॥ सा विद्या या विमुक्तये ॥

# स्वामी रामानंद तीर्थ मराठवाडा विद्यापीठ, नांदेड

"ज्ञानतीर्थ" परिसर, विष्णुपूरी, नांदेड – ४३१६०६ (महाराष्ट्र)

## SWAMI RAMANAND TEERTH MARATHWADA UNIVERSITY NANDED

"Dnyanteerth", Vishnupuri, Nanded - 431606 Maharashtra State (INDIA)

Established on 17th September 1994 – Recognized by the UGC U/s 2(f) and 12(B), NAAC Re-accredited with 'A' Grade

# ACADEMIC (1-BOARD OF STUDIES) SECTION

Phone: (02462) 229542
Fax   : (02462) 229574

Website: www.srtmun.ac.in

E-mail: bos.srtmun@gmail.com

आंतर–विद्याशाखीय अभ्यास विद्याशाखेतील विविध पदवी  विषयांचे सी.बी.सी.एस. पॅटर्नचे अभ्यासक्रम शैक्षणिक वर्ष २०–२१ पासून लागू करण्याबाबत.

# प रि प त्र क

या परिपत्रकान्वये सर्व संबंधितांना कळविण्यात येते की, **दिनांक २० जून २०२० रोजी संपन्न झालेल्या ४७ व्या मा. विद्या परिषद बैठकीतील विषय क्र. १३/४७–२०२०** च्या ठरावानुसार प्रस्तुत विद्यापीठाच्या **संलग्नित महाविद्यालयांतील आंतर–विद्याशाखीय अभ्यास विद्याशाखेतील पदवी स्तरावरील** खालील विषयांचे **C.B.C.S. (Choice Based Credit System) Pattern** नुसारचे अभ्यासक्रम शैक्षणिक वर्ष २०–२१ पासून लागू करण्यात येत आहेत.

1) B.A.-II Year Physical Education
2) B.A-I Year Education
3) B.A- II Year Library and Information
4) B.A.-II Year-Music)
5) B. Lib. and Information
6) B.A- II Year- Fashion Design
7) B.A.-I Year-Journalism & Mass Communication) (Optional I, II, III)
8) B.A.-II Year-Home Science
9) B.A.- II Year-Computer Animation and Web Designing
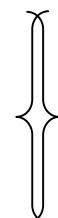10) Bachelor of Journalism (B.J. Yearly Pattern.
11) B.S.W.-III Year

सदरील परिपत्रक व अभ्यासक्रम प्रस्तुत विद्यापीठाच्या **www.srtmun.ac.in** या संकेतस्थळावर उपलब्ध आहेत. तरी सदरील बाब ही सर्व संबंधितांच्या निदर्शनास आणून द्यावी.

'ज्ञानतीर्थ' परिसर,
विष्णुपुरी, नांदेड – ४३१ ६०६.
**जा.क्र.:** शैक्षणिक–०१ / परिपत्रक / पदवी सीबीसीएस
अभ्यासक्रम / २०२०–२१ / ६६६.

**दिनांक :** ०१.०९.२०२०.

स्वाक्षरित / –
**उपकुलसचिव**
शैक्षणिक (१–अभ्यासमंडळ विभाग)

प्रत माहिती व पुढील कार्यवाहीस्तव :

१) मा. कुलसचिव यांचे कार्यालय, प्रस्तुत विद्यापीठ.
२) मा. संचालक, परीक्षा व मूल्यमापन मंडळ, प्रस्तुत विद्यापीठ.
३) प्राचार्य, सर्व संबंधित संलग्नित महाविद्यालये, प्रस्तुत विद्यापीठ.
४) उपकुलसचिव, पदव्युत्तर विभाग, प्रस्तुत विद्यापीठ.
५) साहाय्यक कुलसचिव, पात्रता विभाग, प्रस्तुत विद्यापीठ.
६) सिस्टम एक्सपर्ट, शैक्षणिक विभाग, प्रस्तुत विद्यापीठ.

# SWAMI RAMANAND TEERTH MARATHWADA UNIVERSITY, NANDED



स्वामी रामानंद तीर्थ
मराठवाडा विद्यापीठ,नांदेड.

