# Shri Vaishnav Vidyapeeth Vishwavidyalaya, Indore
## BACHELOR OF LIBRARY AND INFORMATION SCIENCE (Year: 2024-25)

### SECOND SEMESTER ( January-June)

| COURSE CODE | COURSE NAME | TEACHING & EVALUATION SCHEME | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | THEORY | | | PRACTICAL | | | | | | |
| | | TWO TERM EXAMS | TEACHER ASSMT. | UNIV. END SEM. EXAM. | TWO TERM EXAMS | TEACHER ASSMT | UNIV. END SEM. EXAM | L | T | P | CREDITS |
| BLIS 107 | Library Cataloguing Theory | 20 | 20 | 60 | - | - | - | 4 | - | - | 4 |

**Legends**: **L** - Lecture; **Tu** - 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 history and development  of Library cataloguing.
- Understand the analysis of the subjects and subject headings.
- Know the history and development of library cataloguing codes.

## Course Outcomes (Cos):The students should be able to:
- Use the procedures for subject headings
- Learn  the  latest developments in library classification and cataloguing practices

## Unit 1- Library Catalogue
Library Cataloguing: history, growth, development, definition, need & purpose.
Physical forms  Manual and OPAC
Normative principles of Cataloguing, structure and types.

## Unit 2- Catalogue Entries and their functions
Principles and practices in document description, Kinds of entries, Data elements in different types of entries ,Centralized and Co-operative Cataloguing, Union Catalogues
Standard codes of cataloguing.

## Unit 3- Library Cataloguing:
- Standard codes of cataloguing - CCC & AACR-2, Growth, development and comparative study, Kinds of entries and their functions.

## Unit 4- Choice and Rendering of Headings:
Personal Names– Western &Indian, Corporate Bodies, Pseudonyms, Anonymous ,Works, Uniform titles and  Subject Headings , Chain Procedure, SLSH

## Unit 5- Current developments and standards in Library cataloguing.
- Current Trends in Standardization, Description & Exchange, Retro conversion, international standards for Bibliographical records, MARC, ISO-2709, CCF.
- Introduction to ISBD, ISBN

## Suggested  Readings:
- Ranganathan,S.R(1964).Classified Catalogue Code:  additional entries for dictionary catalogue. New Delhi:UBS,
- Ranganathan,S.R(1975).Cataloguing Practice,2nd ed.  New Delhi:UBS,
- Girja Kumar and Krishan Kumar(1988). Theory of cataloguing. 5th ed. New Delhi: Vikas.
- Ranganathan, S R and Neelameghan, A (2006). Classified Catalogue Code: with additional rules for Dictionary Catalogue Code (Ranganathan Series in Library Science) Ess Ess Publications
- Bakewell, K. G. B. and. Chandler G.(2015) A Manual of Cataloguing Practice: International Series of Monographs In library and Information Science

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# Shri Vaishnav Vidyapeeth Vishwavidyalaya, Indore
## BACHELOR OF LIBRARY AND INFORMATION SCIENCE (Year: 2024-25)

**SECOND SEMESTER**

| COURSE CODE | COURSE NAME | TEACHING & EVALUATION SCHEME | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | THEORY | | | PRACTICAL | | | | | | |
| | | TWO TERM EXAMS | TEACHER ASSMT. | UNIV. END SEM. EXAM. | TWO TERM EXAMS | TEACHER ASSMT | UNIV. END SEM. EXAM | L | T | P | CREDITS |
| BLIS 108 | Library Cataloguing Practice | 20 | 20 | 60 | - | - | - | - | - | 8 | 4 |

**Legends**: **L** - Lecture; **Tu** - 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 structure, features and provisions of AACR –II to catalogue the reading materials in the library.
- Understand the structure, features and provisions of CCC $5^{th}$ ed.  to catalogue the reading materials in the library.

**Course Outcomes (Cos):** The students should be able to**:**
- Develop the library catalogue  for the reading materials according to AACR-II and CCC $6^{th}$ red.

