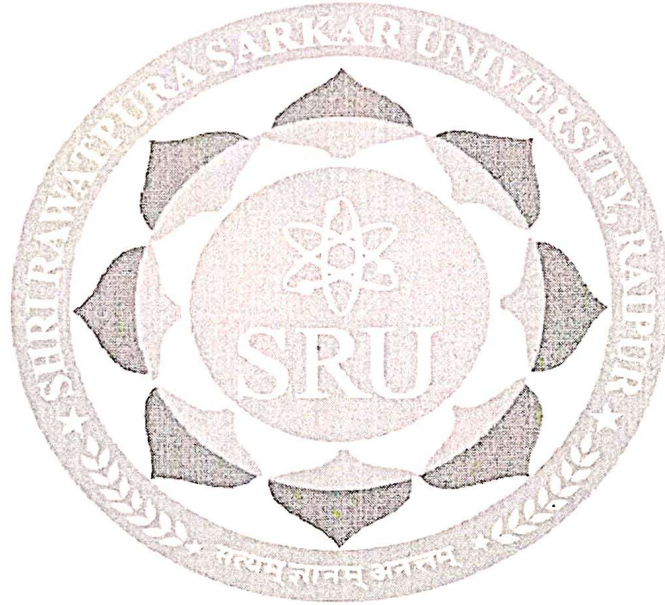


**Shri Rawatpura Sarkar University,  
Raipur**



**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**

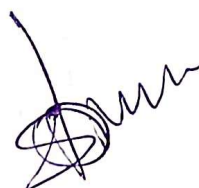
S. N.	Course Code	Course Title	Hours / Week			Credits	Maximum Marks			Sem End Exam Duration (Hrs)
			L	T	P		Continuou s Evaluation	Sem End Exam	Total	
1	ABL07201T	Documentation and Information Services	4	1		5	30	70	100	3
2	ABL07202T	Library Cataloguing and Bibliography	4	1		5	30	70	100	3
3	ABL07203P	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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<b>Course Title</b>	<b>DOCUMENTATION AND INFORMATION SERVICES</b>				
<b>Course Code</b>	<b>ABL07201T</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 Reference sources and service				
<b>Course Objectives</b>	<ul style="list-style-type: none"> <li>The Objective of teaching this subject to the students is to make them aware of how to provide the information to the readers in a short time.</li> </ul>				
<b>Course Contents</b>	<p><b>UNIT-I</b></p> <ul style="list-style-type: none"> <li>Documentation: definition, its aim, scope and development.</li> <li>Documentation work and their scope.</li> <li>Documentation services and their scope.</li> <li>Documentation lists-their kinds and preparation.</li> <li>Reprographic and translation service.</li> </ul> <p><b>UNIT-II</b></p> <ul style="list-style-type: none"> <li>Information science –its definition, aims, scope.</li> <li>Changing concept of information science.</li> <li>Information users-their needs and information seeking behavior.</li> <li>Nature of information needs.</li> <li>Information services: CAS, SDI.</li> </ul> <p><b>UNIT-III</b></p> <ul style="list-style-type: none"> <li>Abstracting- definition, aims, scope and types.</li> <li>Canons of abstracting.</li> <li>Characteristics and qualities of good abstracts.</li> <li>Methods and stages of abstracting.</li> <li>Study of Chemical abstracts, Biological Abstracts, Physical Abstracts, Mathematical reviews, Psychological Abstracts, Sociological Abstracts, Library and information science abstracts, Indian science abstracts, Indian library science abstracts.</li> </ul> <p><b>UNIT-IV</b></p> <ul style="list-style-type: none"> <li>➤ Indexing-definition and functions.</li> <li>➤ Pre-coordinate indexing, chain indexing, PRECIS, POPSI.</li> <li>➤ Post coordinate indexing-Uni-term entry system, peck-a-boo-system, edge-notched, Punch card system.</li> <li>➤ Citation indexing.</li> <li>➤ Key word indexing and types.</li> </ul> <p><b>UNIT-V</b></p> <p>Documentation centers and systems-FID, VINITI, NISCAIR, DESIDOC, NASSDOC, UNISIST AND NISSAT.</p>				

