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 Anjana Sharma

NATIONAL EDUCATION POLICY-2020

PROPOSED STRUCTURE OF SRI DEV SUMAN UTTARAKHAND UNIVERSITY

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

SYLLABUS

2025



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

First Semester

Semester	Course Code	Paper Title	Theory/ Practical	Credits
I	SEC 101T	Library and Information Society	Theory	4
	DSC 102T	Information Sources	Theory	4
	DSC 103T	Users, Information Systems and Services	Theory	4
	DSC 104T	Library Classification	Theory	4
	DSC 105P	Library classification	Practical	2
	DSC 106P	Library tour /Assignment	Practical	2
	DSE-1	SWAYAM Course on soft skill (Any one)	Theory	2
	DSE-2	Public library system	Theory	2
		Total		22



Second Semester

II	DSC 201T	Management of Libraries and Information Centers	Theory	4
	DSC 202T	Information Literacy	Theory	4
	DSC 203T	Library Cataloguing	Theory	4
	DSC 204T	ICT Application in LIS	Theory	4
	DSC 205P	Library Cataloguing	Practical	3
	DSC 206P	Information Technology	Practical	3
	DSC 207P	Internship (1 month)	Practical	3
	SEC-1	Special Library System	Theory	2
	SEC-2	Skills for Library and Information Science Professionals (Any one)	Theory	2
		Total		22

Programme Outcomes (Pos)- Library and Information Science) aims to:

PO1- Train students in modern library administration and prepare them for careers in Academic, Public and Special Libraries. Impart education and training for generating budding library professionals in the present scenario of information age. To equip students with competent skills essentially required for carrying out various housekeeping operations of library and Information Centers using ICT.

PO2- Develop manpower for libraries and information centers for effective and efficient services, professional values, dedication and attitude. To develop LIS students as competent professionals in the field by imparting employability skill based on effective communication, critical thinking, and ethical literacy. Enable to become lifelong learners for their personal growth and development.



Program Outcome

Library and Information Science Department aims to:

- Train students in modern library administration and prepare them for careers in Academic, Public and Special Libraries.
- Impart education and training for generating budding library professionals in the present scenario of information age.
- Develop manpower for libraries and information centers for effective and efficient services, professional values, dedication and attitude.
- To equip students with competent skills essentially required for carrying out various housekeeping operations of library and Information Centers using ICT.
- To develop LIS students as competent professionals in the field by imparting employability skill based on effective communication, critical thinking, and ethical literacy.
- Enable to become lifelong learners for their personal growth and development.



B.Lib & I.Sc Semester- I

B.Lib. & I.Sc. 101T

LIBRARY & INFORMATION SOCIETY

IA-25 (Max.)

Theory-75(Max.)

Total-100 (Max.)

Course Outcome – After studying this paper, the students shall be able to comprehend the concept, objectives and development of libraries and its importance to the society. Understand the professional ethics of librarianship and the five laws of library science with their implications on various services of the libraries. Understand the importance of Library Legislation and features of library acts.

UNIT	COURSE CONTENT	LECTURE
UNIT - I	Concept of Library in Society <ul style="list-style-type: none">- Social and Historical foundations of library- Development of libraries with special reference to India.- Different types of libraries- their distinguishing features and functions.	16
UNIT - II	Normative Principles of Library and Information Science <ul style="list-style-type: none">- Five Laws of Library Science and their Implications on Library and Information Activities.	14
UNIT III	Laws relating to Libraries and Information Centres <ul style="list-style-type: none">- Library Legislation in India: Need and essential features.- Copyright Act and Delivery of Books (Public Libraries) Act.- Librarianship as a Profession- Professional ethics	14
UNIT-IV	Professional Association, Public Relation, Extension Activities and Resource Sharing <ul style="list-style-type: none">- Professional Association and their role with particular reference to ILA, IASLIC, IFLA and UNESCO.- Definitions: Facets and Programmes of PR and Extension Services.- Resource Sharing and Library Networking.	14



Books Recommended

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



B.Lib & I.Sc 102T
INFORMATION SOURCES (THEORY)

IA-25 (Max.)

Theory-75 (Max.)

Total-100 (Max.)

