - Information Services in School Libraries: User Orientation, Reference Service, Circulation Service, Library hours, Internet-based Services. - Promotion of Reading Habits Among Children. <p>Unit-IV: Initiatives for School Libraries</p> <ul style="list-style-type: none"> - Guidelines of Educational Boards and National Bodies for School Libraries. - Role of School Librarian. | |

Recommended Books

1. AL-MISFE (AM). A combined public/school library system for the educational district of Riyadh. 1989. Saudi Arabia: A model for planning.
2. AMUCHEAZI (ON). The need for community oriented school library services for the effective implementation of the universal Basic Education Programme. *Nigeria School Library Journal*. 4, 182; 2001; 39-44.
3. BROPHY (P). The academic library. 2005. London, Facet Pub.
4. BUDD (J). The changing academic library: Operations, cultures, environments. 2005. Chicago, Association of College and Research Libraries.
5. CANAVOR (N) and KROLL (C). NASSAU School Library System & American Association of School Librarians. 2000. The school library: Where learning meets the future. New York, Nassau School Library System.
6. CHRISTIAN (A R). (2013). Academic library management: Universities, colleges and institutions. 2013. Jaipur, Vista Publishers.
7. COHEN (LB). Library 2.0 initiatives in academic libraries. 2007. Chicago, Association of College and Research Libraries.
8. DANIEL (CI). 2001. The school libraries and the librarians: making a difference in the knowledge age. Being a compendium of papers presented at the 39th National conference and AGM of the NLA held at Owerri, 2001; 109-104.
9. DIKE (VW). The role of the school library in reading promotion. Nigerian School Librarianship: Yesterday, Today and Tomorrow. 1998. D.F Elaturoti. Ed. Ibadan, Nigerian School Library Association.
10. DUTCHESS COUNTY BOCES SCHOOL LIBRARY SYSTEM (N.Y.). School library system notes.1986. Red Hook, N.Y: The System.
11. ELATUROTOI (DF). Learning resources and development for Nigerian school libraries. In: Elaturoti, D.F. (Ed). Nigerian school Librarianship: Yesterday, Today and Tomorrow. 1998. Ibadan, Nigerian school library Association.
12. ELGUINDI. Electronic resource management. Practical perspectives in a new technical services model. 2013. Stanton Harcourt, Chandos Publishing Ltd.
13. FAYOSE (PO). School Library Resource centres for Educational Excellence. 1995. Ibadan, AENL publishers.
14. FREEMAN (P). Pathfinder: An operational guide for the school librarian. 1975. New York, Haper& Row Publishers.
15. IFLA/UNESCO. The school libraries and learning for all: IFLA/UNESCO school library manifesto. 2000. IFLANET.
16. IFLA/UNESCO. IFLA/UNESCO school library manifesto: the school library in teaching and learning for all. 2002. Retrieved from <http://www.ifla.org>. 22/06/08
17. Islam, M.A. School libraries in Bangladesh: A state-of-the-art report. *School libraries Worldwide*. 4, 2; 1998; 37-38.
18. LIBRARY AND INFORMATION TECHNOLOGY ASSOCIATION (U.S.). Open source software for libraries: An open source for libraries collaboration. 2002. Chicago: LITA.
19. MORRIS (FO). Schools Library Services 1990-2000. *School Librarian*. 49, 1; 2004; 12-13.
20. PATRICK(R J). *Guidelines for library cooperation: Development of academic library consortia*. 1972. Santa Monica, Calif, System Development Corp.
21. PECK (P). Crash course in children's services. 2006. Westport, Conn: Libraries Unlimited.
22. RADFORD (M L) and SNELSON (P). Academic library research: Perspectives and current trends.

2008. Chicago, Association of College and Research Libraries.

23. RANGANATHAN (S.R.). New Education and School Library. 2006. New Delhi, Ess Ess Publication.

24. THANUSKODI (S). Challenges of academic library management in developing countries. 2013. Hershey PA, Information Science Reference.