## SYLLABUS

## Bachelor of Library and Information Science

## Choice Based Credit System (CBCS) Semester Pattern

### Revised Syllabus

### With Effect from: July, 2020

### Semester I

| Semester | Paper No. | Title of the Paper | Scheme of Teaching (Periods/Week) | | | Scheme of Evaluation | | | | Credits |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | Lectures/ Week | Practical | Total No. of Lect. | Theory/practical (ESE) | Internal (CA) | Practical / Viva-Voce | Total Marks | |
| I | I | Foundations of Library and Information Science | 04 | --- | 60 | 80 | 20 | --- | 100 | 04 |
| I | II | Knowledge Organization: Classification Theory | 04 | --- | 60 | 80 | 20 | --- | 100 | 04 |
| I | III | ICT Application in Library & Information centers | 04 | --- | 60 | 80 | 20 | --- | 100 | 04 |
| I | IV | Knowledge Organization: Classification – Practice | --- | Per batch 4 hrs (2batch x4 hrs=8 hrs) | 120 | --- | 10 | 40 | 50 | 02 |
| I | V | ICT Application in Library & Information centers: Practice | --- | Per batch 4 hrs (2batch x4 hrs=8 hrs) | 120 | --- | --- | 50 | 50 | 02 |
| **Semester - I Total** | | | **12** | **4 hrs per batch** | **420** | **240** | **70** | **90** | **400** | **16** |
| **Semester II** | | | | | | | | | | |
| II | VI | Library management | 04 | --- | 60 | 80 | 20 | --- | 100 | 04 |
| II | VII | Knowledge Organization: Cataloguing Theory | 04 | --- | 60 | 80 | 20 | --- | 100 | 04 |
| II | VIII | Information Sources & Services | 04 | --- | 60 | 80 | 20 | --- | 100 | 04 |
| II | IX | Knowledge Organization: Cataloguing- Practice | --- | Per batch 4 hrs (2batch x4 hrs=8 hrs) | 120 | --- | 10 | 40 | 50 | 02 |
| II | X | Information Sources & Service: Project report | --- | Per batch 4 hrs (2batch x4 hrs=8 hrs) | 120 | --- | - | 50 | 50 | 02 |
| **Semester - II Total** | | | **12** | **4 hrs per batch** | **420** | **240** | **70** | **90** | **400** | **16** |
| I Sem & II Sem Total | | | **24** | **4 hrs per batch** | **840** | **480** | **140** | **180** | **800** | **32** |

*ESE ( End Semester Examination) CA (Continue Assessment)*

**Course Objective:**

➢ The courses will enhance the understanding of Library and Information Science Education and Library fields.

➢ To educate the students to respond to the changing information needs of society

➢ By studying the Subject Library and Information Science the student will be able to understand and appreciate the purpose of Libraries in changing circumstances.

➢ To impart training is basic principle of Library and information science. It is useful to understand the basic functions and principals of theory as well as practical work in Library and Information Science.

➢ To acquaint the candidates generally with the social, cultural education and communicational aspects of Library and Information Science.

➢ To create awareness among the students for acquiring the knowledge of specialized subjects.

➢ To provide understanding of IT application in information environment including Network and communication system.

**PROGRAMME OUTCOMES:**

**LIS Students:**

➢ Will learn the skills of organizing information and recorded knowledge.

➢ Will be able to provide traditional and modern Information and Referenc Services for users.

➢ Will become competent for job opportunities in LIS and related field

➢ Can apply the skills and attitudes of visioning, entrepreneurship, advocacy, planning and management of Libraries and Information Centers (LICs) and effective leadership in the LIS field.

➢ Possess the skills to respect, engage and collaborate with a diverse community in order to advocate for and construct inclusive, meaningful, and participatory library services, programmes and resources.

➢ Can perform and access research based practices through the application of information literacy, inquiry, and research methods including data discovery, analytics and qualitative measures

# Course at a Glance

**INSTRUCTIONS :**

| | | |
|---|---|---|
| Name of the Course | : | Bachelor of Library and Information Science |
| Intake | : | 60 |
| Total Marks | : | 800 |
| Eligibility | : | To be eligible for admission to the B. Lib. and I. Sc. programme, a candidate must have passed a Degree Examination of this University or an equivalent examination of any other recognized University. |
| Course Duration | : | |

- The course shall be a full time course.
- The duration of course shall be of one year of two Semester

| | | |
|---|---|---|
| Medium of Instruction | : | Medium of instruction shall be in English and Medium of Examination shall be in English or Marathi |
| Method of Instruction | : | Lecture method, Seminar, Test, Tutorials, Home Assignment Interactive teaching learning methods. |
| Teaching aids | : | Use of interactive board, video, audio tapes, Slide  Show projector etc. will be made for more interactive Teaching–learning. |
| Pattern of Examination | : | As per CBCS pattern and University Rules |

**Note:**

- Strength of students for each practical batch shall not be more than Ten (10).
- Submission of Record Book is compulsory for Practical paper.
- Students shall not be allowed for practical examination without submitting certified Record Book.
- Distribution of internal marks for Theory Paper (20) shall be as followers:
  a) Two tests 5 Mark each – Total                                                          10 marks.
  b) One seminar –                                                                                    5 marks
  c) One Assessment  -                                                                             5 marks
- Submission of Project Report is Compulsory

- Distribution of Project report marks

    a) Project Report -                                                          20 Marks

        (News paper clipping / Bibliography / Library Profile)

    b) Information sources &  services practice                                   20 Marks

    c) Viva voce based on the information sources                                 10 Marks

**ATTENDANCE:**

The minimum 75 % attendance is compulsory and shall be calculated regularly on monthly basis. The entire practical's, assignments, seminars, Library visits Local / out of station and study tour are compulsory. Students will have to submit study tour report.

