

DEPARTMENT OF LIBRARY & INFORMATION SCIENCE

COURSE CURRICULUM & MARKING SCHEME

BACHELOR OF LIBRARY AND INFORMATION SCIENCE

(DPBL01)

Semester I & II

Session 2024-25



D. P. VIPRA COLLEGE

(An Autonomous institution)

Bilaspur(C.G)

NAAC Accredited Grade "A"

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Scheme of B. Lib. &Isc. Programme under Semester System

Programme Code & Name: — DPBL01 – B.Lib & Isc

Session 2024-25

Paper	Courses Code	Subject	Credit			Total Credit	Marks				
			L	T	P		ESE	CIA	Total		
									Max	Min	
Semester I											
Paper-I	BIST101	Library Organization and Management	3	1	-	4	70	30	100	40	
Paper-II	BIST102	Library Cataloguing - and Bibliography	3	1	-	4	70	30	100	40	
Paper-III	BIST103	Reference sources and Services	3	1	-	4	70	30	100	40	
Paper-IV	BISP101	Library cataloguing (Practice)	-	-	4	4	70	30	100	40	
Total						16	280	120	400	160	
Semester II											
Paper-I	BIST201	Documentation and 3 Information Services	3	1	-	4	70	30	100	40	
Paper-II	BIST202	Computer Application in Libraries	3	1	-	4	70	30	100	40	
Paper-III	BIST203	Library Classification (Theory)	3	1	-	4	70	30	100	40	
Paper-IV	BISP201	Library Classification (Practice)	-	-	4	4	70	30	100	40	
Total						16	280	120	400	160	
Grand Total						32	560	240	800	320	

Program Code and Name	DPBL - 01			Semester	I
Exam Code and Name	B.LIB-FIRST SEMESTER			Paper	I
Course Code	BIST- 101			Course Type	T
Course Title	Library Organization and Management				
Total Credit	4				
Total Marks	CIA: 30	ESE: 70	Max Marks: 100	Min. Pass. Marks: 40	
Prerequisites (if any)					
Course Outcomes	<ol style="list-style-type: none"> 1. Understand what is Library and its concept of management. 2. Understand the highlight role of various library promoters at the national and international level. 3. Know the role of libraries in the development of various aspects of society. 4. Understand the routine work- acquisition, processing, management, maintenance, and dissemination of information and information sources. 5. Understand librarianship as a profession. -Know library Association, library rules-regulations and Laws and Maintain the library statistics and prepare annual report. 				

Contents of Course		
Unit	Contents	No. of Period
I	<ul style="list-style-type: none"> • Library Organization: Meaning, importance, principles and types • Library Committee: Definition, types and functions • Different Library systems- their salient feature and functions • National Libraries of India, UK and USA • Role of libraries as Academic and social institution 	15
II	<ul style="list-style-type: none"> • Ranganathan's five laws of library science and their applications • Library legislation in India • Library movement in India, UK and USA. NKC • Library association / Professional organizations: their objectives and functions: UNESCO, IFLA, ALA, IASLIC, ILA 	15
III	<ul style="list-style-type: none"> • Management: Definition, Components, features and principles of management • Administration versus Organization • Library rules and regulations. • Scientific management • Personnel management 	15
IV	<ul style="list-style-type: none"> • Physical Environment: Basic consideration in planning of library building, furniture, fittings and equipment's • Routine procedures: Acquisition, circulation, serials control, stock verification Vs stock rectification • Public relation and extension activities. • Financial Management • Budgeting: its concepts, types and methods • Collection Development: Different types of library resources (print and electronic) selection tools acquisition process • Maintenance of library record and statistics • Annual report • Resource sharing 	15
Total no. of Lectures		60

Text books	Library Organization and Management
Reference books	<ol style="list-style-type: none"> 1. Library Organization, Krishan Kumar, Vikas Publications 2. Pustkalay Sangathan, Dr. Ajay Kumar Singh, Arjun Publication 3. Pustkalay Prabandh, Kishni Navlani, Karm Singh, Sudha Trikha, Rawat Publications, Jaipur 4. Library Management, S.M. Tripathi, V.K. Sharma, C. Lal, K. Kumar, Y.K. Publisher, Agra 5. Fundamentals of Library Management, Prof. S.S. Agrawal, Raj Publishing House, Jaipur

Assessment and Evaluation		
Suggested Continuous Evaluation Methods:		
Maximum Marks: 100 Marks	Continuous Internal Assessment (CIA): 30 Marks	End Semester Exam (ESE) : 70 Marks
Continuous Internal Assessment (CIA)	Internal Test/Quiz- (2): 20 & 20 Assignment / Seminar: 10 Total Marks: 30	Better marks out of the two Test / Quiz + obtained marks is Assignment shall be considered against 30 Marks
End Semester Exam (ESE)	Three Section - A, B & C Section A: Q1. Objective- 10 x 1 = 10 Mark; Section B: Long Answer type questions 1 out of 2 from each unit- 4 x 5 = 20 Marks; Section C: Descriptive answer type questions 1 out of 2 from each unit- 4 x 10 = 40 Marks;	

Program Code and Name	DPBL - 01			Semester	I
Exam Code and Name	B.LIB-FIRST SEMESTER			Paper	II
Course Code	BIST- 102			Course Type	T
Course Title	Library Cataloguing -and Bibliography				
Total Credit	4				
Total Marks	CIA: 30	ESE: 70	Max Marks: 100	Min. Pass. Marks: 40	
Prerequisites (if any)					
Course Outcomes	<p>After studying this paper, students shall be able to:</p> <ol style="list-style-type: none"> 1. Understand the concept of library catalogue and added entries of library catalogue. 2. Know about various inner and outer forms of library catalogue, understand various approaches of deriving subject headings. 3. Understand the concept and importance of bibliography and Know about National and International bibliography. 4. Understand the Information Retrieval. 				

