

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

Syllabus



MATS Centre for Distance and Online Education (MCDOE)
MATS University, Raipur, Chhattisgarh

Detailed Syllabi:

PAPER 1- LIBRARY AND SOCIETY

Unit -1

Role of Libraries and information centre's in modern society.

Philosophy of Librarianship.

Librarianship as a profession.

Role of the Library Informal and Formal Education.

Role of the Library in improvement of reading habits.

Five Laws of Library Science and Implications in Library & Information Center

Unit-2

Types of Libraries: National, Public, Academic and special.

Development of Libraries with special reference to India.

Libraries movement in U.K. and USA.

Library Legislation need and purpose and advantages.

Library Legislation in Indian States.

Detailed Study of Chhattisgarh Public Library Act.

Unit-3

Intellectual Property Rights (IPR), Copyright, Standard, Trademark.

Delivery of Book Act, Press and Registration Act, Right to Information act.

Professional Associations and their role in the Development of Libraries.

National Level Promoters – RRRLF, ILA, IASLIC etc.

Unit-4

Library Cooperation, Resource Sharing: Concepts, need, purpose.

Area of resource sharing Impact of IT on Resource Sharing,

User studies, User Education, Library Extension Services,

Community information Centre's and services.

Unit-5

IFLA, UNESCO, FID, ALA, ASLIB, DESIDOC: Objectives, Activities and Their Publications.

Organizations: NISCAIR–Objectives, Program and activities.



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PAPER- 2, LIBRARY MANAGEMENT

Unit-1

Management: Concept Definition, Scope. Level of Management.

Management School of Thought.

Principles of Management.

Elements of Management Process: POSDCORB.

Functions and Principles of Scientific Management.

Applications in Libraries and Information Centre's.

Unit-2

Building and Planning of Library (Concept, Definition, Need, Purpose Types Policies & Procedures.

Human Resource Management Organizational Structure.

Library collection Development and policy and function of collection Development

Staff Recruitment, Selection and Training, Staff Formula.

Personal Management.

Stock Maintenance Stock verification, methods and advantage.

Unit-3

Financial Management–Concept, Definition, Need and purpose.

Budget and Budgeting Techniques and Methods–PPBS, Zero base budgeting, Budgeting Control.

Cost Effectiveness and Cost Benefit Analysis.

Financial Planning (Sources and generation of income)

Library Administration.

Unit-4

Governance of a library: Need Purpose, Types and Functions.

Acquisition and Processing of Reading Methods.

Technical Processing and its Tools. Circulation–

Methods, Routine Records, Serials Control.

Shelving– Maintenance and Preservation of Library Materials.

Unit-5

Library Organizational and structure.

Operational Planning Techniques (Use of planning tools like Gantt chart, PERT/CPM)

Stock Verification, Management Information System (IS),TQM.



PAPER- 3, LIBRARY CLASSIFICATION THEORY

Unit-1

Classification – Definition, need and purpose.
Library Classification–Meaning, need, purpose and functions.
Knowledge Classification Vs Book Classification.
Theory and Development of Library Classification.
Species of Schemes of Library Classification

Unit-2

Universe of Knowledge: Structure and Attributes.
Different Types of Subjects and their modes of formation.
Knowledge Classification and its Canons.
Hospitality in array and Chain.
Facet, Analysis.
Five Fundamental Categories & their Postulate.
Principles for facet sequence.

Unit-3

Types of Isolates: Common, Special.
Devices used in Classification (Chronological, Geographical, Subject, Alphabetical, Enumeration, Super imposition and Phase Devices).
Systems and Specials.

Unit-4

Notation: Definitions, Need and Functions
Types and canons of notations.
Mnemonics: Types and Canons.
Indicator Digits.
Zone analysis and Sector Notation.
Systems of Book Number.

Unit-5

Study of Selected Schemes of Classification–DDC
Current Trends in Library Classification.
Role of DRTC, CRG and FID.
Salient Features of CC.



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PAPER- 4, DOCUMENTATION & INFORMATION SCIENCE

Unit-1

Documentation: Meaning and Definitions its aim, Scope and development.

Documentation: work and their scope.

Documentation: source and their scope.

Documentation: List their kinds and preparation.

Unit-2

Information: Meaning, definition, objectives, Needs.

Information: Science: Its definition, Aims and scope.

Information: Seeking behavior: Meaning, Needs, Processes and their Kinds.

Information: Generation and Diffusion.

Unit-3

Canons of Abstracting.

Study of Chemical abstracts, Biological Abstracts, Psychological abstracts, Sociological abstracts, Library and Information

Science abstracts, Indian Science Abstracts, Indian Library Science Abstracts.

Unit-4

Indexing: Meaning, Definition, Functions and Types of Indexing.