Standard of Passing:

- 80 Theory and 20 internal marks total 100 marks

- Theory passing shall be minimum 32 marks and internal passing shall be 8 marks.

- To pass each paper, cumulative 40 Marks out of 100 marks are required.

- To pass each practical each paper 25 Marks out of 50 are required

- Semester Examination: in every paper a candidate should obtained a minimum of 40% of total Marks

**Both theory and practical will be conducted at the end of each semester**

**Nature of Question Theory paper and scheme of marking**
**FACULTY OF INTERDIPLINARY STUDIES**
**B. Lib. & Inf. Sci. EXAMINATION**
**Winter / Summer 20**
**LIBRARY AND INORMATION SCIENCE**
**Paper I**
**Foundations of Library and Information Science**

**Date:**                                                        **Time:        am/ pm**

**Time- 3 Hours**                          **Maximum Marks-80**

**N. B.:- a) Attempt All Questions**
         **b) All Questions carry equal marks.**

**Q.1**
                               **OR**

**Q.2**
                               **OR**

**Q.3**
                               **OR**

**Q.4 Write short notes on any four:**
        **a)**
        **b)**
        **c)**
        **d)**
        **e)**
        **f)**

**Bachelor of Library and Information Science**
# SEMESTER – I
## BLIB –Paper - I
## Foundations of Library and Information Science

**Credit: 4**                    **Periods -60**                    **Marks: 80**

--------------------------------------------------------------------------------

Objectives of the paper: -
- To understand purpose, role and important of Libraries in society.
- To introduce the philosophy of Librarianship to the students.
- To make students aware about the type of libraries and Library Associations.

**Unit 1.    Library Society**
    1.1    Historical development of Libraries
    1.2    Types of Libraries: Objectives, Function, Characteristics, Collection, Users a Services etc.
    1.3    Role of Library:
        - Social Development
        - Education Development
        - Cultural Development

**Unit 2.    Laws & Philosophy of Librarianship**
    2.1    Five Laws of Library science
    2.2    Ethics of Librarianship
    2.3    Public Relation and Librarianship
    2.4    Library Publicity and Extension Activities, services
    2.5    Library and Information Profession

**Unit 3.    Library Movements**
    3.1    Library Movement in India
    3.2    Library Movement in Maharashtra
    3.3    Library legislation with special reference Maharashtra Public Libraries Act 1967.
    3.4    Role of UGC and state government (Committees & Commissions on Libraries) RRRLF.
    3.5    Library and Information Policies at the National Level.

**Unit 4.    Library Association and Organizations**
    4.1    Library Association in India ILA, IATLIS, IASLIC. etc.
    4.2    Library Association at International Level, FID, IFLA, ALA,   UNESCO etc.

## Recommendation Books:

1. Agrawal U.K. : Library Movement State Perspective : Jaipur, Raj Book Ent.
2. Esperanza Sister M : Perspective of Library Movement in India : Delhi, B.R.Pub.
3. Chakraaborty N.C. (1962) : Library Movement in India, Delhi, Hindustan.
4. Gidwani, N.N. : Comparative Librarianship: Delhi, Vikas Publishing House.
5. Khanna J.K. (1987) : Library and Society. Kurukshetra Research Publication.
6. Krishna Kumar (1992) : Public Library Stem in India. Indian Book Industry 21st
7. Kumar J.D. : Library Organization : New Delhi, Vikas Publishing.
8. Kumar Krishan : Library Manual : New Delhi, Vikas Publishing House.
9. Kumar Krishan : Library Organization : New Delhi, Vikas Publishing.
10. Kumar PSG (2000) : Indian Library Chronology, Ed.2 Bombay, Allied Publishers.
11. Kuamr PSG (1997) : Fundamentals of Information Science. Delhi, S.Chand.
12. Patel Jashu: Libraries and Librarianship : Londaon, Greenwood
13. Ramaiah L.S. : Library and Inf. Sci, in India: New Dilhi, Ess Ess Publication.
14. Rangnathan S.R. : The Five Laws of Lib.Sci. : Banglore, Sarada Ranganathan Endowment for Lib.Sci.
15. Ranganathan S.R. (1973) : New Education and School Library, Ed.2. Delhi, Vikas.
16. Ranganathan S.R. (1957) : Five Laws of Library Science. Madras Library Association.
17. Sharma J.S. : Fundamentals of Lib.Sci. : India, Maccmillan Company.
18. Sharma, Pandey S.K. (1992) : Library and Society Ed.2 ND. Ess Ess.
19. Shrivastava B.P. : Lib & Inf.Sci. Edu. in Indian Universities : N-Delhi, Common Wealth Pub.
20. Siwatch, Ajit S : Approaches to Modern Librarianship : Delhi, Sanjay Prakashan.
21. Subramoni (1986) : (TS) Public Relations in Libraries (IASLIC Bulletin v31.
22. Vashisth C.P. (1980) : University Libraries in India: a review, Library Herald V19.
23. Vyas S.D. (1993) : Library and Society, Jaipur, Panchasheel.
24. उजळंबकर, कृष्ण मुकुंद : ग्रंथालय संघटन : पुणे, पद्मश्री एस.आर.रं नाथन स्मारक समिती.
25. उजळंबकर, कृष्ण मुकुंद : ग्रंथालयुशास्त्राची पाच सुत्रे: पुणे, पद्मश्री एस.आर.रं नाथन स्मारक समिती.
26. कुलकर्णी, वसंत विष्णू : ग्रंथालय आणि माहितीशास्त्र : ना पूर, पिंपळापूरे बुक डिट्री.
27. जैन, प्रकाश : सुलभ ग्रंथालयशास्त्र : ना पूर, विश्व पब्लिशर्स ण्ड डिस्ट्रिब्युटर्स.
28. नर दे रेवती : ग्रंथालय आणि सामाजिक विकास : पुणे, युनिव्हर्सल प्रकाशन.
29. पारखी धिर र. : ग्रंथालयशास्त्र परिचय : पुणे, युनिव्हर्सल प्रकाशन.
30. महाजन शांताराम जानन : ग्रंथालय संघटन : पुणे, पुणे विद्यार्थी ह प्रकाशन
31. वाकनीस त्र्यंबक दिनकर, ग्रंथालय संघटन : पुणे, सुविचार प्रकाशन मंडळ
32. वीर डी.के. : ग्रंथालय संघटन : औरं बाद, मराठवाडा विभा ग्रंथालय संघ
33. त्रिपाठी एस.एम. : ग्रंथालय एवम् समाज : नवी दिल्ली, एस.एस.पब्लिकेशन