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**2022-2023**

<b>Course Outcomes</b>	<ul style="list-style-type: none"><li>• After studying this subject students will be in a position to provide the readers their registered information without wasting their time.</li></ul>
<b>Text Books</b>	<ol style="list-style-type: none"><li>1. Sharma B. K. Knowledge Organisation and Information Retrieval, Y. K. Publishers, Agra.</li><li>2. Sharma B. K., Foundation of Information Science &amp; Information Management. Y. K. Publ., Agra.</li><li>3. Upadhyay J. L., Documentation and Information Science, University Publication, New Delhi.</li><li>4. Sharma Prahalad, Library Information Service, University Publication, Jaipur. Publishers, Agra.</li><li>5. Sharma Prahalad, Internet Aur Pustakalaya, Jyoti 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>



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<b>Course Title</b>	<b>LIBRARY CATALOGUING AND BIBLIOGRAPHY</b>				
<b>Course Code</b>	<b>ABL07202T</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 Library Cataloguing				
<b>Course Objectives</b>	<ul style="list-style-type: none"> <li>The objective of teaching this subject to the students is to make them aware about the Library Catalogue, its history, types and recent trends in Library Cataloguing.</li> </ul>				
<b>Course Contents</b>	<p><b>UNIT-I</b></p> <ul style="list-style-type: none"> <li>Library Catalogue: Objectives and functions.</li> <li>Different between bibliography, catalogue and documentation list.</li> <li>Canons and normative principles of cataloguing.</li> <li>Physical and inner forms of library catalogue.</li> <li>Selective and simplified cataloguing.</li> <li>Descriptive cataloguing including ISBD.</li> </ul> <p><b>UNIT-II</b></p> <ul style="list-style-type: none"> <li>Entries-their types and functions.</li> <li>Filling of entries.</li> <li>Cooperative and centralized cataloguing.</li> <li>Cataloguing in source and cataloguing in publication.</li> <li>Comparative study of CCC and AACR-2.</li> <li>Organisation and management of cataloguing department.</li> </ul> <p><b>UNIT-III</b></p> <ul style="list-style-type: none"> <li>Subject catalogue-meaning and objectives.</li> <li>Subject Headings –Need and basic principles.</li> <li>Derivation of subject headings-LCSH, Sears list of subject headings.</li> <li>Chain procedures.</li> <li>Study of ISBN and ISSN.</li> </ul> <p><b>UNIT-IV</b></p> <ul style="list-style-type: none"> <li>Bibliography-definitions, aims, need, functions and types.</li> <li>Subject bibliography.</li> <li>National bibliography-need, scope and coverage.</li> <li>Study of INB and BNB.</li> <li>Trade bibliography.</li> <li>Universal bibliography.</li> </ul> <p><b>UNIT-V</b></p> <ul style="list-style-type: none"> <li>Bibliographic control.</li> </ul>				

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

	<ul style="list-style-type: none"> <li>• Bibliography and documentation activities in U.S.A. and U.K.</li> <li>• Bibliographical Organizations in India and their services</li> </ul>
<b>Course Outcomes</b>	<ul style="list-style-type: none"> <li>• After studying this subject student will be able to catalogue all types of documents and it will be very easy to locate the document in the large library system, they can save the precious time of the reader</li> </ul>
<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. Gantner J. N. And Narayan Singh - Advanced Cataloguing Practices (CCC &amp; AACR-2), Y.K. Publication Agra</li> <li>2. Triguella S. M. and Shrivani N. S. Fundamental of Cataloguing Theory) Y.K. Publication Agra</li> <li>3. Shreema Mahendras Nath, Principles of Cataloguing Published Publication, Jaipur</li> <li>4. Kumar Dr. Ajay, Library Cataloguing (Theory) University Publication, New Delhi</li> <li>5. Singh Ajit Physical form of Library Catalogue (Theory) Arya Publication, New Delhi</li> <li>6. Verma Dr. A. K., Practical Classification Cataloguing Central Book House, Raipur (C.G.)</li> </ol>
<b>Reference Books</b>	<ol style="list-style-type: none"> <li>1. Betsy Evans, Understanding MARC Bibliographic: Machine Readable Cataloging, Library Of Congress, New York</li> <li>2. Anglo-American Cataloging Rules (AACR-2)</li> <li>3. International Cataloguing &amp; Bibliographic Control, the University of Michigan</li> </ol>