Mapping Matrix of Course BLIS-112

Table 112.1: CO-PO Matrix

| Course Code | PO1 | PO2 | PO3 | PO4 | PO5 | PO6 |
|-------------|-----|------|------|------|-----|------|
| BLIS -112.1 | 3 | 2 | 2 | 2 | 2 | 2 |
| BLIS -112.2 | 3 | 2 | 3 | 2 | 3 | 2 |
| BLIS -112.3 | 3 | 3 | 3 | 3 | 3 | 3 |
| BLIS -112.4 | 2 | 2 | 3 | 2 | 2 | 2 |
| Average | 2.5 | 2.25 | 2.75 | 2.25 | 2.5 | 2.25 |

Table 112.2: CO-PSO Matrix

| Course Code | PSO1 | PSO2 | PSO3 | PSO4 | PSO5 | PSO6 | PSO7 |
|-------------|------|------|------|------|------|------|------|
| BLIS -112.1 | 3 | 3 | 2 | 2 | 1 | 1 | 1 |
| BLIS -112.2 | 3 | 3 | 3 | 2 | 2 | 3 | 2 |
| BLIS -112.3 | 3 | 3 | 3 | 2 | 2 | 3 | 2 |
| BLIS -112.4 | 1 | 1 | 1 | 1 | 1 | 3 | 2 |
| Average | 2.5 | 2.5 | 2.25 | 1.75 | 1.5 | 2.5 | 1.75 |

| | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| BLIS-113: E-RESOURCE MANAGEMENT | | Total Credit: 4 Marks: 100 ET : 80 IA : 20 Time: 3 Hrs. |
| Objectives | | |
| <ul style="list-style-type: none"> • To understand the meaning, definition and types of Electronic Resources. • To aware about Collection development of e-resources. • To know the activities involved in Developing Collection and Providing access to electronic resources. | | |
| Course Outcomes: After completing this course, students shall be able to: | | |
| BLIS -113.1 | Understand the concept and types of E-resources. | |
| BLIS -113.2 | Know the various issues related to collection development and managing E-resources. | |
| BLIS -113.3 | Understand access management issues related to E-resources. | |
| BLIS -113.4 | Aware of the standard and guidelines related to usage statistics of E-resources. | |
| Internal Assessment: 20 Marks (Presentation/Assignment/Test - 10 + Attendance/Assignment - 5+ Class test/Assignment - 5) | | |
| Note for the Paper Setter | | |
| <p>The paper is divided into 4 Units. The examinees will be required to attempt Five questions in all, including Question 1, which is compulsory and selecting One question from each Unit (I – IV). Question 1 will consist of 8 short Answer (2 marks each) questions (having no internal choice) spread over the whole syllabi. The Examiner will set Two questions from each Unit.</p> | | |
| Unit-I: Electronic Resources | | |
| <ul style="list-style-type: none"> - Concept, Need, Characteristics, Benefits and Drawbacks. - E-Resource Life Cycle. - Types of e-resources | | |
| Unit-II: Collection Development | | |
| <ul style="list-style-type: none"> - Collection Building Process: Formulating policy, Budgeting, Evaluation of e-resources. - Subscription Models: Licenses and Negotiation. - Consortia: Concept, Need , Purpose & Limitations; E- shodhsindhu. - Preservation and Perpetual Access. | | |
| Unit-III: Access Management | | |
| <ul style="list-style-type: none"> - Access management of e-resources, Channels. - Authentication and Authorization. - Organization & description of resources. Metadata: Basis Concept. - User training and awareness. | | |
| Unit-IV: Usage Statistics and ERMS | | |
| <ul style="list-style-type: none"> - Usage Statistics of E-resources. - Standards and Guidelines (COUNTER,SUSHI). - ERMS: Concept, Need & Features. - Salient features of some ERMS (Exlibris VERDE) | | |

Recommended Books

1. BRYNJOLFSSON (ERIC) and KAHIN (BRIAN), Ed. Understanding the digital economy: data, tools and research. 2002. Massachusetts: MIT Press.
2. COLE (JIM) and others. E-serials Collection Management: Transition, Trends and Technicalities. 2003. London, CRC Press.
3. CONGER (JOAN E). Collaborative electronic resource management: From acquisitions to Assessment. 2004. Westport, Libraries Unlimited.
4. CURTIS (DONNELYN). E-journals: How to do it Manual for Building, Managing and Supporting Electronic. Journal Collection. 2005. London, Facet Publishing.
5. FECKO (MARY BETH). Electronic Resources: Access and Issues. 1997. London: Bowker-Saur.
6. HANSON (ARDIS) and LEVIN (BL). Building a Virtual Library. 2002. Hershey, P.A.: Information Science Publishing.
7. JONES(WAYNE), ed. E-Journal Access and Management. 2009. New York, Routledge.
8. KASDORF (WILLIUM E), *Ed.* The Columbia Guide to Digital Publishing. 2003. New York, Columbia University Press.
9. KATZ (LINDA S). Collection Development Policies: New Dimension for Changing Collections. 2003. London, Roultedge Kegan Paul.
10. KATZ (LINDA S). Managing Digital Resources in Libraries. 2005. London: Routledge Kegan Paul.
11. KEMP (REBECCA). E-resource Evaluation and Usage Statistics: Selector's Choices.2008. Saarbrücken, VDM Verlag.
12. KUMBAR (TS) and KARISIDDAPPA (CR). Electronic Journals. *In: Information Technology Application in Libraries: a text book for beginners*. Edited by M.Mahapatra and D.B.Ramesh. 2004. Bhubaneswar, Reprint.
13. LEE (STUART D.) and BOYLE (FRANCES). Building an Electronic Resource Collection: A Practical Guide (2nd ed). 2004. London, Facet Publishing.
14. LEE (SUL H). Electronic Resources and Collection Development. 2003. London, Routlege Kegan Paul.
15. MAHAPATRA (M) and RAMESH (DB). Electronics Publishing and media. *In: Information Technology Application in Libraries: a text book for beginners*. Edited by M. Mahapatra and D.B. Ramesh. 2004. Bhubaneswar, Reprint.
16. MITCHELL (ANNE M) and SURRAT (BRAIN E). Cataloguing and Organizing Digital Resources: A How to do it. Manual for Librarians. 2005. London, Facet Publishing.
17. YU (HOLLY) and BREIVOLD (SCOTT). Electronic Resource Management in Libraries: Research and Practice. 2008. Information Science Reference.

