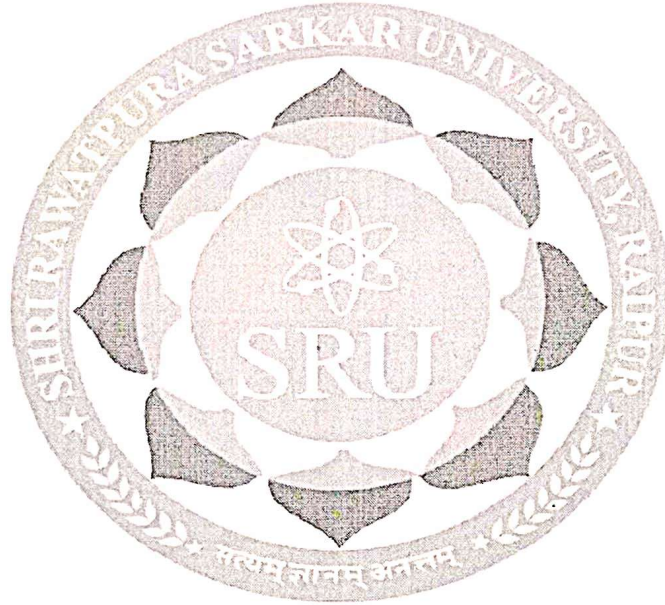


**Shri Rawatpura Sarkar University,  
Raipur**



**Examination Scheme & Syllabus  
for**

**Bachelor of Library & Information Science (B. Lib. & I. Sc.)**

**One Year (Two Semester Course)**

(Effective from the session: 2022-2023)



# ShriRawatpuraSarkar University, Raipur

Bachelor of Library & Information Science (B. Lib. & I. Sc.)  
Examination Scheme One Year (Two Semester Course)  
(Effective from the session: 2022-2023)

Outcome Based Education (OBE) and Choice Based Credit System (CBCS)  
(Effective from the Academic Year 2022-2023)

## First Semester

S. N.	Course Code	Course Title	Hours / Week			Credits	Maximum Marks			Sem End Exam Duration (Hrs)
			L	T	P		Continuou s Evaluation	Sem End Exam	Total	
1	ABL07101T	Reference sources and Services	4	1		5	30	70	100	3
2	ABL07102T	Library Classification	4	1		5	30	70	100	3
3	ABL07103P	Library Classification - Practice- I	3		6	3	30	70	100	3
4	ABL07111T	Skill Development-1 (Communication Skill)	4	1		5	30	70	100	3
5	ABL07131T	Library Organisation and Management	4	1		5	30	70	100	3
6	ABL07132T	School Library and Media Centre								
TOTAL			19	4		23			500	15 Hrs

**Bachelor of Library & Information Science (B. Lib. & I. Sc.)**  
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**Second Semester**

S. N.	Course Code	Course Title	Hours / Week			Credits	Maximum Marks			Sem End Exam Duration (Hrs)
			L	T	P		Continuou s Evaluation	Sem End Exam	Total	
1	ABL07201T	Documentation and Information Services	4	1		5	30	70	100	3
2	ABL07202T	Library Cataloguing and Bibliography	4	1		5	30	70	100	3
3	ABL07203P	Library Cataloguing and Bibliography - Practice- II	3		6	3	30	70	100	3
4	ABL07211T	Skill Development-2 (Soft Skills Development)	4	1		5	30	70	100	3
5	ABL07231T	Computer Application in Libraries	4	1		5	30	70	100	3
6	ABL07232T	Public Library and Information System								
<b>TOTAL</b>			<b>19</b>	<b>4</b>		<b>23</b>			<b>500</b>	<b>15 Hrs</b>

**Bachelor of Library & Information Science (B. Lib. & I. Sc.)**  
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**2022-2023**