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<b>Course Title</b>	<b>Library Cataloguing and Bibliography – Practice- I</b>				
<b>Course Code</b>	<b>ABL07203P</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 Cataloguing				
<b>Course Objectives</b>	<ul style="list-style-type: none"> <li>The objective of teaching this subject to the students is to make them aware about the Library Catalogue, its history, types and recent trends in Library Cataloguing.</li> </ul>				
<b>Course Contents</b>	Cataloguing of Titles and continuing resources according to AACR-II				
<b>Course Outcomes</b>	<ul style="list-style-type: none"> <li>After studying these subject students will be able to catalogue all types of documents and it will be very easy to locate the document in the huge library system, they can save the precious time of the reader.</li> </ul>				
<b>Text Books</b>	<ol style="list-style-type: none"> <li>Gautam J. N. And Niranjana Singh: - Advanced Cataloguing Practices (CCC &amp; AACR-2); Y.K. Publication Agra.</li> <li>Tripathi S. M. and Shavkin N. S.: Fundamental of Cataloguing Theory) Y.K. Publication Agra.</li> <li>Sharma Mahendra Nath, Principles of Cataloguing Panchshil Publication, Jaipur.</li> <li>Kumar Dr. Ajay, Library Cataloguing (Theory) University Publication, New Delhi.</li> <li>Singh Ajit: Physical form of Library Catalogue (Theory) Arya Publication, New Delhi.</li> <li>Verma Dr. A. K., Practical Classification Cataloguing Central Book House, Raipur (C.G.)</li> </ol>				
<b>Reference Books</b>	<ol style="list-style-type: none"> <li>Betty Furrie, Understanding MARC Bibliographic: Machine Readable Cataloging, Library Of Congress, New York.</li> <li>Anglo-American Cataloging Rules (AACR-2).</li> <li>International Cataloguing &amp; Bibliographic Control, the University of Michigan.</li> </ol>				



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<b>Course Title</b>	<b>Skill Development-2 (Soft Skills Development)</b>				
<b>Course Code</b>	ABL07211T				
<b>Course Credits</b>	<b>L</b>	<b>T</b>	<b>P</b>	<b>TC</b>	
	4	0		4	
<b>Prerequisites</b>	Basics in general communication skills.				
<b>Course Objectives</b>	<ul style="list-style-type: none"> <li>The Objective of teaching this subject to the students is all about relationship, communication and presenting oneself, one's ideas and the company in the most positive and impactful way. This course intends to enable students to achieve excellence in both personal and professional life.</li> </ul>				
<b>Course Contents</b>	<p><b>Unit 1:</b></p> <ul style="list-style-type: none"> <li>Know Thyself/ Understanding Self.</li> <li>Introduction to Soft skills-Self discovery-Developing positive attitude-Improving perceptions-Forming values</li> </ul> <p><b>Unit 2:</b></p> <ul style="list-style-type: none"> <li>Interpersonal Skills/ Understanding Others</li> <li>Developing interpersonal relationship-Team building-group dynamics-Net working Improved work relationship</li> </ul> <p><b>Unit 3:</b></p> <ul style="list-style-type: none"> <li>Communication Skills / Communication with others</li> <li>Art of listening-Art of reading-Art of speaking-Art of writing-Art of writing e-mails-e mail etiquette</li> </ul> <p><b>Unit 4:</b></p> <ul style="list-style-type: none"> <li>Corporate Skills / Working with Others</li> <li>Developing body language- Practising etiquette and mannerism-Time management Stress management</li> </ul> <p><b>UNIT-5</b></p> <ul style="list-style-type: none"> <li>Selling Self/ Job Hunting</li> <li>Writing resume/CV-interview skills-Group discussion- Mock interview-Mock GD – Goal setting - Career planning</li> </ul>				
<b>Course Outcomes</b>	<ul style="list-style-type: none"> <li>After studying this subject students will be able to achieve excellence in both personal and professional life.</li> </ul>				
<b>Text Books</b>	<ol style="list-style-type: none"> <li>Meena.K and V.Ayothi (2013) A Book on Development of Soft Skills (Soft Skills : A Road Map to Success), P.R. Publishers &amp; Distributors, Tiruchirappalli.</li> <li>Alex K. (2012) Soft Skills – Know Yourself &amp; Know the World, S.Chand &amp; Company LTD,</li> </ol>				