**Bachelor of Library and Information Science**
## <u>SEMESTER – I</u>
## BLIB –Paper - II
## Knowledge Organization:  Classification Theory

**Credit: 4**                    **Periods -60**                    **Marks: 80**

------------------------------------------------------------------------------------

Objectives of the paper: -

- To understand the role of library classification in knowledge organization.
- To introduce various concepts, theories and principles in classification.

**Unit 1.     Knowledge Organization**

      1.1    Universe of knowledge: Concept, Definition and types

      1.2    Structure of universe of knowledge

      1.3    Attributes of universe of knowledge

      1.4     Modes of formation of subjects

      1.5    Book classification vs knowledge classification.

**Unit 2.     Library Classification**

      2.1    Classification: Meaning, Concept, purpose, need, steps

      2.2    Cannons of classification: Idea, Verbal, Notational Plane

      2.3    Species of Library Classification

**Unit 3.     Library Classification Schemes.**

      3.1    Overview of library classification schemes.

      3.2    D.D.C- A study

      3.3    Introduction to C.C.

      3.4    Introduction to UDC.

      3.5    Call number: structure of call number.

**Unit 4.      Current trends in classification.**

      4.1    Automatic classification.

      4.2    OCLC classification.

      4.3    Web Dewey

      4.4    Online classification project.

      4.5    Ontologies

## Recommendation Books:

1. Bavakutty, M. (1981) Conons of Library classification, Trivadrum : Kerala Libray Association.

2. Dhiman, Anil K. : Learn Library Classification : New Delhi, Ess Ess Pub.

3. Husain, S. (1993) Library Classification : Facets and Analysis, New Delhi : Tat McGraw Hill,

4. Khanna, J.K. (1997 ) Handbook of Library Classification System, New Delhi : Beacon Books,

5. Kumar, P.S.G. (2003) Knowledge Organization, Information Processing and Retrieval. New Delhi, B.R. Publishing House

6. Kumar, Krishan : Theory of Classification : Vikas Publishing House Pvt. Ltd.

7. Marcella, R.A. (1997) New Manual of Classification, Delhi : Jaico Publications,

8. Sengupta, B. : Library Classification : Calcutta, The World Press of India.

9. Sehgal, R.L. : Classification : Theory and Practice : New Delhi, Ess Ess Pub.

10. उजळंबकर, कृष्ण मुकुंद : दशांश वर्गीकरण : पुणे, पद्मश्री शि.रा. रंगनाथन स्मारक समिती

11. खेडकर, अशोक : दशांश वर्गीकरण पध्दती एक परिचय

12. माडीवाले, द.बा. : द्विबिंदू वर्गीकरण : पुणे, दास्ताने रामचंद्र आणि कं.

13. रेवती, नरगुंदे : ग्रंथालय वर्गीकरण : पुणे, युनिव्हर्सल प्रकाशन

14. ध्यानी, कृष्णा : पुस्तकालय वर्गीकरण : एस.एस.पब्लिकेशन.

15. शर्मा, प्रहलाद : कोलन क्लासिफिकेशन : जयपूर, अंकित पब्लिकेशन

16. सातारकर, सु.प्र. : ग्रंथ वर्गीकरण तात्विक : औरंगाबाद, मराठवाडा विभाग ग्रंथालय संघ.

