MATS UNIVERSITY
RAIPUR(C.G.)

BACHELOR OF LIBRARY AND INFORMATION SCIENCE
1 YEAR (2 – SEMESTER PROGRMME)
SCHEME OF EXAMINATION & DETAILED SYLLABUS
(2021- 2022)

MATS SCHOOL OF LIBRARY SCIENCE
MATS TOWER, PANDRI, RAIPUR (C.G.)
492004

B.Lib.&I.Sc. (FIRST SEMESTER) Minimum Passing mark 40

Paper	Subject	Credit Pont	Internal Marks	Examination		Total Marks
				Marks	Duration	
BLIB101	Library and Society	6	30	70	2½Hrs.	100
BLIB102	Library Management	6	30	70	2½Hrs.	100
BLIB103	Knowledge Organization - Library Classification (Theory)	6	30	70	2½Hrs.	100
BLIB104	Documentation & Information Science	6	30	70	2½Hrs.	100
BLIB105	Knowledge Organization Library Classification (Practice)	6	30	70	2½Hrs.	100
TOTAL		30	150	350		500

B.Lib.&I.Sc. (SECOND SEMESTER)   Minimum Passing mark 40

Paper	Subject	Credit Point	Internal Marks	Examination		Total Marks
				Marks	Duration	
BLIB201	Reference and Information Sources	6	30	70	2½Hrs.	100
BLIB202	Information Services	6	30	70	2½Hrs.	100
BLIB203	Knowledge Organization Cataloguing (Theory)	6	30	70	2½Hrs.	100
BLIB204	Information Techonology Basics	6	30	70	2½Hrs.	100
BLIB205	Knowledge Organization Cataloguing (Practice)	6	30	70	2½Hrs.	100
TOTAL		30	150	350		500

LIBRARY AND SOCIETY (B.LIB)

Unit -1

- Roal of Libraries and information centres in modern society.
- Philosophy of Librarianship.
- Librarianship as a profession.
- Role of the Library Informal and Formal Education.
- Role of the Library in improvement of reading habits.
- Five Laws of Library Science and Implications in Library & Information

Center**. Unit-2**

- Types of Libraries: National, Public, Academic and special.
- Development of Libraries with special reference to India.
- Libraries movement in U.K. and USA.
- Library Legislation need and purpose and advantages.
- Library Legislation in Indian States.
- Detailed Study of Chhattisgarh Public Library Act.

Unit0-3

- Intellectual Property Rights (IPR), Copyright
- Delivery of Book Act, Press and Registration Act, Copyright: Right to Information act
- Professional Associations and their role in the Development of Libraries.
- National Level Promoters – RRRLF, ILA etc.
- International Level Promoters – UNESCO, FID, IFLA etc.

Unit04

- Library Cooperation, Resource Sharing:Concepts, need, purpose.
- Area of resource sharing Impact of IT on Resource Sharing,
- User studies, user Education, Library Extension services,
- Community information Centres and services.

Unit05

- Professional Associations: IFLA, ALA, ASLIB, NASSDOC, DESIDOC, IASLIC, IATLIS.
- Objectives, function and Activities.
- Organizations: NISCAIR–Objectives, Programmes and activities.

LIBRARY MANAGEMENT (B.LIB)

Unit 01

- Concept definition, Scope.
- Management School of Thought.
- Principles Management.
- Elements of Management Process: POSDCORB.
- Functions and Principles of Scientific Management.
- Applications in Libraries and Information Centres.

Unit02

- Building and Planning of Library (Concept, Definition, Need, Purpose Types Policies & Procedures.
- Human Resource Management Organizational Structure.
- Library collection Development and policy and function of collection Development

- Staff Recruitment, Selection and Training, Staff Formula.
- Stock Maintenance Stock verification, methods and advantage, GRF Rules

Unit03

- Financial Management–Concept,Definition,Need and purpose.
- Budget and Budgeting Techniques and Methods–PPBS, Zero base budgeting,Budgeting Control.
- Cost Effectiveness and Cost Benefit Analysis.
- Finacial Planning (Sources and generation of income)

Unit04

- Governance of a library :Need Purpose, Types and Functions.
- Acquisition and Processing of Reading Methods.
- Technical Processing and its Tools.
- Circulation–Methods, Routine Records, Serials Control.
- Shelveing– Maintenance and Preservation of Library Materials.