Mapping Matrix of Course BLIS-113

Table 113.1: CO-PO Matrix

| Course Code | PO1 | PO2 | PO3 | PO4 | PO5 | PO6 |
|--------------------|-------------|-------------|------------|-------------|------------|------------|
| BLIS -113.1 | 3 | 1 | 3 | 3 | 3 | 2 |
| BLIS -113.2 | 3 | 1 | 3 | 3 | 3 | 2 |
| BLIS -113.3 | 2 | 2 | 3 | 3 | 3 | 2 |
| BLIS -113.4 | 1 | 1 | 3 | 2 | 3 | 2 |
| Average | 2.25 | 1.25 | 3 | 2.75 | 3 | 2 |

Table 113.2: CO-PSO Matrix

| Course Code | PSO1 | PSO2 | PSO3 | PSO4 | PSO5 | PSO6 | PSO7 |
|--------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| BLIS -113.1 | 1 | 2 | 3 | 3 | 2 | 3 | 2 |
| BLIS -113.2 | 3 | 3 | 3 | 3 | 3 | 3 | 2 |
| BLIS -113.3 | 3 | 3 | 3 | 3 | 3 | 3 | 2 |
| BLIS -113.4 | 1 | 1 | 2 | 2 | 2 | 2 | 2 |
| Average | 2 | 2.5 | 2.75 | 2.75 | 2.5 | 2.75 | 2 |

OPEN ELECTIVE COURSE
(Inter-Disciplinary Course for the students of other Departments)

| | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|
| LIS-OE-1: INTRODUCTION TO LIBRARY AND ITS SERVICES | Total Credit: 2 Marks: 50 Time: 2 Hrs. |
| <p>Objectives</p> <ul style="list-style-type: none"> • To highlight the importance of Libraries in Higher Education. • To Introduce the students with different types of Libraries and their roles. • To Introduce the students with various Sections of Libraries. • To introduce the students with Library Collection. • To introduce the students with Library Services | |
| <p>Course Outcomes: After completing this course, students shall be able to:</p> | |
| LIS-OE-1.1 | Understand the Functioning of different types of Libraries. |
| LIS-OE-1.2 | Use different types of Information Sources and services. |
| <p>Unit-I: Introduction to Library</p> <ul style="list-style-type: none"> - Library and its Types: Public, Academic, and Special. - Role of University Library in Higher Education. - Digital Library. <p>Unit-II: Different Sections of Library</p> <ul style="list-style-type: none"> - Different Sections of a University Library and their Functions: Acquisition, Technical, Maintenance, Reference, Periodicals. - Library catalogue and Classification Schemes: Brief introduction to CC and DDC. <p>Unit-III: Library and Information Sources</p> <ul style="list-style-type: none"> - Information Sources and their categories. Introduction to Periodicals, Books, Research Reports, Encyclopedias, Dictionaries, Yearbooks, Directories, Bibliographies, Indexing and Abstracting Sources. - Search Strategy: Manual <p>Unit-IV: Library and information services</p> <ul style="list-style-type: none"> - Library and Information Services: Reference Service- face to face and Digital, OPAC and Database Search, Library Portal, Information Literacy Instruction, etc. - Introduction to Network based Services. <p>Recommended Books (Updated List of recommended books/documents will be provided by the concerned Teacher)</p> | |