17. हिंगवे, कृष्णाजी शंकर : ग्रंथालयीन वर्गीकरण : नागपूर, सुविचार प्रकाशन मंडळ.

**Bachelor of Library and Information Science**
## <u>SEMESTER – I</u>
## BLIB –Paper - III
## ICT Application in Library  & Information centers

**Credit: 4**                               **Periods -60**                               **Marks: 80**

-----------------------------------------------------------------------------------

Objectives of the paper: -

- To introduce the students computer and its components.

- To get familiar with application of ICT in libraries.

**Unit 1.    Introduction to computers**

       1.1    Essential components of computer system.

       1.2    Overview and historical developments, types.

       1.3    Organization of computer

       1.4    Input and output devices.

**Unit 2.    Computer software concepts**

       2.1    Operation systems – Windows, Linux, Unix – basic feature.

       2.2    Application software's – MS-Office basic features.

       2.3    Open source and proprietary library software.

**Unit 3.    Computer applications to library and information services**

       3.1    Introduction to library automation softwares – SOUL, E-Granthalaya, LIBSYS, SLIM, Libsuite, New GenLib, KOHA etc.

       3.2  In house operations – acquisition, Technical Processing, circulation, serial control, budgeting, Stock Verification etc.

       3.2    Retrospective conversion,  library security systems.

**Unit 4.    Networking  & Library Networks**

       4.1    Transmission media-cables, microwave, satellite.

       4.2    Communication channels,  models and carriers.

       4.3  Network Protocols

       4.4    Networking – LAN, MAN, WAN, Intranet, Internet and Wi-fi

       4.4    Network topology.

       4.6    Library Networks – INFLIBNET, DELNET, OCLC etc.

## Recommendation Books:

1. Hirwade M.A. Websites of Indian Universities : An Evaluation. Mumbai, Himalaya Publishing House. 2006. p.376 (ISBN 818-4886802 & 978-8184886801)

2. Hirwade, M.A. and Anil W.Hirwade. (2007) Information Technology: A Practical Manual. Mumbai, Himalaya Publishing House. p.164

3. Kumar, P.S.G. (2004) Information Technology Application: Theory & practice. Vol-2: paper 13 & 14 of UGC model curriculum. B.R. publication. New Delhi,

4. Lihitkar, Shalini, R. (2012) Information Systems and Networks in India. Today and tomorrow's printer and publishers, New Delhi.

5. Ravichandra Rao. I.K. (1993) Library Automation, New Delhi: Wiley eastern,

6. Saffady, W. (1996) Introduction to Automation for Librarians, 3rd Ed. London: American Library Association,

7. Taxali, R.K. (1996) FOXPRO 2.5 Made Simple for DOS and Windows, New Delhi: BPB Publications.

8. Amjad, Ali: Information Technology : Ess Ess Publication.

9. Chopra, H.S. : Lib.Inf. Tech. in Modern Era: New Delhi, Commonwealth Pub.

10. Devaraj, G. : Information Technology in Libraries : New Delhi Ess Ess Pub.

11. Iyer, V.K. : Library Information Technology: Delhi, Rajat Publication.

12. Kumar, PSG: Information and Communication : Delhi, B R Publication.

13. Madan, Somnath : Computer & Library Service : Delhi, Common wealth pub.

14. Sharma, C.D. : Advance in library and Information Science : Jaipur, RBSA Pub.

15. Sooryanarayan, P.S. : Communication Technology : New Delhi, Ess Ess Pub.

16. T. Ashok Babu : Vision of Future Lib. & Inf. System : New Delhi, Viva Books.

17. Tiwari, Prurushotham : Information Technology & Library Evolution : New Delhi, APH Pub.

18. कुंभार राजेंद्र : ग्रंथालयात कॉम्प्युटरचा वापर : दास्ताने रामचंद्र आणि कं.

19. खेरडे मोहन रा. : ग्रंथालय सं णकीकरणाची मुलतत्वे : अमरावती, सुयो प्रकाशन

20. फडके द.ना.: ग्रंथालय सं णकीकरण आणि आधुनिकीकरण : युनिव्हर्सेल प्रकाशन

21. वालेकर, रा.शं. : सार्वजनिक ग्रंथालय सं णकीकरण : पेठ, अस्मिता प्रकाशन

22. शर्मा, प्रल्हाद : इंटरनेट और पुस्तकालय : जयपूर, ज्योती प्रकाशन.

**Bachelor of Library and Information Science**
# SEMESTER – I
# BLIB –Paper -  IV
# Knowledge Organization: Classification Practice

--------------------------------------------------------------------------------------------------
**Objectives of the paper : -**
- To impart skill in using DDC classification scheme for classifying various documents.