Course Outcome – After studying this paper, the students shall be able to comprehend the concept, objectives and development of libraries and its importance to the society. Understand the professional ethics of librarianship and the five laws of library science with their implications on various services of the libraries. Understand the importance of Library Legislation and features of library acts.

UNIT	COURSE CONTENT	LECTURES
UNIT -I	Reference and Information Sources – <ul style="list-style-type: none"> - Sources of Information: Documentary and Non-Documentary; Print and Non- Print. - Categories and Institutional: Nature, Types, Characteristics and Utility. - Human and Institutional: Nature, Types, Characteristics and Utility. - Electronic Resources: Characteristics and Types 	15
UNIT - II	Types and Evaluation of Reference Sources <ul style="list-style-type: none"> - Reference Sources and their Types - Criteria for Evaluation of Reference Sources: Print and Electronic - Study of – Encyclopedias, Dictionaries, Geographical Sources, Biographical Sources. 	15
UNIT III	Bibliographical and other Sources <ul style="list-style-type: none"> - Reference Sources for Current Events and Ready Reference Sources - Bibliographical Sources: Function and Types: and Branches 	15
UNIT IV	Practical Career Enhancement <ul style="list-style-type: none"> - Review of Reference Sources 	30

Books Recommended

1. Cheney, F.N. Fundamental Reference Sources. Chicago: A.L.A. 1971.
2. Foskett, O.J. Information Service in Libraries. 2nd ed. Connecticut: Archon Books, 1967.
3. Hutchins, Margaret. Introduction to Reference Work. Chicago: A.L.A., 1944.
4. Katz, William A. Introduction to Reference Work. New York:, McGraw-Hill.1987.
5. Khan(T. M) Information and Communication
6. Kumar (Krishan) Reference Services. New Delhi, Vikas
7. Mukherjee, A.K. Reference Work and its Tools. 3rd rev. ed. Calcutta: World Press, 1975.
8. Ranganathan (SR) Reference Service ed. 2. Bombay, Asia. 1961.
9. Satyanarayan, (R). Information and its Facets
10. Sheehy, Eugene P., ed. Guide to Reference Books. 10th ed. Chicago: A.L.A., 1986.



B.Lib & I.Sc - 103T

USERS, INFORMATION SYSTEMS AND SERVICES

IA-25 (Max.)

Theory-75 (Max.)

Total-100 (Max.)

Course Outcome: After studying the paper, the students shall be able to understand the concept and process of Information services in libraries. Understand the concept of information users and information seeking behavior models. Understand the various information systems and their services CAS and SDI including ENVIS, INFLIBNET, INIS, AGRIS and OCLC.

UNIT	COURSE CONTENT	LECTURES
UNIT – I	Information Users and their Information Needs <ul style="list-style-type: none">- Categories of Information Users- Information Needs: Definition and Characteristics.- Information Seeking Behavior: Models- User Studies: Methods and Techniques.- Information Literacy and User Education: Concepts and Methods	10
UNIT –II	Information Services and Products-I <ul style="list-style-type: none">- Information Services: Evolution, Types and Trends.- Current Awareness Type of Services: CAS, SDI, Press Clipping Service.- Other Services: Indexing and Abstracting Services, Referral Service, Document Delivery and Translation Services.	10
UNIT –III	Information Services and Products-II <ul style="list-style-type: none">- Reference Process: Reference Question; Reference Interview; Search Strategy- Reference Service- Need and Purpose, Types	10
UNIT IV	Information Systems and their Services <ul style="list-style-type: none">- Overview of National, International and Commercial Information Systems and Networks.- Introduction to Services and Products of: DELNET, INFLIBNET, ENVIS, INIS, AGRIS, and OCLC	15
UNIT V -	Practical Career Enhancement Study and Evaluation of following Information Sources: <i>Dictionaries, Bibliographical Sources:</i> Indian National Bibliography, Books-in-Print, <i>Reference Sources for Current Events: Geographical Sources, Year book.</i>	30



Books Recommended

1. ATHERTON (Pauline).
2. Handbook for information systems and services. 1977. UNESCO, Paris.
3. BOPP (Richard E) and SMITH (Linda C), *Ed.* Reference and information services: An Introduction. Rev. ed. 1995. Libraries Un., USA.
4. GUHA (B) Documentation and information. Rev. ed. 2. 1983. World Press, Calcutta.
5. KATZ (William A). Introduction to reference work. E 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.