**COURSE CONTENT**

**Unit 1-**  Cataloguing of documents using AACR- II: Single Author, Multiple Authors, Collaborators and Anonymous books. Assign subject headings using Sear's List of Subject Headings

**Unit 2-** Cataloguing of documents using AACR- II :Pseudonymous books, Multi  volume(simple) works and Corporate Authorship. Assign subject headings using Sear's List of Subject Headings

**Unit 3**- Cataloguing of documents according to MARC 21 (AACR 2R)

**Unit 4-** Cataloguing of documents using CCC $5^{th}$ ed : Single Author, Joint Author, Multiple Authors, Collaborators. Assign subject headings using Chain Procedure.

**Unit 5-**  Cataloguing of documents using CCC $5^{th}$ ed : Anonymous books, Pseudonymous books, Multi volume works and Corporate Authorship. Assign subject headings using Chain Procedure.

**Suggested Readings:**
- Anglo-American Cataloguing Rules. 2nd ed (1988). London: LA.
- Sears List of Subject Headings. Latest available edition. New York: Wilson
- Ranganathan, S.R.(1975). Cataloguing practice. 2nd ed. Bombay: UBS
- ALA et al. (2006). Anglo-American Cataloguing Rules: AACR (2nd rev ed). London: Library Association
- Parameswaran,(2017) M Anglo-American Cataloguing Rules (II) and CCC. Ess Ess Publications,
- Ranganathan,S. R.(1964). Classified Catalogue Code with additional rules for dictionary catalogue  Sarada  Ranganathan Endowment for Library Science, Bangalore.
- Library of Congress. (2011). Library of Congress Subject Headings (33rd ed). Washington, D.C.: Library of Congress, Cataloging Distribution Service.

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### SECOND SEMESTER (January-June)

| COURSE CODE | COURSE NAME | TEACHING & EVALUATION SCHEME | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | THEORY | | | PRACTICAL | | | | | | |
| | | TWO TERM EXAMS | TEACHER ASSMT. | UNIV. END SEM. EXAM. | TWO TERM EXAMS | TEACHER ASSMT | UNIV. END SEM. EXAM | L | T | P | CREDITS |
| BLIS 109 | Information Technology Practice | - | - | - | - | 40 | 60 | - | - | 8 | 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 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 CONTENT:**
Units 1-  MS Office-  MS-Word, MS-Excel, MS-Access, MS-Power Point.
Unit  2- Database creation using SOUL 3.0 and KOHA.
Unit 3- Searching in databases available in the university library.
Unit-4  Advanced Internet Searching
Unit-5: Develop database with a minimum of 20 records  using the software .

Suggested readings
- Sinha, Pradeep K.(2022) Computer Fundamentals.8th ed. BPB.
- Theresa, T. B., Ratna, K. C., & Rai, B. A. (2011).Information technology and library automation. New Delhi: Commonwealth Publishers.7
- Singh, S. P.(2009).Information technology in library. New Delhi, India: Omega Publications.
- Singh, U.N. (2004). Information technology in libraries. New Delhi: Shree Pub.
- Phadke, D. N. (2017). Library information technology. Pune: Universal Publications.

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# Shri Vaishnav Vidyapeeth Vishwavidyalaya, Indore
## BACHELOR OF LIBRARY AND INFORMATION SCIENCE (Year: 2024-25)

**SECOND SEMESTER(January-June)**

| COURSE CODE | COURSE NAME | TEACHING & EVALUATION SCHEME | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | THEORY | | | PRACTICAL | | | | | | |
| | | TWO TERM EXAMS | TEACHER ASSMT. | UNIV. END SEM. EXAM. | TWO TERM EXAMS | TEACHER ASSMT | UNIV. END SEM. EXAM | L | T | P | CREDITS |
| BLIS 110 | Reference Sources, Services and User Studies | 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 in reference service .
- Understand the nature and sources of information
- Understand  the information and user studies