Pre-co-ordinate Indexing, Chain Indexing, PRECIS, POPSI.

Post-co-ordinate Indexing: Term Entry System & Peek-a-boo-systems.

Uniterm Indexing & Citation Indexing.

KWIC & KOWC.

Unit-5

Documentation Centers: Meaning, Definition, Need, Objectives and Functions.

Local Library Networks: CALIBNET, MALIBNET, MYLIBNET, BONET, ADINET,

National Library NETWORKS: INFLIBNET, DELNET, VINITI, UNISIST, NISSAT.

PAPER- 5

LIBRARY CLASSIFICATION PRACTICE

Unit-1

Colon Classification (6th Edition): Introduction, Structure and Organization.

Step in Classification.

Classification of Documents with Basic Subjects.

Classification of Documents with Compound Subjects.



Unit-2

Dewey decimal classification (19Edition): Introduction, Structure and Organization.

Steps in Classification.

Classification of Documents using Table 1&2.

Use of Relative Index.

Unit-3

Colon Classification (6thEdition): Use of Common Isolates, Phase Relations and devices.

Classification of Documents with Compound Subjects.

Dewey decimal classification (19Edition): Classification of Documents using Tables 1 to 7.

Unit-4

Comparative Study of DDC and CC

PAPER- 6 Documentation Practical Process

(Total Credit = 3)

Unit 01

Documentation Centre

Translation Service Centre: Types, Guideline, Translation Pools & Tools,

Translation Agency: National, International

OPA

Unit 02

Abstract & Abstracting: Quality of Good Abstract.

Stages of Abstracting Indexing services: Indexing Periodicals, Index to NEWS Paper

Citation Indexes; Shaperd's Citation Index, Pre and Post Coordinating Index

Unit 03

Documentation: Acquisition, Accessioning, Stock Verification, Reprography Service.

Bibliography: Bibliography of Bibliography, National, International and Trade Bibliography

Unit 04

Information Seeking Behavior Model.

Standardization for Library Material and Services.

Reference Management: Mendel, ZETERO, MLA, APA



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Semester -II

PAPER- 1, REFERENCE & INFORMATION SOURCES

Unit01

Information Sources: Concept, and Need for information.

Types of Information Sources: Documentary: Primary, Secondary, and Tertiary

Types of Information Sources: Non Documentary: Organizations and Humans.

Types of Reference Sources.

The Reference Process.

Unit02

Categories of Reference

Dictionaries

Encyclopedia

Hand book, Manuals, Yearbook.

Standards, Patents, Trade catalogues.

Unit03

Geographical Sources.

Biographical Sources.

Reference Sources of Current Events.

Statistical Information Services.

Literature Search

Unit04

Study of Bibliographical tools.

Bibliographies Need and types.

Bibliographical Control.

National Bibliography (BNB&INB).

Trade Bibliography.

Subject Bibliography.

Unit05

Current Information Services.

Almanac and Book.

Directory Universities Handbook world of Learning.

Internet and e - Information Sources.

Criteria for Evaluation of Reference Sources.



PAPER- 2, INFORMATION SERVICES

Unit01

Information Services: Meaning, concept need and trends.

Information Services and Techniques.

Information Services: An overview

Evaluation of alerting services.

Unit02

Types of Information Services.

CAS and SDI.

ILL and document delivery Services.

Reference and Referral services.

Unit03

Global Information system: UNISIST, AGRIS, MEDLARS, VINIT, INIS, UNESCO, FDI, IFLA, NISSAT, INSOCDESIDOC, NASSDOSENDOC.

Library consortia- India: Current trends in scholarly communication: Open access Movement.

Unit04

e-Information Services.

E-mail, E-book, E-journals.

WWW, E-Database, Metadata.

OCLC, CD-Rom and Multimedia etc.

Online Services.

Unit05

Networking: Meaning, Need, Concept, Purpose and Feature.

LAN, MAN, WAN.

National and International Library Networking Meaning Objective Need and Development.

Level of Library Network.

National Network: CALIBNET, DELNET, BONET, MYLIBNET, INFLIBNET, ADINET.

International Network: UNISIST, INIS, MEDLARS, AGRIS, DEVSIS, EURONET, VINITI.



Prijanka

R. K. Khera

PAPER- 3, LIBRARY CATALOGUING THEORY

Unit01

Library Cataloguing: Definition, Meaning, Purpose and Functions.

Type of Library Catalogue.

Physical Form of Catalogue.

Inner Form of Catalogue.

History of Catalogue.

AACR-II (Anglo American Cataloguing Rules–II).

Uses of the Library Catalogue.

Unit02

Kinds of Entries.

Data Elements indifferent types of Entries.

Filing of Entries Classified and Alphabetic.