<b>Course Title</b>	<b>REFERNCE SOURCES AND SERVICES</b>				
<b>Course Code</b>	<b>ABL07101T</b>				
<b>Course Credits</b>	<b>L</b>	<b>T</b>	<b>P</b>	<b>TC</b>	
	4	1		5	
<b>Prerequisites</b>	Basics in Information sources				
<b>Course Objectives</b>	<ul style="list-style-type: none"> <li>The objective of teaching this subject is to give the students the perfect knowledge about the different type's sources of information.</li> </ul>				
<b>Course Contents</b>	<p><b>UNIT-I</b></p> <ul style="list-style-type: none"> <li>Reference service-concept, definition and importance.</li> <li>Theories and philosophy of reference service.</li> <li>Kinds and nature of reference service in different types of libraries.</li> <li>Short range and long-range services.</li> <li>Orientation of a freshman.</li> <li>User education.</li> </ul> <p><b>UNIT-II</b></p> <ul style="list-style-type: none"> <li>Enquiry techniques and methods of answering reference questions.</li> <li>Classification of reference sources and their evaluation.</li> <li>Organisation and management of reference department.</li> <li>Non-Documentary Sources of Information, Digital Sources.</li> </ul> <p><b>UNIT-III</b></p> <ul style="list-style-type: none"> <li>Dictionary – scope, purpose, types, uses and alternative names.</li> <li>Glossary, Thesaurus, Lexicon and Concordance.</li> <li>Evaluation of dictionaries.</li> <li>(i) Random House Dictionary of English Language.</li> <li>(ii) Webster's Third New International Dictionary of English Language.</li> <li>(iii) Oxford English Dictionary.</li> <li>(iv) Roget's International Thesaurus.</li> <li>Encyclopedias-Scope, purpose, types and importance.</li> <li>Evaluation of Encyclopedias.</li> <li>(i) New Encyclopedias Britannica.</li> <li>(ii) Encyclopedia Americana.</li> <li>(iii) Encyclopedia of Library and Information Science.</li> <li>(iv) International Encyclopedia of Social Science.</li> <li>(v) McGraw –Hill Encyclopedia of Science and Technology.</li> <li>(vi) Van Nostrand's Scientific Encyclopedia.</li> </ul> <p><b>UNIT-IV</b></p> <ul style="list-style-type: none"> <li>Years Books and Almanacs – definition, scope and purpose Evaluation.</li> <li>(i) Europa Yearbook.</li> <li>(ii) Stateman's Yearbook.</li> <li>(iii) India: A Reference Annual.</li> <li>(iv) World Almanac and Book of Facts.</li> <li>Directories –Definition, scope and types Evaluation.</li> </ul>				

**Bachelor of Library & Information Science (B. Lib. & I. Sc.)**  
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	<p>(i) World of Learning and Study Abroad.          (iii) Times of India Directory and Yearbook including Who's Who.          (iv) Universities Handbook.          (v) Ulrich International Periodical directory.</p> <ul style="list-style-type: none"> <li>• Current reference sources- definition and scope Evolution.              (i) Asian recorder: a weekly digest of Asian events with index.              (ii) Facts on file: weekly world news digests.              (iii) Keeping's contemporary archives.</li> </ul> <p><b>UNIT-V</b></p> <ul style="list-style-type: none"> <li>• Geographical Sources –scope and categories – Evolution.              (i) Colombia lancet gazetteer of the world.              (ii) Gazetteer of India.              (iii) Fodor's India.</li> <li>• Biographical sources –scope, categories and characteristics Evolution.              (i) Dictionary of American biography.              (ii) Dictionary of National biography.              (iii) Dictionary of scientific biography.              (iv) India who's who.</li> <li>• Reference questions and their information sources with bibliographical description</li> </ul>
<b>Course Outcomes</b>	<ul style="list-style-type: none"> <li>• After studying this subject any student will become a good reference Librarian and ready reference service to the Library users.</li> </ul>
<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. Sharma Dr. Arvind Kumar; E-information, sources &amp; Services, ESS ESS Publication, New Delhi.</li> <li>2. Kaushik Dr. Purnima, Sandarbh Serva and Sandarbh Strota Raj Publication, Jaipur.</li> <li>3. Sharma B. K., Information Sources, User's System, Services and Technology, Y. K. Publishers, Agra.</li> <li>4. Jhanji Nupur, Reference and Information Access in Library, Arya Publication.</li> <li>5. Vyas S. D., Reference Service, Punchshil Publication, Jaipur.</li> </ol>
<b>Reference Books</b>	<ol style="list-style-type: none"> <li>1. Meghan Harper, Reference Sources and Services for Youth, Neal-Schuman Publishers.</li> <li>2. Cassell &amp; Hiremath, Reference and Information Services in the 21<sup>st</sup> century, University of Michigan, London.</li> <li>3. R E Bopp, Reference and information services: Introd., Libraries unlimited, California.</li> </ol>