## Course Outcomes (Cos):The students should be able to:
- Perform the job of a reference librarian

## COURSE CONTENT:
### UNIT I-  Reference Sources  and Services:
- Reference Sources,  Nature, Characteristics, Types, Utility
- Internet as a Source of information.
- Reference Service: definition, types and referral service

### UNIT-2 Reference Sources-1
- Dictionaries, Encyclopedias, Directories, Handbooks, Guides,
- Geographical Sources. Biographical Sources.
- Statistical Sources, Current Sources Yearbooks and Almanac

### UNIT-3  Reference Sources-2
- Geographical Sources. Biographical Sources.
- Criteria for Evaluation of Reference Sources.
- Electronic information sources

### UNIT 4- Information Users and Needs:
- Information Users and Needs ,Categories of Information Users, Information needs – definition, models and assessment.
- Information seeking behavior. Methods and techniques of user studies.
- User Education and evaluation of user studies. Reader's initiation / Orientation.

### UNIT 5- Information  services:
- Information service in IT era.
- Web 2.0 and Library 2.0: RSS, Blogs, Chat referencing  and wikis.
- Role of reference librarian in IT era

### Selected Readings:
- Krishan Kumar(1989). Reference service. 3rd ed. New Delhi: Vikas.
- Singh, G. (2013) Information sources, services and systems. Delhi: PHI Learning
- Kumar, K. (2007) Reference Service(5th rev. ed.) Delhi: Vikas.
- Kumar, P.S.G.(1998). Fundamentals of information science. New Delhi: S. Chand.

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## BACHELOR OF LIBRARY AND INFORMATION SCIENCE (Year: 2024-25)

### SECOND SEMESTER(January-June)

| COURSE CODE | COURSE NAME | TEACHING & EVALUATION SCHEME | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | THEORY | | | PRACTICAL | | | | | | |
| | | TWO TERM EXAMS | TEACHER ASSMT. | UNIV. END SEM. EXAM. | TWO TERM EXAMS | TEACHER ASSMT | UNIV. END SEM. EXAM | L | T | P | CREDITS |
| BLIS 111(A) | Documentation and Information 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 Documentation Work.
- Understand  the Documentation and Information Centers and their  services and networks
- Understand the Indexing and abstracting techniques, search strategies

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

**COURSE CONTENT:**

**Unit-1 Documentation:**
- Documentation: Origin and Development , Meaning and Definition
- Need for  documentation work.
- Categorization of documents, Documentary and non documentary sources

**Unit -2  Indexing (Pre and Post Co-ordinate)**
- Indexing: History of indexing ideas, definition, need and tools, Vocabulary Control – concept, need & tools: list of subject heading &Thesaurus
- Pre and Post Co-ordinate Indexing: Chain indexing, PRECIS, Uniterm, Keyword Citations & and its uses, citation indexing

**Unit-3 Information Services**
- Abstract and Abstracting services, Qualities of good abstract, kinds of abstract
- Dissemination of Information : definition, need, methods: CAS and SDI, Literature search, Search strategies
- Translation services & centers. Reprography: definition, methods

**Unit-4 Information Systems &Information Centers**
- Information Systems –Definition , Characteristics and functions, brief study of UNISIST, MEDLARS, NISSAT
- National Information Centers and Documentation Centres : History of documentation activities in  India: NISCAIR, DESIDOC and  ,NASSDOC

Unit-5 Information Networks
- Network: Concept, Components, topologies and types.
- Library Networks: Need, purpose and objectives. Library consortia  and Library Networks in India: INFLIBNET,DELNET, National Digital Library,

**Recommended Books**
- Guha,B.(1983)..Documentation.World Press.
- Bryson, J. (2011). Managing information services: A sustainable approach. Farnham: Ashgate Pub.
- Crawford, J. (2000). Evaluation of library and information services. London: ASLIB.