B.Lib & I.Sc 104T
LIBRARY CLASSIFICATION (THEORY)

IA-25 (Max.)

Theory-75 (Max.)

Total-100 (Max.)

Course Outcome- After studying this paper, the students shall be able to understand the meaning, purpose, functions, theories and canons of library classification. Analyze the characteristics, merits and demerits of different species of library Classification Schemes. Highlight salient features of major classification schemes. Elucidate various facets of notation and call number. Review five fundamental categories and mnemonics in Library Classification.

UNIT	COURSE CONTENT	LECTURE
UNIT - I	Library Classification Theory <ul style="list-style-type: none"> - Library Classification: Definition, Need and Purpose. - Modes of Formation of Subjects. - Notation: Need, Type and Quality. - Call Number: Class Number, Book Number and Collection Number 	15
UNIT -II	Theory of Colon Classification <ul style="list-style-type: none"> - Postulation Approach: Postulates of Facet Analysis and Facet Sequence, Fundamental Categories, Principles of Helpful Sequence and Facet Sequence, Phase Analysis. - Overview of Colon Classification 	15
UNIT -III	Library Classification Schemes and Current Developments <ul style="list-style-type: none"> - Brief history of library classification schemes. - Standard Schemes of Library Classification: Introduction, features and applications of DDC and UDC . - Current Trends: Developments in DDC and UDC. Web Dewey, OCLC Classifyand other sources of readymade class numbers, Folksonomies. 	15
UNIT -II	Practical Career Enhancement <ul style="list-style-type: none"> - DDC 23rd Edition class number building - CC 6th Edition class number building 	30

Books Recommended

1. DHYANI (Pushpa). Theory of Library Classification, 2000. VishwaPrakashan, Delhi.
2. KRISHAN KUMAR. Theory of Library Classification. 1985. Vikas, Delhi.
3. RANGANATHAN (S R) Prolegomena to library classification. 3rd ed. 1967. Sarda Ranganathan Endowment, Bombay.
4. TRIPATHI (S M) and SHOKEEN (N S). Fundamentals of Library Classification (Hindi Medium). 1988. Y.K. Agra.



B.Lib & I.Sc 105P
LIBRARY CLASSIFICATION (PRACTICE)

IA-25 (Max.)

Theory-75 (Max.)

Total-100 (Max.)

Course Outcome – After studying the paper, students shall be able to classify and construct the class numbers simple titles using CC 6th Rev. Ed., Dewey Decimal Classification Scheme Edition 22nd synthesize class numbers by using the tables.

UNIT	COURSE CONTENT	LECTURES
UNIT- I	Colon Classification (6th Rev. Ed) Classification of Documents <ul style="list-style-type: none">- Representing Simple Subject- Having Common Isolate- Representing Compound Subject- Devices, Round and Levels- Phase Relation and Devices	45
UNIT –II	Dewey Decimal Classification (Simple and Compound DDC 23 ed.) <ul style="list-style-type: none">- Use of Table 01 to 07- Class Number building practice	45



B.Lib.I.Sc.-106P
Study Tour/Assignment

Total-50 (Max.)

To increase the knowledge and skills of recent graduates
 To upgrade their skills in a specific area of information services
 To expose the students with the real working environment of a library operations
 To train them in preparing the state-of-the art report on the library

UNIT	COURSE CONTENT	LECTURE
UNIT- I	<p>Study Tour Report: Students has to present study tour report.</p> <p>Internship: At least one library has to be visited for 15 working by the students under the supervision of concern Librarian</p> <p>Students have supposed to complete the internship immediately after the end of Semester I and before the commencement of Semester II.</p> <p>Students have to submit the internship report dully signed by the concern librarian.</p> <p>Note: Out of 100, 50 marks for report based on internship & 50 marks for study tour report.</p>	60

B.Lib & I.Sc DSE-1

DSC-1	SWAYAM Course on soft skill (Any one)	2
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B.Lib & I.Sc DSE-2
Public Library System
IA-25 (Max.) Theory-75 (Max.) Total-100 (Max.)

