Shri VaishnavVidyapeethVishwavidyalaya, Indore

BACHELOR OF LIBRARY AND INFORMATION SCIENCEY: Year 2020-2021

SUBJECT CODE	SUBJECT NAME	TEACHING & EVALUATION SCHEME									
		THEORY			PRACTICAL						
		TWO TERM EXAMS	TEACHER ASSESEMENT	END SEMESTER UNIVERSITY EXAM.	TWO TERM EXAMS	TEACHER ASSESEMENT	END SEMESTER RUNIVERSITY EXAM	TH	T	P	CREDITS
BLIS 107	Management of Library and Information Centres	20	20	60	-	-	-	4	-	-	4

Legends: **L** - Lecture; **T** - Tutorial/Teacher Guided Student Activity; **P** – Practical;   **C** - Credit;

*Teacher Assessment shall be based on following components: Quiz/Assignment/ Project/Participation in Class, given that no component shall exceed more than 10 marks.

Course Educational Objectives(CEOs): The students will be able to

- Understand the management principles, financial management and their application in library and information centers
- Understand the HRM in libraries, TQM and libraries.
- Understand the collection development policies and related issues library reading materials.
- Understand thoroughly the library housekeeping operations.

Course Outcomes(Cos):The students should be able to:

- Proficient in the scientific management in libraries
- Analyze the human resource development guidelines and formulas
- Develop the collection and complete library housekeeping operations.

COURSE CONTENTS

Unit 1- Management: Basics:
a. Meaning, Concepts, definition and scope. Principles of scientific management. Managerial functions. Schools of Thought .
b. Library Authority, Library Committee.
c. Organizational structure of different types of libraries.

Unit 2-Human Resource Management in Libraries:
- Staffing Pattern: Dr. S.R Ranganathan Formula.. UGC and AICTE Guidelines. Library Personnel Delegation of authority, communication and participation,
- Job description and analysis; Motivation and Performance appraisal.
- Management of Change. Total Quality Management (TQM),Concepts, definition and elements.

Unit-3: Financial Management in Libraries:
- Resource mobilization in libraries. Resource sharing: Concepts, meaning, purpose and methods.
- Budgeting Techniques and methods, Cost Effectiveness and Cost benefit analysis.
- Preparation of Library budget in different types of libraries.

Unit 4-Collection Development:

- Collection Development, policies and procedures. Book Selection theories. Evaluation and weeding of documents.
- Acquisition: Selection of reading materials, tools, and book ordering and accessioning and processing of bills.
- Annual Report, Library statistics.

Unit 5- Library housekeeping operations:

- Library housekeeping operations Different sections of library & information center and their functions. Technical processing,
- circulation control, maintenance.
- Serials control, Stock verification: policies and procedures,

Suggested readings:

Ranganathan, S.R.(1959). Library administration. Ed. 2. Bombay: Asia,1959

Dhiman, A K and Rani, Yashoda(2005).Learn Library Management: NewDelhi: Ess Ess Publications.

Kumar, PSG(2003).Management of Library and Information Centers. NewDelhi: B.R. Pub.

Shri VaishnavVidyapeethVishwavidyalaya, Indore

BACHELOR OF LIBRARY AND INFORMATION SCIENCEY: Year 2020-2021

SECOND SEMESTER(January-June)

SUBJECT CODE	SUBJECT NAME	TEACHING & EVALUATION SCHEME									
		THEORY			PRACTICAL			TH	T	P	CREDITS
		TWO TERM EXAMS	TEACHER ASSESEMENT	END SEMESTER UNIVERSITY EXAM.	TWO TERM EXAMS	TEACHER ASSESEMENT	END SEMESTER UNIVERSITY EXAM				
BLIS 108	Information Technology Practice	-	-	-	-	40	60	-	-	16	8

Legends: **L** - Lecture; **T** - Tutorial/Teacher Guided Student Activity; **P** – Practical;   **C** - Credit;
*Teacher Assessment shall be based on following components: Quiz/Assignment/ Project/Participation in Class, given that no component shall exceed more than 10 marks.

Course Educational Objectives(CEOs): The students will be able to
- Understand computer applications in libraries.
- Understand Open Source Software and Commercial Software
- Understands to network and develops databases using library software.
- Differentiate between electronic, digital and virtual library.

Course Outcomes (Cos):The students should be able to:
- Perform duties in a computerized library
- Do office work through computers
- Develops skills to search databases online.

COURSE CONTENTS:
Units 1- Computer Connectivity, Operating Systems,
Units 2- MS Office, MS-Word, MS-Excel, MS-Access, Ms-Power Point.
Unit 3- Database creation using SOUL 2.0 and KOHA.
Unit 4- Searching in databases available in the university library. Searching on INTERNET
Unit-5: Develop database with a minimum of 100 records using the software .