**Bachelor of Library & Information Science (B. Lib. & I. Sc.)**  
**One Year (Two Semester Course)**  
**2022-2023**

<b>Course Title</b>	<b>LIBRARY CLASSIFICATION</b>				
<b>Course Code</b>	<b>ABL07102T</b>				
<b>Course Credits</b>	<b>L</b>	<b>T</b>	<b>P</b>	<b>TC</b>	
	4	1		5	
<b>Prerequisites</b>	Basics in Classification				
<b>Course Objectives</b>	<ul style="list-style-type: none"> <li>The Objective of this subject is to teach the students about the attributes of classification about the various classification schemes and how to classify the books according to the different classification schemes.</li> </ul>				
<b>Course Contents</b>	<p><b>UNIT-I</b></p> <ul style="list-style-type: none"> <li>Library classification: Its definition aims &amp; function.</li> <li>Species of classification schemes- Enumerative &amp; Faceted: their features, merits &amp; demerits.</li> <li>Basic subject &amp; their kinds.</li> <li>Comparative study of colon classification &amp; Decimal classification.</li> </ul> <p><b>UNIT-II</b></p> <ul style="list-style-type: none"> <li>Knowledge classification &amp; its canons.</li> <li>Hospitality in array &amp; chain.</li> <li>Facet analysis.</li> <li>Five fundamental categories &amp; their postulates.</li> <li>Principles for facet sequence.</li> </ul> <p><b>UNIT-III</b></p> <ul style="list-style-type: none"> <li>Types of isolates: common, special.</li> <li>Devices used in Classification (chronological, geographical, subject, alphabetical Enumeration, superimposition &amp; phase devices).</li> <li>System &amp; specials.</li> </ul> <p><b>UNIT-IV</b></p> <ul style="list-style-type: none"> <li>Notation: definition need &amp; functions.</li> <li>Types, structure &amp; qualities of notation.</li> <li>Mnemonics: its types &amp; canons.</li> <li>Indicator digits.</li> </ul> <p><b>UNIT-V</b></p> <ul style="list-style-type: none"> <li>Book classification: meaning &amp; purpose.</li> <li>Canons for book classification.</li> <li>System of book number.</li> <li>Knowledge classification vs book classification.</li> <li>Rules for classifying books.</li> <li>Steps in practical classification.</li> </ul>				
<b>Course Outcomes</b>	<ul style="list-style-type: none"> <li>After studying this subject of Library Classification theory, students will be able to classify the whole subjects of knowledge and allot their related classification numbers to the related books.</li> </ul>				

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<b>Text Books</b>	<ol style="list-style-type: none"><li>1. Dr. Tripathi S.M. Fundamental of Library Classification, Y. K. Publication, Agra.</li><li>2. Dr. Saxena L.S. UDC: Theory &amp; Practice Bhanu Priya Pustak Prakashan Sansthan.</li><li>3. Sharma B. K. Knowledge Organisation and Information Retrieval Theory Y. K. Publication Agra.</li><li>4. Tripathi S.M., Library Classification, Y. K. Publication, Agra.</li><li>5. Sharma B. K., Knowledge Organisation and Information Retrieval Theory, Y. K. Publishers, Agra.</li></ol>
<b>Reference Books</b>	<ol style="list-style-type: none"><li>1. Dewey Decimal Cla Organization classification &amp; Relative Index, Forest Press, London.</li><li>2. Kumbhar, Library Classification trends in the 21<sup>st</sup> century, Oxford press, Cabmridge.</li><li>3. Ranganathan, Colon Classification, ESS ESS Prak., Chennai.</li></ol>

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**Bachelor of Library & Information Science (B. Lib. & I. Sc.)**  
**One Year (Two Semester Course)**  
**2022-2023**