**Dewey Decimal Classification: Latest Edition**

**Unit 1.    Structure of Universe of Knowledge.**
**Unit 2.    Location of enumerative numbers.**
**Unit 3.    Use of 7 Tables.**
**Unit 4.    Add to instructions, compound and complex subject.**


Practical Note Book :-

(Minimum 400 titles should be classified by using DDC, schedules, seven tables and relative index)

**Bachelor of Library and Information Science**
## SEMESTER – I
### BLIB –Paper -  V
### ICT Application in Library & Information Center: Practice
----------------------------------------------------------------------------------------------------
**Objectives of the paper : -**

- To give hands on experience in using computer.

- To familiarize the students with various operating systems on DBMS.


**Unit 1.**     **MS Office**

**Unit 2.**     **Database creation using one library automation software.**

**Unit 3**      **Searching database created by using Library automation software, OPAC**

**Unit 4.**     **Creation of Database required for circulation section.**




**Note:-**

        Internal Assessment: Creation and organization of Bibliographic database of minimum 50 documents using Library automation software.

**Bachelor of Library and Information Science**

## SEMESTER – II
## BLIB –Paper - VI
## Library Management

**Credit: 4**                          **Periods -60**                          **Marks: 80**

-----------------------------------------------------------------------------------

**Objectives of the paper : -**

- To understand the principle of management and new techniques of management with their application in library.

- To develop skills to perform library operations.

**Unit 1.    Principles of management**

      1.1    Definition & meaning of managements

      1.2    Principles of management.

      1.3    Functions of management, various thoughts of management

      1.4    Application to libraries and information centers.

**Unit 2.    Library Housekeeping activities**

      2.1 Different Sections of Library and Information Centres and their Functions.

      2.2 Acquisition, Technical Processing, Circulation, Serial Control, etc.

**Unit 3.  Library Policies & Library Reports**

      1.1  Stock Verification &Weeding out policies.

      1.2  Collection Development : Concept, Policies, Laws, Procedures & Recent Trends (Electronic Sources)

      1.3  Library Annual Report : Contents and Compilation

      1.4  Library Committee: Concept, Structure, Power & Functions

      1.5  Library rules & regulations

**Unit 4:    Financial Management :**

      4.1. Resources Mobilization

      4.2. Budgeting : Concept, Definitions, Methods &Techniques

      4.3. Cost Effectiveness and Cost Benefit Analysis

## Recommendation Books:

1. Gujrathi : Library Administration : Delhi, India Book Company.

2. Jordan, Peter : Staff Management in Lib. & Inf. Work : Bombay, Jai Pub.

3. Khanna, J.K. : Personnel Management in Libraries : ESS Publicatino.

4. Kumar, Krishan : Library Administration & Management : New Delhi, Vikas Pub.

5. Lahiri, Ramansu : Management of Libraries Concept & Practices :ESS ESS Pub.

6. Mittal, D.L.: Library Administration Theory & Practice : New Delhi, Metropolitan Book Company

7. Prytherch Ray : Information Management & Lib, Sci.: New Delhi, Jaico Pub.

8. Ranganathan, S.R. : Library Administration : Sarada Ranganathan Endowment for Lib. Science.

9. Sharma C.K. : Library Management : New Delhi, Atlantic Publishers.

10. Satarkar, S.P. : Personnel Management College Libraries : Jaipur, Rawat Publi.

11. Singh S.R. : Information System Management : New Delhi, APH Publishing.

12. Thompson, James : An Introduction to University Library Administrator : London, Clive Bingley

13. Tripathi S.M . : Library Management : Agra, Y.K. Publishers.

14. कुलकर्णी व.वि. : ग्रंथालय प्रशासन : ना पूर, सुविचार प्रकाशन

15. निकोसे, सत्यप्रकाश : आधुनिक ग्रंथालयाचे व्यवस्थापन : ना पूर, प्रज्ञा प्रकाशन.

16. बुवा जी.ए. : ग्रंथालय व माहितीशास्त्र व्यवस्थापनाचे नवे प्रवाह : बांद्रा, साई प्रकाशन.

17. शशिकला  .भा वत : ग्रंथालय व्यवस्थान : पुणे, युनिव्हर्सल प्रकाशन

18. महाजन शांताराम  जानन : ग्रंथालय व्यवस्थापन : पुणे, विद्यार्थी गृह प्रकाशन

19. सातारकर सु.प्र. : ग्रंथालय व्यवस्थापन तंत्र व मंत्र : नांदेड, अभय प्रकाशन

20. राठोड, मंदाकिनी/मुलकर्णी, ज दीश एन : ग्रंथालय व्यवस्थापन, लातूर असना प्रकाशन

21. मिश्रा, प्रसिध्द कुमार/राकेश नैम : पुस्तकालय प्रबन्ध : नई दिल्ली, राजहंस प्रकाशन

**Bachelor of Library and Information Science**
# SEMESTER – II
## BLIB –Paper - VII
## Knowledge Organization: Cataloguing Theory

**Credit: 4**                       **Periods -60**                       **Marks: 80**

--------------------------------------------------------------------------------------------

**Objectives of the paper : -**

- To introduce various concepts, theories and principles in cataloguing.
- To highlight the need for standardization in cataloguing and subject approach to documents.