Suggested readings
Sinha, K.K. Computer Fundamentals
Ram,B. Computer Fundamentals

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SECOND SEMESTER(January-June)

SUBJECT CODE	SUBJECT NAME	TEACHING & EVALUATION SCHEME									
		THEORY			PRACTICAL						
		TWO TERM EXAMS	TEACHER ASSESESMENT	END SEMESTER UNIVERSITY EXAM.	TWO TERM EXAMS	TEACHER ASSESEMENT	END SEMESTERUNIVERSITY EXAM	TH	T	P	CREDITS
BLIS 109	Information Sources and Services	20	20	60	-	-	-	4	-	-	4

Legends: **L** - Lecture; **T** - Tutorial/Teacher Guided Student Activity; **P** – Practical;   **C** - Credit;

*Teacher Assessment shall be based on following components: Quiz/Assignment/ Project/Participation in Class, given that no component shall exceed more than 10 marks.

Course Educational Objectives(CEOs): The students will be able to
- Understand tools and techniques of information systems.
- Understand the library networks and services
- Understand the Documentation and Information Centers and their services
- Understand the Indexing techniques

Course Outcomes (Cos): The students should be able to:
- Perform duties in a network of libraries.
- Develop In house documentation centers

COURSE CONTENTS:

UNIT I- Sources of Information:
- a. Information Sources, Nature, Characteristics, Types, Utility
- b. Print and Non Print , Electronic media. Meaning of Open sources.
- c. Internet as a Source of information.

UNIT-2- Information Sources:
- a. Dictionaries, Directories, Handbooks, Guides, Encyclopedias, Yearbooks and Almanac
- b. Geographical Sources. Biographical Sources. Open sources and databases
- c. Criteria for Evaluation of Information Sources.

UNIT 3- Information Users and Needs:
- a. Information Users and Needs ,Categories of Information Users, Information needs – definition, models and assessment.
- b. Information seeking behavior. Methods and techniques of user studies.
- c. User Education and evaluation of user studies. Reader's initiation / Orientation.

UNIT 4- Information service:
- a. Information service in IT era.
- b. Web 2.0 and Library 2.0:
- c. RSS, Blogs, Chat referencing and wikis.

Unit-5.Information Packaging

    a. Library networks and consortia

    b. Institutional Repositories

    c. Web designing.

Selected Readings:

- Krishan Kumar(1989). Reference service. 3rd ed. New Delhi: Vikas.
- Ranganathan, S.R.(1960). Reference service and bibliography. Ed. 2. Bombay: UBS.
- Ross, C.S., Nilsen, K. and Dewdney, P.(2002).: Conducting the reference interview: a how-to-do manual for librarians. London: Facet Publishing.
- Bose, H(1986). Information service: principles and practice. New Delhi: Sterling.

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SECOND SEMESTER(January-June)

SUBJECT CODE	SUBJECT NAME	TEACHING & EVALUATION SCHEME									
		THEORY			PRACTICAL			TH	T	P	CREDITS
		TWO TERM EXAMS	TEACHER ASSESEMENT	END SEMESTER UNIVERSITY EXAM.	TWO TERM EXAMS	TEACHER ASSESEMENT	END SEMESTER UNIVERSITY EXAM				
BLIS 110	Internship	-	-	-	-	40	60	-	-	16	8

Legends: **L** - Lecture; **T** - Tutorial/Teacher Guided Student Activity; **P** – Practical;   **C** - Credit;
*Teacher Assessment shall be based on following components: Quiz/Assignment/ Project/Participation in Class, given that no component shall exceed more than 10 marks.

Course Educational Objectives(CEOs): The students will be able to

* Understand the working environment by practically getting training under senior professional in the library

Course Outcomes (Cos):The students should be able to:

* Perform the duties with confidence in any library.

COURSE CONTENT:

The students will undergo practical training/internship work in library for 16 hours in a week. The will learn the library practices under the guidance of a senior library staff member.

SECOND SEMESTER(January-June)

SUBJECT CODE	SUBJECT NAME	TEACHING & EVALUATION SCHEME									
		THEORY			PRACTICAL			TH	T	P	CREDITS
		TWO TERM EXAMS	TEACHER ASSESEMENT	END SEMESTER UNIVERSITY EXAM.	TWO TERM EXAMS	T	TEACHER ASSESEMENT				
BLIS 112	Comprehensive Viva Voce	0	0	100	-		0	0	0	0	4

Legends: **L** - Lecture; **T** - Tutorial/Teacher Guided Student Activity; **P** – Practical;   **C** - Credit;
*Teacher Assessment shall be based on following components: Quiz/Assignment/ Project/Participation in Class, given that no component shall exceed more than 10 marks.