Contents of Course		
Unit	Contents	No. of Period
I	<ul style="list-style-type: none"> Library Catalogue: Objectives, purpose and functions Difference between bibliography, catalogue and documentation list Canons and normative principles of cataloguing Physical and inner forms of library catalogue Selective and simplified cataloguing Descriptive cataloguing OPAC/Web OPAC 	15
II	<ul style="list-style-type: none"> Entries-their types and functions Filing of entries Cooperative and centralized cataloguing Cataloguing in source and cataloguing in publication Comparative study of CCC and AACR-2 Organization and management of cataloguing department 	15
III	<ul style="list-style-type: none"> Subject cataloguing - meaning, purpose and objectives Subject Headings - Need and basic principles Derivation of subject headings-LCSH, Sears list of subject headings Chain procedure 	15
IV	<ul style="list-style-type: none"> Bibliography — definitions, aims, need, functions and types Subject bibliography National bibliography-need, scope and coverage Study of IFB and BN8 Trade bibliography Universal bibliography Bibliography control Study of ISBN and ISSN Bibliography and documentation activities in U.S.A. and U.K. Bibliographical organizations in India and their services. 	15
Total no. of Lectures		60

Text books	Library Cataloguing -and Bibliography
Reference books	<p>Reference Books:</p> <ol style="list-style-type: none"> 1. Granthalay Suchikaran, Sayam Sundar Agrwal, Hindi Granth Akadami 2. Suchikaran Ke Sidhanth, Girja Kumar, Krishan Kumar, Vikas Publication 3. Physical Forms of Library Catalogue, Ajit Singh, Arya Publications, Delhi 4. Library Cataloguing, Dr.M.K.Shrivastava, Prahlad Sharma, Hemlata Sharma, University Publication, Jaipur

Assessment and Evaluation		
Suggested Continuous Evaluation Methods:		
Maximum Marks: 100 Marks	Continuous Internal Assessment (CIA): 30 Marks	End Semester Exam (ESE) : 70 Marks
Continuous Internal Assessment (CIA)	Internal Test/Quiz- (2): 20 & 20 Assignment / Seminar: 10 Total Marks: 30	Better marks out of the two Test / Quiz + obtained marks is Assignment shall be considered against 30 Marks
End Semester Exam (ESE)	Three Section - A, B & C Section A: Q1. Objective- 10 x 1 = 10 Mark; Section B: Long Answer type questions 1 out of 2 from each unit- 4 x 5 = 20 Marks; Section C: Descriptive answer type questions 1 out of 2 from each unit- 4 x 10 = 40 Marks;	

Program Code and Name	DPMA - 01			Semester	I
Exam Code and Name	B.LIB-FIRST SEMESTER			Paper	III
Course Code	BIST - 103			Course Type	T
Course Title	Reference sources and Services				
Total Credit	4				
Total Marks	CIA: 30	ESE: 70	Max Marks: 100	Min. Pass. Marks: 40	
Prerequisites (if any)					
Course Outcomes	After studying this paper, students shall be able to: <ol style="list-style-type: none"> 1. Understand what is Reference Service and Know about Theories and philosophy of reference service. 2. Understand the concept of user education. 3. Know about kinds and nature of reference service in different types of libraries. 4. Understand the concept of classification of reference sources and their evaluation. Understand the reference questions and their information sources with bibliographical description				