**Unit 1.    Cataloguing**

     1.1    Meaning and definitions and purpose.

     1.2    Importance of catalogue, functions of library catalogue,

     1.3    Forms of Catalogue : Inner forms and Physical forms

**Unit 2.    Document Description.**

     2.1  Technical reading of Book

     2.2  Parts of books.

     2.3    Types of entries – main, added, references, cross references

     2.4    Parts of main entry, AACR II

     2.5    Cannons of cataloguing

**Unit 3.    Subject cataloguing  & cataloguing codes**

     3.1    Meaning, purpose.

     3.2    Principles of subject cataloguing.

     3.3    Subject heading lists and their features.

     3.4    Library of Congress, sears list of subject headings

     3.5    Historical overview of different codes.

     3.6    Study of AACR II and its revisions in depths

**Unit 4.    Cataloguing standards**

     4.1    Standard codes of cataloguing – Historical development.

     4.2    MARC 21, CCF,

     4.3    ISBD, ISBD (S), ISBD(M) ISO 2709

     4.4    Metadata – Concept and introduction to various Metadata standards

## Recommendation Books:

1. Dhiman, Anil Kumar : Cataloguing of Non Book Materials : Ess Ess Publication.

2. Dhiman, Ani K. : Learn Library Cataloguing : new Delhi, Ess Ess Publication.

3. Kumar, Krishna : An Introduction Cataloguing : New Delhi, Vikas Pub.

4. Ranaganathan S.R. : Cataloguing Practice : Bangalore, Sarada Ranaganathan Endowment for Lib. Sci.

5. Sharma, P. : Library Cataloguing : Jaipur, University Press.

6. Shegal, R.L. : Cataloguing Manual AACR 2 : New Delhi, Ess Ess Pub.

7. Tripathi, S.M. Modern Cataloguing Theory & Practices : Agra, Shiva Lal A. com

8. उजळंबकर, कृष्णा  मुकुंद : ग्रंथालय सूचीकरण तात्विक : पुणे, पद्मश्री एस.आर. रं नाथन स्मारक समिती.

9. महजन शांताराम  . : ग्रंथालयीन तालिकीकरण प्रात्य,खंड 1,2 : पुणे,  ो. .राणे प्रकाशन

10. महाजन शांताराम : तालिकीकरण तात्विक : पुणे, विद्यार्थी प्रकाशन

11. लेले वसंत विश्वनाथ : आधुनिक ग्रंथालयातील तालिकीकरण : पुणे युनिव्हर्सल प्रकाशन

12. लेले वसंत विश्वनाथ : अे अे सी आर 2 : पुणे, युनिव्हर्सल प्रकाशन

13. कुलकर्णी, जे.एन ; राठोड मंदाकिनी : ग्रंथालयीन तालिकीकरण : तालिक व प्रात्यक्षिक : लातूर असना प्रकाशन.

14. सातारकर, सु.प्र.: तालिकीकरण : तत्व आणि व्यवहार : औरं बाद, मराठवाडा विभा  ग्रंथालय संघ.

**Bachelor of Library and Information Science**
# <u>SEMESTER – II</u>
**BLIB –Paper - VIII**
**Information Sources and Services**

**Credit: 4**  **Periods -60**  **Marks: 80**

------------------------------------------------------------------------------------

Objectives of the paper: -

- To understand the basic concept of reference and information service and its organization.

- To familiarize students with various reference sources, types, contents and their use.

**Unit 1.**  **Reference & Information Sources**
  1.1  Definition, Need, Types and uses, examples, difference between general and reference sources.
  1.2  Reference Sources : Encyclopedia, Directories, Geographical sources, year Books, Biographical sources, Bibliographical source, maps, Atlas, Almanacs.
  1.3  Nature Characteristics of printed and Electronic reference books and criteria for evaluation of printed and electronic reference book.
  1.4  Types of Information Sources: Primary, Secondary & Tertiary, internet as a source of information.

**Unit 2.**  **User & Information Service.**
  2.1  Concepts, Definition, Scope and Nature of reference service (manual & Electronic)
  2.2  Types of users & its Behaviour, User Education.
  2.3  Types of reference service: Short range and long range reference Services. Anticipatory, Responsive service.
  2.4  Digital and Virtual References Service.

**Unit 3.**  **Information Services.**
  3.1  Definition, concept, Need and current trends.
  3.2  CAS, SDI, Bibliographic and referral service.
  3.3  Document Delivery
  3.4  Translation Service.