<b>Course Title</b>	<b>Library Classification- Practice- II</b>				
<b>Course Code</b>	<b>ABL07103P</b>				
<b>Course Credits</b>	<b>L</b>	<b>T</b>	<b>P</b>	<b>TC</b>	
			6	3	
<b>Prerequisites</b>	Basics in Library Classification				
<b>Course Objectives</b>	<ul style="list-style-type: none"> <li>The Objective of this subject is to teach the students about the attributes of classification about the various classification schemes and how to classify the books according to the different classification schemes.</li> </ul>				
<b>Course Contents</b>	Classification of Titles by using latest available edition of DDC and colon classification (6th ed. Reprint).				
<b>Course Outcomes</b>	<ul style="list-style-type: none"> <li>After studying this subject of Library Classification theory, students will be in a position to classify the whole subjects of knowledge and allot their related classification numbers to the related books.</li> </ul>				
<b>Text Books</b>	1. DDC 21st & Colon Classification 6 <sup>th</sup> ed.				
<b>Reference Books</b>	<ol style="list-style-type: none"> <li>Dewey Decimal Classification &amp; Relative Index, Forest Press, London.</li> <li>Kumbhar, Library Classification trends in the 21<sup>st</sup> century, Oxford press, Cambridge.</li> <li>Ranganathan, Colon Classification, ESS ESS Prak., Chennai.</li> </ol>				








**Bachelor of Library & Information Science (B. Lib. & I. Sc.)**  
**One Year (Two Semester Course)**  
**2022-2023**

<b>Course Title</b>	<b>Skill Development- 1(PERSONALITY &amp; COMMUNICATION DEVELOPMENT)</b>				
<b>Course Code</b>	ABL07111T				
<b>Course Credits</b>	<b>L</b>	<b>T</b>	<b>P</b>	<b>TC</b>	
	4			4	
<b>Prerequisites</b>	Basics in Communications Skills..				
<b>Course Objectives</b>	<ul style="list-style-type: none"> <li>The Objective of teaching this subject is to make the students aware about the Communication and personality Development.</li> </ul>				
<b>Course Contents</b>	<p><b>UNIT I INTRODUCTION TO PERSONALITY DEVELOPMENT</b></p> <ul style="list-style-type: none"> <li>The concept personality- Dimensions of theories of Freud &amp; Erickson-personality – significant of personality development.</li> <li>The concept of success and failure: What is success? - Hurdles in achieving success - Overcoming hurdles - Factors responsible for success – What is failure - Causes of failure. SWOT analyses.</li> </ul> <p><b>UNIT II ATTITUDE &amp; MOTIVATION</b></p> <ul style="list-style-type: none"> <li>Attitude - Concept - Significance - Factors affecting attitudes - Positive attitude - Advantages –Negative attitude - Disadvantages - Ways to develop positive attitude - Difference between personalities having positive and negative attitude.</li> <li>Concept of motivation - Significance - Internal and external motives - Importance of self-motivation- Factors leading to de-motivation</li> </ul> <p><b>UNIT III SELF-ESTEEM</b></p> <ul style="list-style-type: none"> <li>Term self-esteem - Symptoms - Advantages - Do's and Don'ts to develop positive self-esteem – Low self-esteem - Symptoms - Personality having low self esteem - Positive and negative self-esteem. Interpersonal Relationships – Defining the difference between aggressive, submissive and assertive behaviors - Lateral thinking.</li> </ul> <p><b>UNIT IV OTHER ASPECTS OF PERSONALITY DEVELOPMENT</b></p> <ul style="list-style-type: none"> <li>Body language - Problem-solving - Conflict and Stress Management - Decision-making skills -Leadership and qualities of a successful leader - Character-building -Team-work - Time management -Work ethics – Good manners and etiquette.</li> </ul> <p><b>UNIT V EMPLOYABILITY QUOTIENT</b></p> <ul style="list-style-type: none"> <li>Resume building- The art of participating in Group Discussion – Acing the Personal (HR &amp; Technical) Interview -Frequently Asked Questions - Psychometric Analysis - Mock Interview Sessions.</li> </ul>				
<b>Course Outcomes</b>	<ul style="list-style-type: none"> <li>After reading this subject any student will be in a position to manage the self confidence &amp; attitude are developed.</li> </ul>				