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### SECOND SEMESTER(January-June)

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|---|---|---|---|---|---|---|---|---|---|---|---|
| | | THEORY | | | PRACTICAL | | | | | | |
| | | TWO TERM EXAMS | TEACHER ASSMT. | UNIV. END SEM. EXAM. | TWO TERM EXAMS | TEACHER ASSMT | UNIV. END SEM. EXAM | L | T | P | CREDITS |
| BLIS 111 (B) | Marketing / Visibility of LIS Services and Knowledge Management | 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 concepts of marketing
- Understand the need for marketing of LIS Products
- Understand the concept of knowledge management

**Course Outcomes (Cos):**The students should be able to:
- Deliver the LIS products to meet the needs of the users with effective marketing practices

**COURSE CONTENT:**

UNIT – I: Introduction to Marketing.
> Concepts, Needs, Objectives and Philosophy of Marketing Environment. Producer, Consumer – Buyer Behaviour.  Marketing Information System, Market Segmentation, Marketing Mix. Information Entrepreneurship

UNIT – II: Marketing Research  and Marketing Process :
> Strategies and Techniques, Strategic Planning for Marketing Research and  Marketing Process. Methods in determining value in Library Services: Cost-benefit , Return on Investment

UNIT – III: Marketing of LIS products and Services
> LIS Products and Services as a Marketable Commodity, Pricing, Distribution Channels and Communication Strategies ,Advertising, Sales Promotion, Public Relations, E-Marketing

UNIT –IV: Management Consultancy:
> Evolution, Need and Objectives Voluntary versus Authenticated Consultancy . Impact of Management Consultancy on Librarianship. Role of Library Associations and LIS Schools

UNIT –IV-Knowledge Management :
> Concept, Scope ,Types of Knowledge, Information Management Vs Knowledge Management, Tools of Knowledge Management in Libraries. Role of Librarian in Knowledge Management

**Recommended Books**
- Alavi, M., and Leidner, E.D. (2002). Knowledge Management and Knowledge Systems. In Barnes Stuart (ed) Knowledge Management Systems: Theory and Practice, Thomsen Learning
- Bakewell,K.G.(1997). Managing user-centered libraries and information services. Ed. 2. Maxwell, London.
- Kotler, Philip (2002):  Marketing management,Ed.12, Prentice Hall, Delhi.

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|---|---|---|---|---|---|---|---|---|---|---|---|
| | | THEORY | | | PRACTICAL | | | | | | |
| | | TWO TERM EXAMS | TEACHER ASSMT. | UNIV. END SEM. EXAM. | TWO TERM EXAMS | TEACHER ASSMT | UNIV. END SEM. EXAM | L | T | P | CREDITS |
| BLIS 111 (C) | MOOCS | | | 100 | - | - | - | - | - | - | 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
- Undertake any discipline oriented MOOCS course

## Course Outcomes (Cos):The students should be able to:
- Understand and deliver the LIS services to meet the need of the society.

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## SECOND SEMESTER(January-June)

| COURSE CODE | COURSE NAME | TEACHING & EVALUATION SCHEME | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | THEORY | | | PRACTICAL | | | | | | |
| | | TWO TERM EXAMS | TEACHER ASSMT. | UNIV. END SEM. EXAM. | TWO TERM EXAMS | TEACHER ASSMT | UNIV. END SEM. EXAM | L | T | P | CREDITS |
| BLIS 112 | Internship(After Course Work) | - | - | - | - | 40 | 60 | - | - | 8 | 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 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 one month. The will learn the library practices under the guidance of a senior library staff member.
The student will have to submit a project Work under the supervision of faculty

## SECOND SEMESTER (January-June)

| COURSE CODE | COURSE NAME | TEACHING & EVALUATION SCHEME | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | THEORY | | | PRACTICAL | | | | | | |
| | | TWO TERM EXAMS | TEACHER ASSMT. | UNIV. END SEM. EXAM. | TWO TERM EXAMS | TEACHER ASSMT | UNIV. END SEM. EXAM | L | T | P | CREDITS |
| BLIS 113 | Comprehensive Viva | - | - | - | - | | 50 | 0 | 0 | 0 | 2 |

**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.

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