Unit05

  Organisational structure of the Library
- MOperational planning techniques (use of planning tools like Gantt chart, .PERT/CPM
- Stock Verification,Management Information System (IS),(TQM).

LIBRARY CLASSIFICATION THEORY(B.LIB)

Unit01

- Classification–Definition, need and purpose.
- Library Classification–Meaning, need, purpose and functions.
- KnowledgeClassificationVsBookClassification.
- TheoryandDevelopmentofLibraryClassification.
- SpeciesofSchemesofLibraryClassification

Unit02

- Universe of Knowledge:Structure and Attributes.
- Different Types of Subjects and their modes of formation.
- Knowledge Classification and its Canons.
- Hospitality in array and Chain.
- Facet, Analysis.
- Five Fundamental Categories & their Postulate.
- Principles for facet sequence.

Unit03

- Types of Isolates: Common,Special.
- Devices used in Classification (Chronological, Geographical, Subject, Alphabetical, Enumeration, Super imposition and Phase Devices).
- Systems and Specials.

Unit04

- Notation :Definitions,Need and Functions
- Types and canons of notations.
- Mnemonics: Types and Canons.
- Indicator Digits.
- Zone analysis and Sector Notation.
- Systems of Book Number.

Unit05

- Study of Selected Schemes of Classification–DDC
- Current Trends in Library Classification.
- Role of DRTC, CRGand FID.
- Salient Features of CC.

DOCUMENTATION & INFORMATION SCIENCE (B.LIB)

Unit01

- Documentation: Meaning and Definitions its aim,Scope and development.
- Documentation: work and their scope.
- Documentation: Services and their scope.
- Documentation: Lists their kinds and preparation.

Unit02

- Information: Meaning, definition, objectives, Needs, Types and Models.
- Information: Science: Its definition, Aims and scope.
- Information: Seeking behavior : Meaning, Needs, Processes and their Kinds.
- Information: Generation and Diffusion.

Unit03

- Abstracting: Definition, Objectives, Characteristics and Scope.
- Canons of Abstracting.
- Methods and Stages of Abstracting.
- Characteristics and Qualities of Good Abstracting.
- Types of Abstracting.
- Study of Chemical abstracts,Biological Abstracts, Psychological abstracts, Sociological abstracts, Library and Information
- Science abstracts, Indian Science Abstracts, Indian Library Science Abstracts.

Unit04

- **Indexing**: Meaning, Definition, Functions and Types of Indexing.
- Pre-co-ordinate Indexing, Chain Indexing, PRECTS, POPSI.
- Post-co-ordinate Indexing: Term Entry System & Peek-a-boo-systems.
- Uni term Indexing & Citation Indexing.
- KWIC & KOWC.

Unit05

- Documentation Centers : Meaning, Definition, Need, Objectives and Functions.
- National Documentation Center and Networking: NISCAR, NASSDOC, DESIDOC,
- Library NETWORKS: INFLIBNET , DELNET,
- VINITI, UNISIST, AGRIS, INIS, MEDLARS and NISSAT.

LIBRARYCLASSIFICATIONPRACTICE(BLIB105)

Unit01

- ColonClassification(6thEdition):Introduction,StructureandOrganisation.
- Step in Classification.
- ClassificationofDocuments withBasicSubjects.
- ClassificationofDocuments withCompoundSubjects.

