



**Shri Vaishnav Vidyapeeth Vishwavidyalaya, 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**

**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.



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**SECOND SEMESTER(JANUARY-JUNE)**

COURSE CODE	COURSE NAME	TEACHING & EVALUATION SCHEME									
		THEORY			PRACTICAL			L	T	P	CREDITS
		TWO TERM EXAMS	TEACHER ASSESEMENT	END SEM. UNIV. XAM.	TWO TERM EXAMS	TEACHER ASSESEMENT	END SEM. UNIV. XAM.				
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,2<sup>nd</sup> ed. New Delhi:UBS,
- Girja Kumar and Krishan Kumar(1988). Theory of cataloguing. 5th ed. New Delhi: Vikas.
- Vishwanathan,C.G(1990). Cataloguing Theory and Practice,6<sup>th</sup> ed. New delhi:Ess Ess

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		THEORY					PRACTICAL					L	T	P	CREDITS
		TWO TERM EXAMS	TEACHER ASSESEMENT	END SEM. UNIV. XAM.	TWO TERM EXAMS	TEACHER ASSESEMENT	END SEM. UNIV. XAM								
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<sup>th</sup> 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<sup>th</sup> 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<sup>th</sup> ed : Single Author, Joint Author, Multiple Authors, Collaborators. Assign subject headings using Chain Procedure.

**Unit 5-** Cataloguing of documents using CCC 5<sup>th</sup> 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.(1964). Classified catalogue code with additional rules for dictionary catalogue. Bombay: UBS.
- Ranganathan, S.R.(1975). Cataloguing practice. 2nd ed. Bombay: UBS
- Krishan Kumar(1990). An introduction to AACR-2. New Delhi: Vikas.

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		THEORY			PRACTICAL			L	T	P	CREDITS
		TWO TERM EXAMS	TEACHER ASSESEMENT	END SEM. UNIV. EXAM.	TWO TERM EXAMS	TEACHER ASSESEMENT	END SEM. UNIV. EXAM				
BLIS 109	Information Technology Practice	-	-	-	-	40	60	-	-	8	4

**SECOND SEMESTER(JANUARY-JUNE)**

**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 2.0 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, K.K. Computer Fundamentals
- Ram,B. Computer Fundamentals

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**SECOND SEMESTER(January-June)**

COURSE CODE	COURSE NAME	TEACHING & EVALUATION SCHEME									
		THEORY			PRACTICAL			L	T	P	CREDITS
		TWO TERM EXAMS	TEACHER ASSESSMENT	END SEM. UNIV. EXAM.	TWO TERM EXAMS	TEACHER ASSESSMENT	END SEM. UNIV. EXAM.				
BLIS 110	Reference Sources, Services and User Studies	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 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.



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**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.
- 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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COURSE CODE	COURSE NAME	TEACHING & EVALUATION SCHEME										
		THEORY			PRACTICAL			L	T	P	CREDITS	
TWO TERM EXAMS	TEACHER ASSESSMENT	END SEM. UNIV. EXAM.	TWO TERM EXAMS	TEACHER ASSESSMENT	END SEM. UNIV. EXAM.							
BLIS 111(A)	Documentation and Information Services	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 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 Co-ordinate Indexing: Chain indexing, PRECIS, Uniterm
- Post Coordinate Indexing: Keyword indexing – KWIC, KWAC, KWOC
- Citation & 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

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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,

References:

- Guha(B).1983.Documentation.World Press





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		THEORY			PRACTICAL							
		TWO TERM EXAMS	TEACHER ASSESEMENT	END SEM. UNIV. EXAM.	TWO TERM EXAMS	TEACHER ASSESEMENT	END SEM. UNIV. XAM					
BLIS 111 (B)	Marketing / Visibility of LIS Services and Knowledge Management	20	20	60	-	-	-	4	-	-	4	

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**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

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1. Alavi, M., and Leidner, E.D. (2002). Knowledge Management and Knowledge Systems. In Barnes Stuart (ed) Knowledge Management Systems: Theory and Practice, Thomson Learning
2. Bakewell, K.G. (1997). Managing user-centred libraries and information services. Ed. 2. Maxwell, London.
3. Jain, Abhinandan K, et al. (1999). Marketing information products and services: a primer for libraries and information professionals. Tata McGraw-Hill, New Delhi.
4. Kotler, Philip (2018). Marketing management. Ed. 14th. Prentice Hall, Delhi.



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BLIS 112	Internship	-	-	-	-	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



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BLIS 113	Comprehensive Viva	-	-	-	-	-	100	0	0	0	2

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