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<b>Text Books</b>	<ol style="list-style-type: none"><li>1. Burns, L.S. (2002). <i>Understanding Journalism</i>. New Delhi: Sage Publications</li><li>2. Carver c. s.m <i>Perspective on personality</i>, new York, pearson ed., 8<sup>th</sup> ed.</li><li>3. Kumar, K. J. (2000). <i>Mass communication in India</i>. New Delhi: Jaico Publishing House</li><li>4. Servaes, J. (2008). <i>Communication for development and social change</i>. New Delhi: Sage Publications.</li></ol>
<b>Reference Books</b>	<ol style="list-style-type: none"><li>1. Frager, R., &amp; Fadiman, J. (2013). <i>Personality and Personal Growth</i> (7th ed.). Boston, MA: Pearson Education.</li><li>2. Larsen, R.J., &amp; Buss, D. M. (2018). <i>Personality Psychology: Domains of Knowledge About Human Nature</i> (6th ed.). New York: McGraw-Hill Education.</li><li>3. Matthews, G., Deary, I. J., &amp; Whiteman, M. C. (2009). <i>Personality Traits</i> (3rd ed.). New York: Cambridge University Press.</li></ol>



**Bachelor of Library & Information Science (B. Lib. & I. Sc.)**  
**One Year (Two Semester Course)**  
**2022-2023**

<b>Course Title</b>	<b>LIBRARY ORGANISATION AND MANAGEMENT</b>				
<b>Course Code</b>	ABL07131T				
<b>Course Credits</b>	<b>L</b>	<b>T</b>	<b>P</b>	<b>TC</b>	
	4	1		5	
<b>Prerequisites</b>	Basics in Organisation and management.				
<b>Course Objectives</b>	<ul style="list-style-type: none"> <li>The Objective of teaching this subject is to make the students aware about the management system of the library and the library Organisation procedure.</li> </ul>				
<b>Course Contents</b>	<p><b>UNIT-I</b></p> <ul style="list-style-type: none"> <li>Library Organisation: Meaning, importance, principles and types.</li> <li>Library Committee: Definition, types and functions.</li> <li>Different Library systems- their salient feature and functions.</li> <li>National Libraries of India, UK and USA.</li> <li>Role of libraries as Academic and social institution.</li> </ul> <p><b>UNIT -II</b></p> <ul style="list-style-type: none"> <li>Ranganathan's five laws of library science and their applications.</li> <li>Library legislation in India.</li> <li>Library movement in India, UK and USA.</li> <li>Library association / Professional organisations: their objectives and functions: UNESCO, IFLA, ALA, IASLIC, ILA.</li> </ul> <p><b>UNIT – III</b></p> <ul style="list-style-type: none"> <li>Management: Definition, Components, features and principles of management.</li> <li>Administration versus Organisation.</li> <li>Library rules and regulations.</li> <li>Scientific management.</li> <li>Personnel management.</li> </ul> <p><b>UNIT –IV</b></p> <ul style="list-style-type: none"> <li>Physical Environment: Basic consideration in planning of library building, furniture, fittings and equipment's.</li> <li>Routine procedures: Acquisition, circulation, serials control, stock verification Vs stock rectification.</li> <li>Public relation and extension activities.</li> </ul> <p><b>UNIT –V</b></p> <ul style="list-style-type: none"> <li>Financial Management.</li> <li>Budgeting: its concepts, types and methods.</li> <li>Collection Development: Different types of selection tools and their importance.</li> <li>Maintenance of library record and statistics.</li> <li>Annual report. Resource sharing.</li> </ul>				

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<b>Course Outcomes</b>	<ul style="list-style-type: none"><li>After reading this subject any student will be in a position to manage the library system confidently and students can develop managerial skills in them.</li></ul>
<b>Text Books</b>	<ol style="list-style-type: none"><li>Vyas S. D. Pustakalaya Prabandhan, Panchsheel, Prakashan, Jaipur.</li><li>Dr. Tripathi S. M. Library Management – Y. K. Publication, Agra.</li><li>Dr. Pandey &amp; Sharma S. K. Pustakalya Aur Samaj, Prantha Academy, New Delhi.</li><li>Sharma B. K. Library Management - Y. K. Publishers, Agra.</li><li>Nupur Jhanjhi, Library Organisational Structure, Arya Publications, New Delhi.</li></ol>
<b>Reference Books</b>	<ol style="list-style-type: none"><li>C. K. Sharma, Library Management-vol-1, Atlantic Pub., New York.</li><li>Nazim &amp; Mukherjee, Knowledge Management in Libraries, Elsevier, London.</li><li>R L Mittal, Library Administration: Theo and Prec. , Elsevier, London</li><li>Kulbir Singh Sidhu, School Organisation and Administration, Sterling pub, New Delhi.</li></ol>

