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BACHELOR OF LIBRARY AND INFORMATION SCIENCE: Year 2022-2023

01.   Librarianship :

Libraries are important social institutions and no community is complete without library services. The organization of these libraries need persons with good academic and professional skills. Libraries require qualified professionals with a sense of dedication and spirit of service. Those intending to enter the library profession should satisfy themselves that they possess the academic qualification and the sense of vocation that would enable them to work successfully as Librarians and Information Officers. Department of Library and Information Science under the Shri Vaishnav Institute of Social Sciences, Humanities and Arts is conducting one-year (two semesters) fulltime programme leading to the award of the Degree in Bachelor of Library and Information Science.(B.Lib.& I.Sc.)

02. OBJECTIVES:

- To make the student to understand the Laws of Library Science.
- To make them to understand the functions and purpose of library in the changing scenario
- To train the students in knowledge processing, organization and retrieval
- To train the student in the application of ICT tools and techniques in librarianship

03. SYLLABUS OF THE PROGRAMME:

The Syllabus, teaching and learning schedule and the scheme for evaluation of the marks is given in the following pages.

Shri Vaishnav VidyapeethVishwavidyalaya, Indore
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Choice Based Credit System (CBCS) in the light of NEP 2020
BACHELOR OF LIBRARY AND INFORMATION SCIENCE: Year 2022-2023

FIRST SEMESTER (July-December)

COURSE CODE	COURSE NAME	TEACHING & EVALUATION SCHEME									
		THEORY			PRACTICAL						
		TWO TERM EXAMS	TEACHER ASSESEMENT	END SEM. UNIV. AM.	TWO TERM EXAMS	TEACHER ASSESEMENT	END SEM. UNIV. XAM	L	T	P	CREDITS
BLIS 101	Information and Society	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 basic principles of Library and Information Science**.**
- Understand the types of library systems and their functioning
- Role of Library Associations and their activities.

Course Outcomes(Cos): The students should be able to:
- Understand the history and development of libraries.
- Develop ethics and relevance of libraries in the society.
- Do library cooperation resource sharing initiatives

COURSE CONTENT

UNIT 1- History and Development of Libraries:
- Social and historical foundations of libraries. Library Movement in India. Libraries development plan and programs in India after independence.
- Recommendations of National knowledge Commission.
- Types and functions of libraries: Academic, Public and Special with special reference to National Library (Kolkata), Library of Congress (Washington) and British Library (London).

UNIT 2 –Library Profession and Ethics:
- Attributes of Profession: Librarianship as a profession. Philosophy and Ethics of Librarianship.
- Five Laws of Library Science and their implications.
- Role of library in formal and informal Education. Role of Library in Modern Society. Publicity and extension activities.

UNIT 3 – Library Legislation and Library Acts:
- Library Legislation in Indian states, Library Acts and their salient Features.
- Delivery of Book Act. Intellectual Property Rights, Right to Information, Copyright Act,
- Information policies: National and international.

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Shri Vaishnav Institute of Social Sciences, Humanities and Arts
Choice Based Credit System (CBCS) in the light of NEP 2020
BACHELOR OF LIBRARY AND INFORMATION SCIENCE: Year 2022-2023

UNIT 4 – Library Buildings:

- Library Building: Planning and Designing.
- Role of Librarian and Architect in Designing of Building, Furniture etc.
- LlS related standards for building, furniture and equipments.

UNIT 5 – Library Resource Sharing and Library Associations:

- Library Cooperation and Resource Sharing, National Digital Library, INFLIBNET, DELNET and NISCAIR.
- Role of Professional Associations in India, USA and U.K with special reference to ALA, LA, SLA, ILA and IASLlC.
- Role of International organizations: UNESCO, ASLIB, FID and IFLAI.

Suggested readings:

- Vashisth, C.P., ed.(1994). Library movement and library development in India. Delhi: ILA.
- Krishan Kumar(1997). Library organization. Delhi: Vikas Publications.
- Rout, R.K.(1991). Library legislation in India. New Delhi: Reliance.
- Sharma, Pandey S.K.(1992). Library & society. 2nd rev. ed. New Delhi: Ess Ess Publications.
- Kumar, P.S.G.: A student's manual of library & information science, Delhi: BR Publishing
- Ranganathan, S.R.(1963). The five laws of library science. 2nd ed. Bombay: Asia Publishing,
- IFLA(1977).Standards for library service. 2nd ed. Munich: Verlag.