COURSE OUTCOME Public Library System typically covers topics related to the management, organization and services of public library.		
UNIT	COURSE CONTENT	LECTURE
UNIT-1	Public Library <ul style="list-style-type: none">- Public Library: Definition, Characteristics. History and evolution of Public Libraries- Role and Importance of Public Libraries in society.	10
UNIT-2	Library Governance and Administration <ul style="list-style-type: none">- Organizational structure of Public Libraries- Funding Sources and Budgeting- Library Policies, Ethics and Intellectual Freedom- Law and Regulations affecting public libraries.	10
UNIT-3	Collection Development and Management <ul style="list-style-type: none">- Selection and Acquisition of Books, Digital Resources and Periodicals- Weeding and Maintaining collections- Copyright laws and Licensing	10
UNIT-4	Trends and Challenges in Public Libraries <ul style="list-style-type: none">- Impact of Technology on Library Services- Role of Libraries in Social Justice and Equality.- Future of Public Library in Digital Age	10



Recommended Books:

1. Atkinson, F.: Librarianship: An Introduction to the profession. London: Clive Bingley, 1974.
2. Beenham, R & Harrison, C.: The Basics of librarianship. London: Clive Bingley, 1985.
3. Bhatt, R. K.: UNESCO: Development of libraries & Documentation Centers in Developing Countries. New Delhi: KK, 2004.
4. Coblans, H.: Librarianship and documentation. London: Andre Deutsch, 1974.
5. Devarajan, G. Users' approach to information in libraries, New Delhi: EssEss Publication, 1989.
6. Guha, B. Documentation and information: services, Techniques and systems. 2nd Ed. Calcutta: World Press, 1983.
7. Handbook of special librarianship and information Work. 6th ed. London: Aslib, 1992.
8. Harrison, C. & Beenham, R. The basics of librarianship. 3rd Ed. London: Clive Bingley. 1991.
9. Johnson, Elmer D. & Harris, Michael H.: History of libraries in the Western World. New Jersey: Scarecrow, 1976
10. Krishan Kumar. Library Organization. New Delhi: Vikas, 1987



SEMESTER – II

B.Lib & I.Sc 201T

MANAGEMENT OF LIBRARIES AND INFORMATION CENTRES

IA-25 (Max.)

Theory-75(Max.)

Total-100 (Max.)

Course Outcome – After studying the paper, students shall be able to understand the concept and scope of library management. Elaborate principles and functions of library management. Efficiently carry out various operations of Library and Information Centers and book selection procurement process. Comprehend the concept of financial management and human resource management. Designing of library and information system / MIS. Maintain the library statistics and prepare annual report.

UNIT	COURSE CONTENT	LECTURES
UNIT - I	Library Environment <ul style="list-style-type: none">- Organization, Management and Administration: A Conceptual Framework.- Relationship of the library with its parent organization.- Library Organizational Structure, Ranganathan's Staff Formula- Library Committee: Types, functions and powers.	15
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.- General Administration: Annual Report, Library Statistics, Library Rules	15
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	15
UNIT IV	Maintenance, Building and Space Management <ul style="list-style-type: none">- Maintenance Section: Stacking, Shelving, Shelf Rectification, Stock Verification, Binding etc.- Basic elements in designing library building.- Furniture and Equipments.	15



Books Recommended:

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



B.Lib & I.Sc- 202T
INFORMATION LITERACY

IA-25 (Max.)

Theory-75 (Max.)

Total-100 (Max.)

Course Outcome – After studying the paper, students shall be able to understand the Growth and development of information literacy and their models. To know the information literacy and libraries and current trend in information literacy.

UNIT	COURSE CONTENT	LECTURES
UNIT- I	Growth and Development 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 - Historical perspective of Information Literacy - Information Literacy and Lifelong Learning - 	15
UNIT - II	Information Literacy and International Organizations <ul style="list-style-type: none"> - Models of Information Literacy: SCONUL - Partners of Information Literacy: UNESCO, IFLA - Information Literacy Standards & Guidelines : ALA, ACRL - 	15
UNIT - III	Information Literacy and Libraries <ul style="list-style-type: none"> - Role of Information Literacy in different types of libraries: School, College and University Libraries, Public Libraries, Special Libraries - Information Literacy and LIS Education 	15
UNIT- IV	Current trends in Information Literacy <ul style="list-style-type: none"> - Information Literacy: Initiatives and Forums in India - Information Literacy: Competencies - Information Literacy Implementation: Challenges 	15



Books Recommended:

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.html>
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



B.Lib & I.Sc -203T
LIBRARY CATALOGUING (THEORY)
IA-25 (Max.) Theory-75 (Max.) Total-100 (Max.)