Contents of Course		
Unit	Contents	No. of Period
I	<ul style="list-style-type: none"> • Reference service-concept, definition and importance • Theories and philosophy of reference service • Kinds and nature of reference service in different types of libraries • Short range and long-range reference services • Users Orientation education and training 	15
II	<ul style="list-style-type: none"> • Enquiry techniques and methods of answering reference questions • Classification of reference sources and their evaluation • Organization and management of reference department • Non-Documentary Sources of information, Digital Sources 	15
III	<ul style="list-style-type: none"> • Dictionary —scope, purpose, types, uses and alternative names • Glossary, Thesaurus, Lexicon, Concordance etc • Checklist for evaluation of dictionaries study of—Online/Offline <ol style="list-style-type: none"> (i) Webster's Third New International Dictionary of English Language (ii) Oxford English Dictionary (iii) Roget's Interactional Thesaurus • Encyclopedias: Scope, purpose, types and importance, criteria for evaluation Study of- Online/Offline <ol style="list-style-type: none"> (i) New Encyclopedias Britannica (ii) Encyclopedia American (iii) Encyclopedia of Library and Information Science (iv) International Encyclopedia of Social Science (v) McGraw Hill Encyclopedia of Science and Technology (vi) Van Nostrand's Scientific Encyclopedia 	15
IV	<ul style="list-style-type: none"> • Years Books and Almanacs — scope, definition and purpose Study of- Online/Offline <ol style="list-style-type: none"> (i) Europa Yearbook (ii) Statesman's Yearbook (iii) India: a Reference Annual (iv) World Almanac and Book of Facts • Directories —Definition, scope and types Study of- Online/Offline <ol style="list-style-type: none"> (i) World of Learning (ii) Study Abroad (iii) Times of India Directory and Yearbook including Who's Who (iv) Universities Handbook, India (v) Ulrich's International Periodicals Directory • Current reference sources- <ol style="list-style-type: none"> (i) Asian recorder: a weekly digest of Asian events with index (ii) Facts on file: weekly world news digests (iii) Keesing's contemporary archives • Geographical Sources —scope and categories - Gazetteers, guide books, maps, atlases and globes Study of- Online/Offline <ol style="list-style-type: none"> (i) Colombia lipncott gazetteer of the world (ii) Gazetteer of India (iii) Fodor's India • Biographical sources —scope, categories, characteristics Study of - Online/Offline <ol style="list-style-type: none"> (i) Dictionary of American biography (ii) Dictionary of National biography (iii) Dictionary of scientific biography (iv) India who's who • Reference questions and their information sources with bibliographical description 	15
Total no. of Lectures		60

Text books	Reference sources and Services
Reference books	<ol style="list-style-type: none"> 1. Sandharbh Seva ke Vividh Aayam, D. D. Choudhari, Himalaya Publishing House 2. Sandharbh Seva Sidhant Aur Prayog, K. S. Sundreshvaran, M.P. Hindi Granth Akadami 3. Basic Information And Reference Sources, S.M. Tripathi, J.N. Goutam, Y.K. Publishers Agra 4. Library Reference Service, S.M.S. Bhargav, Prahlad Sharma, University Publication, Jaipur 5. Library In Reference Service, Dr. Chandrakant Sharma, Metropolitan Book Company, Delhi

Assessment and Evaluation		
Suggested Continuous Evaluation Methods:		
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Continuous Internal Assessment (CIA)	Internal Test/Quiz- (2): 20 & 20 Assignment / Seminar: 10 Total Marks: 30	Better marks out of the two Test / Quiz + obtained marks is Assignment shall be considered against 30 Marks
End Semester Exam (ESE)	Three Section - A, B & C Section A: Q1. Objective- 10 x 1 = 10 Mark; Section B: Long Answer type questions 1 out of 2 from each unit- 4 x 5 = 20 Marks; Section C: Descriptive answer type questions 1 out of 2 from each unit- 4 x 10 = 40 Marks;	

Program Code and Name	DPMA - 01			Semester	I
Exam Code and Name	B.LIB-.FIRST SEMESTER			Paper	IV
Course Code	BISP - 101			Course Type	P
Course Title	Library cataloguing (Practice)				
Total Credit	4				
Total Marks	CIA: 30	ESE: 70	Max Marks: 100	Min. Pass. Marks: 40	
Prerequisites (if any)					
Course Outcomes	<p>After Studying this Paper, students shall be able to:</p> <ol style="list-style-type: none"> 1. Use the catalogue codes and standards and know the concept of library catalogue. 2. Know about the main and added entries of library catalogue. 3. Know about various inner and outer forms of library catalogue. 4. Understand various approaches of deriving subject headings. 5. Prepare catalogue entries for various types of information sources. 				

Contents of Course		
Unit	Contents	No. of Period
I	: Cataloguing of Works of Single Authorship, Shared Authorship, Pseudonyms, Descriptive, Numbered, Parallel, Mixed Responsibilities	15
II	Cataloguing of Editorial Works, Composite Works, Multi volume Works	15
III	Cataloguing of Works of Corporate Authorship	15
IV	Cataloguing of Serial Publications.	15
Total no. of Lectures		60

Text books	Library cataloguing (Practice)
Reference books	<ol style="list-style-type: none"> 1. An Introduction to AACR-2 Krishan Kumar, Vikas Publication 2. Manual Of Cataloguing Practice (CCC AND AACR-2), N.S. Saukin, Dinesh Kumar Gupta, Sanjeev Sharma, Vijendra Singh, Y.K. Publishers 3. Kriyatmak Anuvarg Suchikran, Dr. S.K. Verma, Central Book House, Sadar Bazar Raipur 4. Practical AACR-2, Dr.S.K .Verma, Central Book House, Sadar Bazar Raipu

Assessment and Evaluation		
Suggested Continuous Evaluation Methods:		
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End Semester Exam (ESE)	Three Section - A, B & C Section A: Q1. Objective- 10 x 1 = 10 Mark; Section B: Long Answer type questions 1 out of 2 from each unit- 4 x 5 = 20 Marks; Section C: Descriptive answer type questions 1 out of 2 from each unit- 4 x 10 = 40 Marks;	