Shri Vaishnav VidyapeethVishwavidyalaya, Indore
Shri Vaishnav Institute of Social Sciences, Humanities and Arts
Choice Based Credit System (CBCS) in the light of NEP 2020
BACHELOR OF LIBRARY AND INFORMATION SCIENCE: Year 2022-2023

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COURSE CODE	COURSE NAME	TEACHING & EVALUATION SCHEME									
		THEORY			PRACTICAL						
		TWO TERM EXAMS	TEACHER ASSESEMENT	END SEM. UNIV. EXAM.	TWO TERM EXAMS	TEACHER ASSESEMENT	END SEM. UNIV. EXAM	L	T	P	CREDITS
BLIS 102	Library Classification Theory	20	20	60	-	-	-	4	-	-	4

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

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

- Understand the history, development, theories and canons of Library classification
- Library Classifications schemes, their structure, features and development

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

- Know the structure and features of library classification schemes
- Learn the latest developments in library classification and cataloguing practices

COURSE CONTENT

UNIT 1- Universe of Subjects:

- Universe of subjects, Structure, Attributes & Modes of Formation.
- Library classification: Definition Need & Purpose including Knowledge Classification.

.**UNIT 2- Library Classification and its facets:**

- General and dynamic theory of library classification.
- Fundamental Categories, Facet Analysis, Devices, Phase Relations, Mnemonics and its uses in classification.

UNIT 3- Normative Principles.

- Comparative Study, Canons of Classification(idea, verbal and notational plane)
- Common Isolates and special isolates.

UNIT 4- Library Classification Schemes:

- Standard schemes of classifications and their features; CC, DDC and UDC.
- Detailed study of DDC 23rd edition.

UNIT 5- Recent developments in library classification

- Knowledge Classification Vs Library Classification, Recent developments,
- CRG, Revision policies.

Suggested readings:

- Krishan Kumar(1980). Theory of classification. New Delhi: Vikas Publishing House.
- Raju, A.A.N.(1984). Decimal, Universal Decimal and Colon Classification: a study in comparison. Delhi: Ajanta.
- Ranganathan, S.R.(1967). Prolegomena to library classification. Ed. 3. Bombay: UBS.
- Ranganathan, S.R.(1966): Elements of library classification. Ed. 2. Bombay: UBS.

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Shri Vaishnav VidyapeethVishwavidyalaya, Indore
Shri Vaishnav Institute of Social Sciences, Humanities and Arts
Choice Based Credit System (CBCS) in the light of NEP 2020
BACHELOR OF LIBRARY AND INFORMATION SCIENCE: Year 2022-2023

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COURSE CODE	COURSE NAME	TEACHING & EVALUATION SCHEME									
		THEORY			PRACTICAL						
		TWO TERM EXAMS	TEACHER ASSESEMENT	END SEM. UNIV. EXAM.	TWO TERM EXAMS	TEACHER ASSESEMENT	END SEM. UNIV. EXAM	L	T	P	CREDITS
BLIS 103	Library Classification Practice	20	20	60	-	-	-	8	-	-	4

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***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 DDC 23rd edition to assign the class numbers for universe of subjects. .
- Understand the structure, features and provisions of CC 6th rev. ed. to assign the class numbers for universe of subjects.

Course Outcomes(Cos): The students should be able to:
- Assign the class numbers for the subjects according to DDC 23rd edition and Cc 6th rev. ed.

COURSE CONTENT
Unit 1:Introduction to DDC 23rd edition and the summaries and assigning the enumerated class Numbers.

Unit 2: Synthesizing the subjects and assigning the class numbers. According to DDC 23rd ed. .

Unit 3: Assigning the class numbers using the Tables in DDC 23rd edition.

Unit 4: Assigning the class numbers using CC 6th rev. ed.

Unit 5: Assigning the Class Numbers with ACI and PCI.

Suggested readings:
- Dewey, M.(2011). Dewey Decimal Classification and relative index. 4vols. 23rd ed. New York: Forest Press.
- Ranganathan, S.R(1960). Colon classification. 6th rev. ed. Bombay: UBS.
- Satija, M.P.(1987) Manual of practical colon classification. New Delhi: Sterling.
- Kumar, P.S.G.(1978). Practical classification: Volume 1 – Colon classification. New Delhi: Metropolitan

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Shri Vaishnav VidyapeethVishwavidyalaya, Indore
Shri Vaishnav Institute of Social Sciences, Humanities and Arts
Choice Based Credit System (CBCS) in the light of NEP 2020
BACHELOR OF LIBRARY AND INFORMATION SCIENCE: Year 2022-2023

FIRST SEMESTER (July-December)

COURSE CODE	COURSE NAME	TEACHING & EVALUATION SCHEME									
		THEORY			PRACTICAL						
		TWO TERM EXAMS	TEACHER ASSESEMENT	END SEM. UNIV. EXAM.	TWO TERM EXAMS	TEACHER ASSESEMENT	END SEM. UNIV. XAM	L	T	P	CREDITS
BLIS 104	Information Technology(Theory)	20	20	60	-	-	-	4	-	-	4