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**Bachelor of Library & Information Science (B. Lib. & I. Sc.)**  
**One Year (Two Semester Course)**  
**2022-2023**

<b>Course Title</b>	<b>School Library and Media Centre</b>				
<b>Course Code</b>	ABL07132T				
<b>Course Credits</b>	<b>L</b>	<b>T</b>	<b>P</b>	<b>TC</b>	
	4	1		5	
<b>Prerequisites</b>	Basics in Library management.				
<b>Course Objectives</b>	<ul style="list-style-type: none"> <li>The Objective of teaching this subject is to make the students aware about the management system of the school library and Media process the library Organisation procedure.</li> </ul>				
<b>Course Contents</b>	<p><b>Unit 1: Basics of School Library and Media Centre</b></p> <ul style="list-style-type: none"> <li>School Library: Definition, Objectives, Functions</li> <li>Development of School Libraries in India</li> <li>Types of School Library Users: Their Reading Habits and Information Needs</li> <li>Role of School Library and Media Centre in Inculcating Reading Habits</li> </ul> <p><b>Unit 2: Collection Development and Management</b></p> <ul style="list-style-type: none"> <li>Print Information Sources: Selection, Acquisition, Evaluation</li> <li>Electronic Information Sources: Selection Acquisition, Evaluation</li> <li>Information Sources for Children: Illustrated Books, Literary Genre, Reference Books, Magazines, Comics, Audio-Video Collection, Internet Resources, Websites, Subject Portals, Digital Library Resources</li> <li>Organization and Management of Library Collection</li> </ul> <p><b>Unit 3: Management of School Library and Media Centre</b></p> <ul style="list-style-type: none"> <li>Financial Management</li> <li>Skills and Competencies for School Library and Media Centre staff</li> <li>School Library Automation</li> <li>Resource Sharing and Library Networking</li> </ul> <p><b>Unit 4: Services of School Library and Media Centre</b></p> <ul style="list-style-type: none"> <li>Circulation Service</li> <li>Reference Service</li> <li>Storytelling, Read Aloud, Summer Reading Programmes</li> <li>User Orientation</li> </ul> <p><b>UNIT –V</b></p> <ul style="list-style-type: none"> <li>Financial Management.</li> <li>Budgeting: its concepts, types and methods.</li> <li>Collection Development: Different types of selection tools and their importance.</li> <li>Maintenance of library record and statistics.</li> <li>Annual report. Resource sharing.</li> </ul>				
<b>Course Outcomes</b>	<ul style="list-style-type: none"> <li>After reading this subject any student will be in a position to manage the school library system confidently and students can develop managerial skills in them.</li> </ul>				

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**2022-2023**

<b>Text Books</b>	<ol style="list-style-type: none"><li>1. Barr, Catherine &amp; Gillespie, John T. (2009). <i>Best books for high school readers: Grades 9-12</i>. 2nd ed. Westport: Libraries Unlimited.</li><li>2. Craver, Kathleen W. (2002). <i>Creating cyber libraries: An instructional guide for school library media specialists</i>. Santa Barbara: Libraries Unlimited.</li><li>3. Dickinson, Gail K. &amp; Repman, Judi (2015). <i>School library management</i>, 7th ed. Columbus: Linworth Publishing.</li></ol>
<b>Reference Books</b>	<ol style="list-style-type: none"><li>1. Martin, Barbara Stein &amp; Zannier Marco (2009). <i>Fundamentals of school library media management: A how-to-do-it manual</i>. New York: Neal-Schuman Publishers, Inc.</li><li>2. Messner, Patricia A. &amp; Brenda S. Copeland (2011). <i>School library management: Just the basics</i>. Westport: Libraries Unlimited.</li><li>3. Mohanraj, V. M. (2011). <i>School library: An educational tool</i>. New Delhi: EssEss Publications.</li></ol> <p style="margin-left: 20px;">1.</p>