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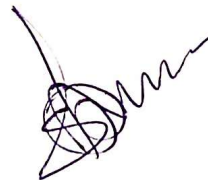
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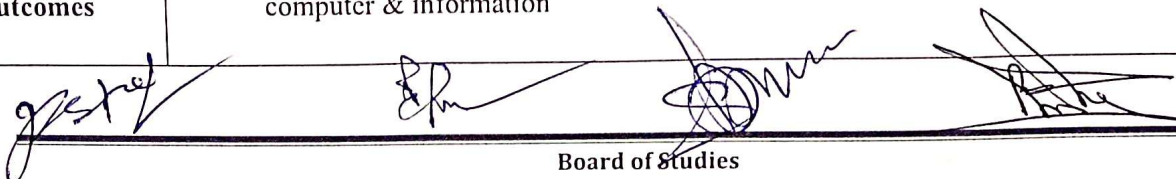
**Bachelor of Library & Information Science (B. Lib. & I. Sc.)**  
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**2022-2023**

<b>Reference Books</b>	<ol style="list-style-type: none"><li>1. Developing the leader within you John c Maxwell</li><li>2. Good to Great by Jim Collins</li><li>3. The seven habits of highly effective people Stephen Covey</li><li>4. Emotional Intelligence Daniel Goleman</li><li>5. You can win Shive Khera, BPB Pub., Pune.</li><li>6. Principle centred leadership Stephen Covey</li></ol>
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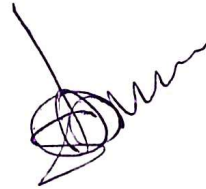
**Bachelor of Library & Information Science (B. Lib. & I. Sc.)**  
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**2022-2023**

<b>Course Title</b>	<b>COMPUTER APPLICATION IN LIBRARIES</b>				
<b>Course Code</b>	<b>ABL07231T</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 Computer Fundamental				
<b>Course Objectives</b>	<ul style="list-style-type: none"> <li>The Objective of teaching this subject to the students is attributing of computer application use library.</li> </ul>				
<b>Course Contents</b>	<p><b>UNIT-I Computer Fundamental</b></p> <ul style="list-style-type: none"> <li>Computer: Definition, Development and Computer Generation.</li> <li>Types of computers and their use.</li> <li>Basic components of a computer, Computer Peripherals.</li> <li>Electronic data processing.</li> </ul> <p><b>UNIT-II Hardware and Software Components</b></p> <ul style="list-style-type: none"> <li>Computer Hardware: Components and Functions.</li> <li>Computer Software: Types and Uses, Operating System, functions and their commands: DOS, Window and UNIX/LINUX.</li> <li>Algorithm.</li> <li>Flow Chart.</li> </ul> <p><b>UNIT-III Software Packages</b></p> <ul style="list-style-type: none"> <li>Basic features of Library Software Packages.</li> <li>Word Processing Packages.</li> <li>Desktop Publishing.</li> <li>Library Application Software: CDS/ISIS, SOUL and KOHA.</li> </ul> <p><b>UNIT-IV Library Automation</b></p> <ul style="list-style-type: none"> <li>Library House Keeping Operations.</li> <li>Computerized Information Services.</li> <li>Use of INTERNET for various library activities.</li> <li>e-journals, e-books and others.</li> </ul> <p><b>UNIT-V Networking</b></p> <ul style="list-style-type: none"> <li>Definition, Need, Client Server Architecture.</li> <li>Types of Network: LAN, WAN, MAN.</li> <li>Network Topologies: Bus, Star, Ring etc.</li> <li>Library Information Network: DELNET, INFLIBNET, CALLIBNET, e-Shodh-Sindhu.</li> </ul>				
<b>Course Outcomes</b>	<ul style="list-style-type: none"> <li>After studying this subject students will be able to provide the use of computer &amp; information</li> </ul>				



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<b>Text Books</b>	<ol style="list-style-type: none"><li>1. Singh Dr. Shankar, Information Communication Technology and Library; ESS ESS Publication, New Delhi.</li><li>2. Sharma Prahalad, Internet and Library, Jyoti Publication, Jaipur.</li><li>3. Singh Dr. Shankar, Information Communication Technology: Internet and Information Society, ESS ESS Pub. New Delhi.</li><li>4. Sharma Dr. Arvind Kumar: E-Information Sources &amp; Services, ESS ESS Publication, New Delhi.</li></ol>
<b>Reference Books</b>	<ol style="list-style-type: none"><li>1. Computer application to libraries IR and Networking, CSIR, Bangalor.</li><li>2. Kole Lambert, Computer Appli. To Library, ETP, London.</li><li>3. Ahmad, Computer in Library Management, APH Pub., New York.</li></ol>