Course Outcome – After studying this paper, the students shall be able to understand the concept and objectives of library catalogue, know about the normative principles of cataloguing. Comprehend various forms (inner and outer) of library catalogue. Review the features and development of different cataloguing codes. Understand various approaches of deriving subject headings. Understand various approaches of deriving subject headings. Understand the concept of co-operative and centralized cataloguing. Examine the current trends in library cataloguing. Understand the complexities in rendering of entries and alphabetization.

UNIT	COURSE CONTENT	LECTURE
UNIT -I	Bibliographic Description-I <ul style="list-style-type: none"> - Catalogue – Definition, Need and Purpose, Types of Library Catalogue - Physical forms: Conventional and Non-conventional - Bibliography, Union Catalogue, Reference List, etc. - 	15
UNIT -II	Bibliographic Description-II <ul style="list-style-type: none"> - Kinds of Entries and their functioning according to CCC and AACR-II.ALA Rules for filing Entries. 	15
UNIT -III	Subject Cataloguing <ul style="list-style-type: none"> - Definition, Need, Purpose and problems of Subject Cataloguing, Methods of Subject Cataloguing. Chain Procedure and Sears List of Subject Headings. Latest trends - MARC, ISBD, CCF. 	15
UNIT -IV	Trends in Library Cataloguing <ul style="list-style-type: none"> - Centralized and Cooperative cataloguing - ISBN, ISSN and ISBD - 	15

Books Recommended:

1. CHOUDHURY (G G). Modern information retrieval theory, 1999. Library Association, London.
2. FOSKETT (A C). Subject approach to information. 5thEd. 1990. Bingley, London.
3. HUNTER (E J) and BAKEWELL (K G B). Advanced Cataloguing. 1989. Bingley, London.
4. TRIPATHI (S M) and SHOKEEN (N S). Fundamentals of Cataloguing theory (Hindi Medium). 1998. Y.K. Agra.



B.Lib & I.Sc -204T
ICT APPLICATIONS IN LIS (THEORY)

IA-25 (Max.) Theory-75 (Max.) Total-100 (Max.)

Course Outcome – The aim of this course is to understand the overview of Information Communication Technology in libraries with the concept of library automation, planning and implementation. To understand the programming language and concept of the various system software / OS.

UNIT	COURSE CONTENT	LECTURES
UNIT- I	Overview of Information Communication Technology <ul style="list-style-type: none"> - Overview of Computer Technology, Communication Technology, Reprography & Micrograph and Printing and Publishing Technology 	10
UNIT- II	Introduction to Computers and Computer Architecture <ul style="list-style-type: none"> - The Evolution of Computers. - Characteristics of Computers. - Classification of Computers: Super Computer, Mainframe Computer, MiniComputer and Micro Computer. - Digital vs. Analog Computers. Computer Architecture: <ul style="list-style-type: none"> - Input Devices, Output Devices, Central Processing Unit. Memory (Auxiliary). 	10
UNIT -III	Software Concept System Software/Operating System (OS) <ul style="list-style-type: none"> - Definition of OS. - Principal functions of the OS. - Various Operating Systems: Single and Multiuser. - Basic Features of Windows XP. 	10
UNIT - IV	Programming Language: Concepts and Tools Application Software Package. Word Processor Software: MS-Word <ul style="list-style-type: none"> - Creating a Document. - Editing a Document. - Formatting a Document. - Maintaining a Mailing List 	15



Books Recommended:

1. BHARIHOKE (Deepak). Fundamentals of IT. 2nd ed. Excel Books. New Delhi, 2002.
2. BURXTON (Andrew) and HOPKINSON (Alan). The CDS/ISIS for Windows Handbook. UNESCO/CI, Paris, 2001.
3. COLEMAN. Windows XP from A – Z. BPB Publications. New Delhi
4. LEON (Alexis) and LEON (Mathews). Fundamentals of Information Technology. 2nd Ed. Vikas Publishing House Pvt. Ltd. New Delhi. 2009.
5. Nagpal (D P). Computer Fundamentals. S. Chand. New Delhi. 2008.
6. WINISIS. Library & Information Division, Kerala Institute of Local Administration, India. Available at:
[http://greenstonesupport.iimk.ac.in/Documents/Winisis%20Archiving%20 Guide.pdf](http://greenstonesupport.iimk.ac.in/Documents/Winisis%20Archiving%20Guide.pdf)
7. ROWLEY (J E). Basics of Information Technology.
8. ROWLEY (Jennifer). Computers for libraries. 3rd ed. Library Association. London. 1993.
9. RUTKOSKY. MS PowerPoint 2007. BPB Publications. New Delhi.
10. RUTKOSKY. MS Word 2007 (W/CD). BPB Publications. New Delhi.
11. JAIN (S). MS PowerPoint 2007- Made Simple. BPB Publications. New Delhi.
12. JAIN (S). MS Word 2007- Made Simple. BPB Publications. New Delhi.
13. SINHA (P K) and Sinha (P). Foundations of computing. BPB Publications. 2008.
14. TAXALI (R K). PC software for Windows made simple. Tata McGraw Hill.
15. UNESCO. CDS/ISIS for WINDOWS ver. 1.5: Reference Manual. Paris. 2004.
16. WEIXEL. Learning Microsoft Office XP. BPB Publications. New Delhi



B.Lib & I.Sc- 205P

LIBRARY CATALOGUING (PRACTICE)

IA-25 (Max.) Practical-75 (Max.) Total-100(Max.)

Course Outcome: Catalogue entries by Anglo American Cataloguing Rules (AACR-II)

UNIT	COURSE CONTENT	LECTURES
UNIT –I	Anglo American Cataloguing Rules-II <ul style="list-style-type: none">- Introduction Structure AACR-II- Single Shared and Pseudonyms Personal Author.- Choice of Heading among different Names, Reference (Pseudonyms, title of nobility: Change of names, etc.)- Shared responsibility and editorial direction.- Corporate body- Series and Multivolume works- Serials	40
UNIT –II	Classified Catalogue Code (CCC) <ul style="list-style-type: none">- Preliminary to Classified Cataloguing Code- Class Index Entry and tracing- Personal Author (Single, Shared and Pseudonyms)- Series, Multivolume Composite Books- Corporate Body- Serials	50

Books Recommended:

1. ALA and others. Anglo American Cataloguing Rules. Revised ed. 2. 1998.
 - SEARS (ME). Sears List of Subject Headings. Latest edition



B.Lib & I.Sc - 206P**INFORMATION TECHNOLOGY- PRACTICAL****IA-30 (Max.) Theory-70 (Max.) Total-100 (Max.)**

Course Outcomes: After studying the paper, students shall be able to familiarize with the basic introduction of computers. Understanding MS Office in which they will be studying MS-Word, MS PowerPoint and MS Excel.

UNIT	COURSE CONTENT	LECTURE
UNIT –I	Operating System: Introduction to WINDOWS XP <ul style="list-style-type: none">- Important Features of Windows- Desktop, My Computer, Control Panel, Windows Explorer- Accessories Applets	30
UNIT –II	MS Office <ul style="list-style-type: none">- 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, Slide Show, Customizing and Printing.- MS EXCEL: Creating data sheets, Mathematical, Statistical Formula's and datasorting	30
UNIT –III	OPEN SOURCE SOFTWARE KOHA,SOUL,SPACE	30



B.Lib & I.Sc DSC-207 P
INTERNSHIP

UNIT	COURSE CONTENT	LECTURES
UNIT- I	<p>Internship: At least one library has to be visited for 15 working by the students under the supervision of concern Librarian Students have supposed to complete the internship immediately after the end of Semester I and before the commencement of Semester II.</p> <p>Students have to submit the internship report dully signed by the concern librarian.</p> <p>Note:50 marks for report based on internship.</p>	90



B.Lib & I.Sc SEC-1
Special Library System
IA-25 (Max.) Theory-25 (Max.) Total-50 (Max.)