**Unit 4.**  **Information services & Information centers**
  4.1  Impact of IT on reference and information services: Database, E-Books and Journals.
  4.2  National Information Centers and System's (NISCAIR, NASSDOC, DESI DOC)
  4.3  International Information System (INIS, AGRIS, MEDLARS)

## Recommendation Books:

1. Foskett, D.J. (1994)Information Service in Libraries, New Delhi : Anmol Publication,.
2. Guha, B. (1983) Documentation and Information, 2nd Ed. Calcutta : World Press,.
3. Krishan Kumar (1996) Reference Services, 5th Ed. New Delhi : Vikas Pub. House,
4. Ranganathan, S.R. (1975) Documentation, Genesis and Development. New Delhi: Vikas Pub House,
5. Ranganathan, S.R. (Reprint 1990) Reference Services, 2nd Ed. Banglore: Sarda Rangnathan Endowment for Library Science, 1961
6. Sewa Singh. (2004) Manual of Reference Service and Sources, New Delhi: B.R. Publishing Corporation,
7. Sharma, J.S. and Grove, D.R. (1987) Reference Service and Sources of information, New Delhi: Ess Ess publications,
8. Varma, S.R. (2006) Reference and Information Services, New Delhi: Shree Publications,
9. Kale, K.B. Mahiti Seva Va Sadhane (2010) (Information Services and Sources) Nagpur :Vishva Publishers and Distributors,.
10. Bhat, S.G. (2008) Electronic Mahiti Sadhane, Nagpur : Pimpalapure Book Distributor,
11. Chandel, Sunil Singh : Information Services in Academic Libraries : Jaipur, Rawat Pub.
12. Gupta, B.L.: Library Services : Jaipur, Pointer Publication.
13. Kumar, Krishan : Reference Service : New Delhi, Vikas Publishing H.
14. Kumar, P.S.G. : Information Sourcess & Services Vol.VI :Delhi, B.R.Pub.
15. Ranganathan S.R. : Reference Service : Banglore, Sarada Raganathan Endowment for Lib. Sci.
16. Rustogi, K.G. : Reference Services in Library Science: New Delhi, Alfa Pub.
17. अडसूळे, पांडुरं : ग्रंथालय संदर्भसेवा आणि साधने : औरंगाबाद, मराठवाडा विभाग ग्रंथालय संघ
18. करमरकर, प्रकाश गणेश : ग्रंथालयीन संदर्भ सेवा : पुणे, युनिव्हर्सल प्रकाशन
19. जोशी अनंत : ग्रंथालयातील संदर्भ सेवा : पुणे, कॉन्टिनेन्टल प्रकाशन
20. देशमुख पी.आर : ग्रंथालय माहिती सेवा (संदर्भ सेवा) : अमरावती, मंगेश प्रकाशन
21. नरुंदे रेवती : प्रलेखन आणि माहितीशास्र : पुणे युनिव्हर्सल प्रकाशन
22. महाजन शांताराम ज्ञानन : ग्रंथालयातील संदर्भ सेवा : पुणे, विद्यार्थी गृह प्रकाशन
23. महाजन शांताराम: ग्रंथालयातील संदर्भसेवा : पुणे, विद्यार्थी गृह प्रकाशन
24. साखरे राजेंद्र रमाकांत : ग्रंथालय संदर्भसेवा तात्विक व प्रात्यक्षिक : पुणे, युनिव्हर्सल प्रकाशन
25. कौशिक, पुर्णिमा : संदर्भसेवा सिध्दान्त एवं व्यवहार : जयपुर, युनिव्हर्सल बुक हाऊस
26. त्रिपाटी, एस.एम. : संदर्भ एवं सुचना के नवीन आयाम : आगरा, बाई के पब्लिशर्स

**Bachelor of Library and Information Science**
# SEMESTER – II
## BLIB –Paper - IX
## Knowledge Organization: Cataloguing Practice

------------------------------------------------------------------------------------------------

**Objectives of the paper : -**

- To import skills in cataloguing documents using AACR-II

| | |
|---|---|
| **Unit 1.** | **Structure of main entry.** |
| **Unit 2.** | **Structure of Added entry.** |
| **Unit 3.** | **Personal Author's** |
| **Unit 4.** | **Editor's** |
| **Unit 5.** | **Author's and collaborator's** |
| **Unit 6.** | **Corporate Body.** |
| **Unit 7.** | **Serials, Audio-Visual materials (Audio-video disks, microforms etc), maps, Atlases, Globes.** |

**Note:-**

- ➢ Cataloguing documents using AACR-II only.
- ➢ 10 Marks are allotted for the practical record book by the concerned teachers (internal Marks)

**Practical Note Book:-**

Examples are to be asked from each unit. Practical Record books is to be certified by the respective teacher and Head.

**Bachelor of Library and Information Science**

# SEMESTER – II
## BLIB –Paper - x
## Information Sources and Services: Project Report

---

**Subject for project : -**

- Distribution of Project report marks

    c) Project Report -                                               20 Marks

     (News paper clipping / Bibliography / Library Profile)

    d) Information sources &  services practice             20 Marks

    c) Viva voce based on the information sources           10 Marks