Unit02

- DeweyDecimalClassification(19Edition):Introduction,Structureand Organisation.
- Stepsin Classification.
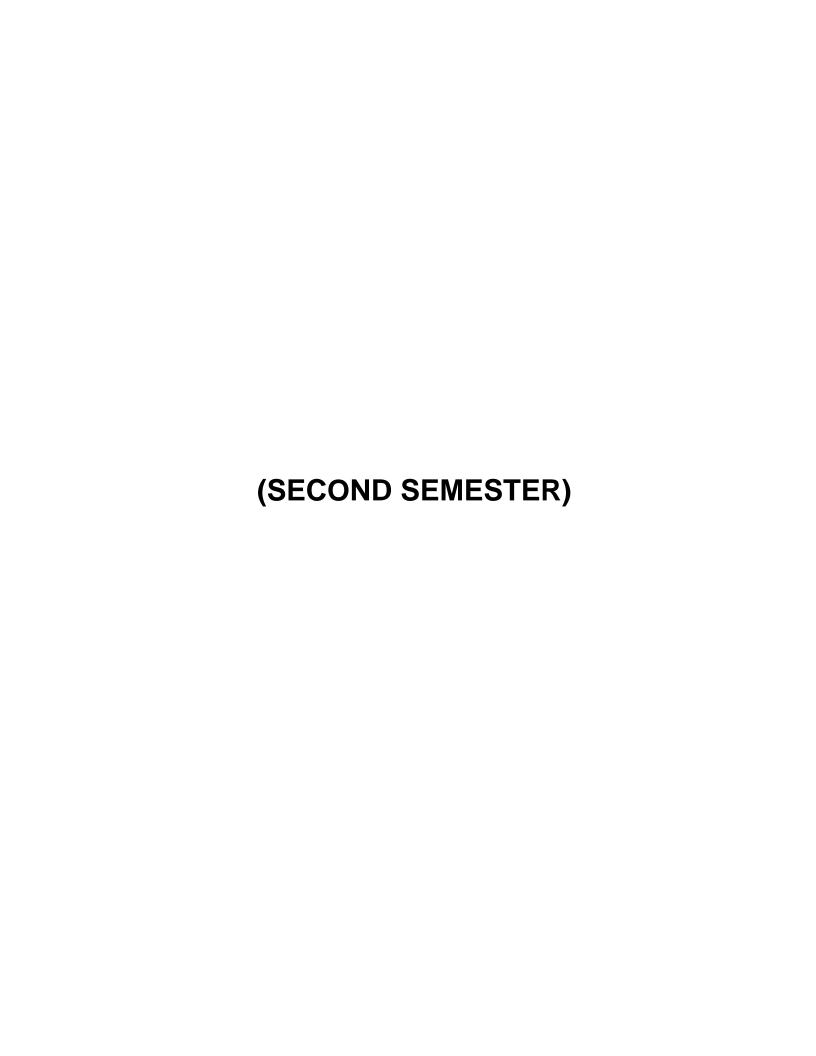- ClassificationofDocuments usingTable 1&2.
- UseofRelativeIndex.
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Unit03

- ColonClassification(6thEdition):UseofCommonIsolates,PhaseRelations and devices.
- ClassificationofDocuments withCompoundSubjects.
- ClassificationofDocuments withComplexSubjects.**Unit04**
- DeweyDecimalClassification(19Edition): Classification ofDocumentsusingTables1to7.

Unit05

- Comparative Study of DDC and CC.

(SECOND SEMESTER)

REFERENCE & INFORMATION SOURCES (BLIB)

Unit01

- Information Sources: Concept, and Need for information.
- Types of Information Sources : Documentary:Primary , Secondary, and Tertiary
- Types of Information Sources: Non Documentru:Organisations and Humans.
- Types of Reference Sources.
- Criteria for Evaluation of Reference Sources.
- The Reference Process.

Unit02

- Categories of Reference

.Sources. Part–I

- Dictionaries
- Encyclopedia
- Hand book, Manuals, year books etc..
- Standards, Patents,Trade catalogues etc.

Part–II

- Geographical Sources.
- Biographical Sources.
- Reference Sources of Current Events.
- Statistical Information Services.

Unit03

- Information Sources :Concept meaning, need, Scope, Typesof Information Sources.
- Documentary Sources of Information.
- Internet as a Service of Information.
- Non Documentary Information Sources.

Unit04

- Study of Bibliographical tools.
- Bibliographies Needand types.
- Bibliographical Control.
- Nationa lBibliography (BNB&INB).
- Trade Bibliography.
- Subject Bibliography.

Unit05

- Current Information Services.
- ALMANACH and Book.
- Directory Universities Handbook world of Learning.
- Internetande - Information Sources.

INFORMATION SERVICES (BLIB)

Unit01

- Information Services : Meaning, concept need and trends.
- Information Services and Techniques.
- Information Services : An overview
- Evaluation of alerting services.

Unit02

- Types of Information Services.
- CAS and SDI.
- Indexing and Abstracting Services.
- ILL and document delivery Services.
- Translation and Reprographic Services.
- Reference Referral and Bibliographic services.

Unit03

- Nat Global Information system: UNISIST, AGRIS, MEDLARS, VINIT, INIS,
- UNESCO, FDI, IFLA, NISSAT, INSDOCDESIDOC, NASSDOSENDOC.
- Library consortia-India: Current trends in scholary communication:Open access Movement.

Unit04

- e-Information Services.
- E-mail, E-book, E-journals.
- WWW, E-Database OPAC.
- OCLC, CD-Rom and Multimedia etc..
- Online Services.