COURSE OUTCOME To make the students aware about Special library system and their functions. To acquaint the students with the Special library services and user education.		
UNIT	COURSE CONTENT	LECTURE
UNIT-1	Special Library Special Library: Definition, Characteristics, Types, Objectives and Functions Role of Special Libraries in R & D Institutions, industries, government departments. Collection Development and Resource Management Resource Sharing and Networking	10
UNIT-2	Planning of Information Services Documentation Services: Abstracting Service, Indexing Service, CAS, SDI, Translation, Reprographic Services Newspaper Clipping Service Digest Service	10
UNIT-3	Human Resource Management Selection, Recruitment and Placement Qualifications, Duties and Responsibilities Organizational Structure Service Conditions Training, Education and Development Motivation and Control	10
UNIT-4	Planning for Special Library Building Feature of library Building Standards for Planning Space Management Interior and Exterior Furniture and Equipments	10



Recommended Books:

1. Kruzas, Anthony T.,ed. Directory of Special Libraries and Information Centers. Detroit, Mich.: Gale Research Company, 1963.
2. Christianson, Elin B. "Special Libraries: A Growth Industry." Illinois Libraries 62(March 1980):220.
3. Ashworth, Wilfred. Special Librarianship. London: Clive Bingley, 1979.
4. Davison, Donald. Reference Service London: Clive Bingley, 1980, p. 183-84. 6.
5. Strable, Edward G. "Special Libraries: What's the Difference?" Illinois Libraries 62(March 1980):217.
6. Young, Margaret L., and Young, Harold C., eds. Directory of Special Libraries and Information Centers 6th ed. Detroit, Mich.: Gale Research Company 1981, p. vii. 8.
7. Aspnes, Grieg. "A Philosophy of Special Librarianship." In Special Librarianship; A New Reader, edited by Eugene B. Jackson, p. 5. Metuchen, N.J.: Scarecrow Press, 1980.
8. Bibby, Elizabeth A. "Bringing Canadian Information to the Midwest." Illinois Libraries 62(March. 1980):233-37.



B.Lib & I.Sc SEC-2
Skills for Library and Information Science Professionals
IA-25 (Max.) Theory-25 (Max.) Total-50 (Max.)

COURSE OUTCOME- To develop various skills among LIS students. To give information about various teaching methods. To provide opportunity to practice various skills.

UNIT	COURSE CONTENT	LECTURE
UNIT-1	Skills for Library and Information Science Professionals -Understanding Self, Personality Types – Four Temperaments and Personality. -Professional skills: Concept, Need, Advantages -Communication Skills: Effective Speaking. Speeches and Others. -Skills Administrative, Managerial, Interpersonal, Human Relation Skills, Soft Skills, Legal Skills, Decision Making Skills. -Information Technology Skills, Computer and Network Literacy -Stress Management, Innovative and Recreational Skills.	10
UNIT-2	Presentation and Interview Skills -Presentation, Preparing Curriculum Vitae -Online Application, Job Portals for LIS -Interview Types, Preparation (Job-based) -Panel and Board, Group Discussion, Personal Interview, General Awareness. -Extra-curricular Activities -Personality Development, Positive Attitude, Body Language	10



UNIT-3	Drafting Letters in LIS context and Writing Skills -Types of Letter: Formal, Informal -Drafting Rules, Invitation, Agenda, - Minutes, Recommendations, Action Taken Report -Confidential Reports of the Staff -Report Writing: Progress, Annual Reports, Budget, Stock Verifications, User Statistics. Files Records: Management and Maintenance -RTI Skills and Answering Query	10
UNIT-4	Teaching and Learning Skills -Education: Concept and Need. -LIS Education: Aim and Objectives, Problems, issues and Prospects -Teaching Method: Lecture, Tutorial, Seminar, Symposium, Panel Discussion,	10

Recommended Books:

1. Gladis, S. D. (1993). Write type, personality types and writing styles. Amherst, Mass.: Human Resource Development Press.
2. Gupta, S. (2009). Personality Development and Communication skills. Jaipur, India: Book Enclave.
3. Karten, N. (2010). Presentation skills for technical professionals achieving excellence. Ely: IT Governance Publications.
4. Masters, L. A., Wallace, H. R., & Harwood, L. (2011). Personal development for life and work (10th ed.). Australia: South-Western Cengage Learning.
5. McMurry, J. H. (2002). The etiquette advantage: personal skills for social success. Wilmington, NC: Stellar Publications.