Centralized Cataloguing. Co-Operative Cataloguing

Simplified Cataloguing.

Unit03

Catalogue Entry.

CCF and MARC.

CCC (Classified Catalogue Code).

Structure of Catalogue Card (CCC and AACRII).

Pre-Natal Catalogue.

Normative Principles of Cataloguing, Canon Cataloguing

Unit04

Subject Cataloguing–Concept, Purpose, Use and Limitations.

Library of Congress Subject Heading (LCSH).

Sears List of Subject Heading (SLSH).

Personal Authors.

Unit05

Recent Trends in Library Cataloguing.

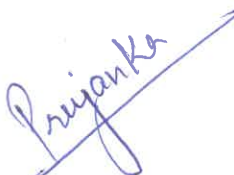
Corporate Authorship: Government.

Pseudonyms and Anonyms work and Uniform Titles.

Conferences and Periodical Publications.

Societies, Institutions, Associations etc.

Collaborator and Joint Personal Authors.



PAPER- 4, INFORMATION TECHNOLOGY APPLICATION ON LIBRARY

Unit01

Information Technology Basic-Meaning, Scope, Purpose Need, Concept and Feature.

Introduction to Computer–Functional part of Computer.

Hardware and Software, Operating System.

Telecommunication: Basic.

Communication–Meaning, Needs, Purpose, Media of Information Communication, Forms of Communication.

Unit02

Computer and Library– Definitions, Meaning History of Computer.

Part of Computer, use of Computer.

Input and output Devices.

Impact of Internet on Libraries.

Generation of Computer.

Unit03

Library Automation, Meaning, Definitions Purpose, Function, Area, Need and Feature.

Library Housekeeping operations.

Computerised Information Services.

Management of Computerised Library.

Library Software packages.

Unit04

Programming Language: Types Characteristics and their application

Flow Charting.

Boolean logic and Operators.

Operation System –MS Windows, Unix, MSDOS.

Network Protocols– TCP/IP, Net-BUI, IPX.

CD-Rom and CDS-ISIS.

Unit05

Library Websites.

Needs and Importance of Internet.

E-Mail-Protocols, web browsers, web Serves, Search Engine.

Internet and OCLC.

Computer Application in Libraries.

Digital Libraries–Definition, Meaning, Purpose, Need, Characteristics and attributes.



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PAPER- 5 LIBRARY CATALOGUING PRACTICE
Cataloguing of documents according to AACR-II and CCC

Unit01

Introduction of Book: Parts of Book.

AACR- 2 (Anglo American Cataloguing Rules-2.)

Structure of Main-Entry.

Structure of Added Entry.

Personal Authors: Single and Joint personal Authors.

Unit02

AACR – 2 Subject Heading: Introduction.

Editorial Directions.

Authors and Collaborators.

Corporate body (Government, Institutions, Conferences)

Choice among different Names: Pseudonymous, Anonymous works. (AACR – 2 based)

Serials (Periodicals)

Unit03

CCC Classified Catalogue Code–Introduction.

Structure of Main Entry.

Structure of Added Entry.

Tracing: CREs, CIEs, BIEs, CRIEs.

Personal Authors: Single and Joint Personal Authors.

Unit04

Choice Among Different Names: Pseudonymous, Anonymous works.

Corporate Body (Government, Institutions, Conferences)

Serials (Periodicals)

Unit05

Comparative study of AACR-2 and CCC.

PAPER- 6

ACADEMIC LIBRARIES

Unit01

History of Academic Libraries in India.

Institutional & Social Contest of Academic Libraries.

Role of Academic Library in Media and Information Literacy

Financial Management in Academic Libraries.



Unit02

School Libraries.

College Libraries.

University Libraries.

Future of Academic Libraries: Challenges and Opportunities.

Unit03

Collection Development and Access management in Academic Libraries.

Human Resource Management in Academic Libraries.

Academic Library Users, Use and User Study.

Academic Library Building and Infrastructure and Safety Issues.

Unit04

ICT Application in Academic Libraries.

Marketing of Academic Library and Services.

Resource Sharing, Network and Consortia.

Library Network & Consortia in India.

Learning Method: The learning method developed by the University consists of an independent form of delivery and includes the following components:

- Self-learning materials.
- Counseling and contact sessions at the study center conducted by subject experts.

VI. Means of Delivery: Learners will be provided with the syllabus of the courses along with self-learning materials, which will facilitate their study at the designated study centers.

Faculty and Support Staff Requirements:

The department is overseen by a Programme Coordinator on an honorary basis at the headquarters. At each study center, qualified teachers and support staff are already employed and are assigned to conduct contact classes and counseling sessions.

Category	Existing
Professor	00
Associate Professor	01
Assistant Professor	02