Unit05

- Networking : Meaning, Need, Concept, Purpose and Feature.
- LAN, MAN,WAN.
- National and International Library Networking Meaning Objective Need and Development.
- Level of Library Network.
- National Network : CALIBNET,DELNET, BONET, MYLIBNET, INFLIBNET, ADINET.
- International Network : UNISIST, INIS, MEDLARS, AGRIS, DEVSIS, EURONET, VINITI.

LIBRARY CATALOGUING THEORY (BLIB)

Unit01

- Library Cataloguing: Definition, Meaning, Purpose and Functions.
- Type of Library Catalogue.
- Physical Form of Catalogue.
- Inner Form of Catalogue.
- History of Catalogue.
- Structure of Catalogue Card (CCCandAACRII).
- Uses of the Library Catalogue.

Unit02

- Kinds of Entries.
- Data Elements indifferent types of Entries.
- Filing of Entries Classified and Alphabetic.
- Centralized Cataloguing.
- Advanced Cataloguing.
- Simplified Cataloguing.

Unit03

- Catalogue Entry.
- CCF and MARC.
- CCC (ClassifiedCatalogueCode).
- AACR-II (Anglo American Cataloguing Rules–II).
- Pre-Natal Catalogue.

Unit04

- Subject Cataloguing–Concept & Purpose.
- List of subject Heading.
- Sears List of Subject Heading.
- Personal Authors.
- Western Names and Indic Name.

Unit05

- Recent Trends in Library Cataloguing.
- Corporate Authorship : Government.
- Pseudonyms and Anonyms work and Uniform Titles.
- Conferences and Periodical Publications.
- Societies, Institutions, Associations etc..
- Collaborator and Joint personal Authors.
- Uses of the Library Catalogue.

INFORMATION TECHNOLOGY APPLICATION

ONLIBRARY(BLIB)

Unit01

- InformationTechnology Basic-Meaning,Scope, Purpose Need,Concept and Feature.
- Introduction to Computer–Functional part of Computer.
- Hardware and Software,Operating System.
- Telecommunication: Basic.
- Communication–Meaning, Needs, Purpose, Media of Information Communication, Forms of Communication.

Unit02

- Computer and Library– Definitions, Meaning History of Computer.
- Part of Computer,use of Computer.
- Input and output Devices.
- Impact of Internet on Libraries.
- Generation of Computer.

Unit03

- Library Automation, Meaning, Definitions Purpose, Function, Area, Need andFeature.
- Library Housekeeping operations.
- Computerised Information Services.
- Management of Computerised Library.
- Library Software packages.

Unit04

- Programming Language:Types Characteristics and their application
- Flow Charting.
- Boolean logic and Operators.
- Operation System –MS Windows,Unix,MSDOS.
- Network Protocols– TCP/IP, Net-BUI, IPX.
- CD-Rom and CDS-ISIS.

Unit05

- Library Websites.
- Needs and Importance of Internet.
- E-Mail-Protocols, web browsers,web Serves,Search Engine.
- Internet and OCLC.
- Computer Application in Libraries.
- Library Network in India.
- Digital Libraries–Definition, Meaning, Purpose, Need, Characteristics andattributes.

LIBRARYCATALOGUINGPRACTICE(BLIB)

Cataloguing of documents according to AACR-II and CCC

Unit01

- Introduction of Book: Parts of Book.
- AACR- 2Anglo American Cataloguing Rules-2.
- Structure of Main Entry.
- Structure of Added Entry.
- Personal Authors : Single and Joint personal Authors.

Unit02

- AACR - 2Subject Heading : Introduction.
- Editorial Directions.
- Authors and Collaborators.
- Corporate body.
- Serials, Audio-visual materials(Audio-Video, Disks, Micro forms etc.
- Choice among different Names : Pseudonymous, Anonymous works.

Unit03

- CCC Classified Catalogue Code–Introduction.
- Structure of Main Entry.
- Structure of Added Entry.
- Tracing : CREs, CIEs, BIEs, CRIEs.
- Personal Authors : Single and Joint personal Authors.

Unit04

- CCC (ClassifiedCatalogueCode):Corporate Body.
- Series.
- Multi volume publications.
- Periodicals.
- Choice Among different Names :Pseudonymous, Anonymousworks.

Unit05

- Comparative study of AACR-2 and CCC.