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***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 basics of computer, hardware, software, input and output devices
- Understand networks and tools for networking.
- Understand the library and computer applications, digital library, electronic library
- To study the library automation and digitalization library software

Course Outcomes (Cos):The students should be able to:
- Learn the basics of computers
- Lean and understand the networks, library automation software
- Learn the basic features of the open source and commercial software for use in libraries

COURSE CONTENT:
UNIT 1- Introduction to Computers:
- Concepts and terminology of computer and information technology. Evolution of a computer and computer generations.
- Categorization of computers, Hardware basics: Computer processing unit (CPU), Computer storage, Input and Output devices,
- Software basics: System software and Application software. Operating systems (single and multi user) and MS-Office

UNIT 2- Library and Information Networks:
- Library and Information Networks**:** Definition and objectives. The range of network Services, Types of Networks.
- Database management: Definition, need, concept of field, records and files.
- Search strategies, Boolean Operators, Multimedia and its use in library and information centers.

Shri Vaishnav VidyapeethVishwavidyalaya, Indore
Shri Vaishnav Institute of Social Sciences, Humanities and Arts
Choice Based Credit System (CBCS) in the light of NEP 2020
BACHELOR OF LIBRARY AND INFORMATION SCIENCE: Year 2022-2023

Unit 3- Digital Libraries:

- An introduction to Electronic Library ,Digital Library and Virtual Library. Digital Libraries: Growth and development, need and importance.
- Organization of digital libraries: infrastructure, hardware and software requirements and collection development in digital environment.
- Internet resources for libraries, surfing on internet.

Unit 4- Library automation:

- Library automation Brief history, factors and goals, Need for library automation, Problems and issues in library automation.
- Management of computerized library: ordering and acquisition system, cataloguing system.
- Circulation control system, OPAC, Serials control system and Management Information System.

Unit 5-: Library Software Packages:

- Features of Indian library software Packages: Open source software. Library house keeping software, SOUL and Koha.
- Digital Library software like: D-Space,
- DBMS, Introduction to barcode and RFID techniques, Role of social media in library science.

Selected readings:

- Ravichandra Rao, I.K.(1990). Library Automation. New Delhi, Wiley Eastern Ltd.
- Bavakutty, M. and Abdul Azeez T. A. ICT Application in Academic Library Management,ESS, .(2018)
- Balasubramanian, P. Digital Libraries,(2021)

Shri Vaishnav VidyapeethVishwavidyalaya, Indore
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Choice Based Credit System (CBCS) in the light of NEP 2020
BACHELOR OF LIBRARY AND INFORMATION SCIENCE: Year 2022-2023

FIRST SEMESTER (July-December)

COURSE CODE	COURSE NAME	TEACHING & EVALUATION SCHEME									
		THEORY			PRACTICAL						
		TWO TERM EXAMS	TEACHER ASSESEMENT	END SEM. UNIV. EXAM.	TWO TERM EXAMS	TEACHER ASSESEMENT	END SEM. UNIV. EXAM	L	T	P	CREDITS
BLIS 105	Management of Library and Information Centers	20	20	60	-	-	-	4	-	-	4

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*__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 CONTENT

Unit 1- Management: Basics:
- Meaning, Concepts, definition and scope. Principles of scientific management. Managerial functions. Schools of Thought .
- Library Authority, Library Committee.
- 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.

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Shri Vaishnav VidyapeethVishwavidyalaya, Indore
Shri Vaishnav Institute of Social Sciences, Humanities and Arts
Choice Based Credit System (CBCS) in the light of NEP 2020
BACHELOR OF LIBRARY AND INFORMATION SCIENCE: Year 2022-2023

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.
- Serials control. 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. Stock verification: policies and procedures
- Library building and furniture

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.
- Krishan Kumar(2020)Library Administration and Management. Vikas Publishing House

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Shri Vaishnav VidyapeethVishwavidyalaya, Indore
Shri Vaishnav Institute of Social Sciences, Humanities and Arts
Choice Based Credit System (CBCS) in the light of NEP 2020
BACHELOR OF LIBRARY AND INFORMATION SCIENCE: Year 2022-2023
FIRST SEMESTER (July-December)

COURSE CODE	COURSE NAME	TEACHING & EVALUATION SCHEME									
		THEORY			PRACTICAL						
		TWO TERM EXAMS	TEACHER ASSESEMENT	END SEM. UNIV. EXAM.	TWO TERM EXAMS	TEACHER ASSESEMENT	END SEM. UNIV. EXAM	L	T	P	CREDITS
BLIS 106	Comprehensive Viva	0	0	0	-	-	100	0	0	0	2

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