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Course Title	Public Library and Information System				
Course Code	ABL07232T				
Course Credits	L	T	P	TC	
	4	1		5	
Prerequisites	Basics in Computer Fundamental				
Course Objectives	<ul style="list-style-type: none"> <li>The Objective of teaching this subject to the students is attributing of manage the public library and information centers use library.</li> </ul>				
Course Contents	<p><b>Unit 1: Role of Public Library and Information System</b></p> <ul style="list-style-type: none"> <li>Public Library: Definition, Purpose; Development of Public Library System in India</li> <li>Role of Public Library in Formal and Informal Education</li> <li>Role of Government and other agencies in the Development of Public Libraries: UNESCO, IFLA, Raja Rammohun Roy Library Foundation and National Mission on Libraries including National Knowledge Commission</li> <li>Organizational Structure of Public Libraries as depicted in Public Library Acts of States and Union Territories in India</li> </ul> <p><b>Unit 2: Collection Development and Management</b></p> <ul style="list-style-type: none"> <li>Printed Information Sources: Selection, Acquisition, Evaluation</li> <li>Electronic Information Sources: Selection, Acquisition, Evaluation</li> <li>Information Sources for Special Categories of Users: Children, Young Adults, Senior Citizens, Differently Abled People</li> <li>Organization and Management of Library Collection</li> </ul> <p><b>Unit 3: Management of Public Library and Information System</b></p> <ul style="list-style-type: none"> <li>Library Governance: Composition, and Functions of Library Authority/Library Committee in Public Library Acts of States and Union Territories in India</li> <li>Financial Management: Sources of Finance, Financial Provisions in Public Library Acts; Budgeting Methods</li> <li>Human Resource Management</li> <li>Resource Sharing and Library Networking</li> </ul> <p><b>Unit 4: Services of Public Library and Information Systems</b></p> <ul style="list-style-type: none"> <li>Circulation Service, Reference service, Readers' Advisory Service</li> <li>Information literacy</li> <li>Extension Services: Author Talk, Book Clubs, Exhibition, Lectures</li> <li>Outreach Activities: Mobile Library Services, Online Services</li> </ul> <p><b>UNIT-V Networking</b></p> <ul style="list-style-type: none"> <li>Definition, Need, Client Server Architecture.</li> <li>Types of Network: LAN, WAN, MAN.</li> <li>Network Topologies: Bus, Star, Ring etc.</li> <li>Library Information Network: DELNET, INFLIBNET, CALLIBNET, e-Shodh-Sindhu.</li> </ul>				

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<b>Course Outcomes</b>	<ul style="list-style-type: none"><li>• After studying this subject students will be able to provide the use of computer &amp; information</li></ul>
<b>Text Books</b>	<ol style="list-style-type: none"><li>1. Baker, Sharon L. &amp; Wallace, Karen L. (2002). <i>The Responsive public library</i>. 2<sup>nd</sup> ed. Englewood Colo: Libraries Unlimited.</li><li>2. Goulding, Anne (2017). <i>Public libraries in the 21st century: Defining Services and debating the Future</i>. London: Routledge.</li><li>3. Koontz, Christie &amp; Gubbin, Barbara. (2010). <i>IFLA public library service guidelines</i>. 2<sup>nd</sup> Rev ed. Berlin: Walter de Gruyter &amp; Co.</li></ol>
<b>Reference Books</b>	<ol style="list-style-type: none"><li>1. McCook, Kathleen de la Pena (2011). <i>Introduction to public librarianship</i>. New York: Neal Schuman Publication.</li><li>2. Pateman, John &amp; Willimen, Ken (2017). <i>Developing community-led public libraries: Evidence from the UK and Canada</i>. London: Routledge.</li><li>3. Ranganathan, S. R, and Neelameghan, A. (1972). <i>Public library system</i>. Bangalore: SaradaRanganathan Endowment for Library Science.</li></ol>

