

# **MATS UNIVERSITY**

**RAIPUR (C.G.)**

**BACHELOR OF LIBRARY AND INFORMATION  
SCIENCE**

**1-YEAR (2 –SEMESTER PROGRAMME)  
SCHEME OF EXAMINATION & DETAILED  
REVISED SYLLABUS (2024- 2025)**



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

**492004**

### B.Lib. & I.SC. (FIRST SEMESTER)

Paper Code	Subject	Credit Poin	Internal Marks	Examination		Total Marks
				Marks	Duration	
13BLIBDSC01	Library and Society	4	30	70	2 <sup>1/2</sup> Hrs.	100
13BLIBDSC02	Library Management	4	30	70	2 <sup>1/2</sup> Hrs.	100
13BLIBDSC03T	Knowledge Organization – Library Classification (Theory)	4	30	70	2 <sup>1/2</sup> Hrs	100
13BLIBDSC04T	Documentation & Information Science	4	30	70	2 <sup>1/2</sup> Hrs	100
13BLIBDSC03P	Knowledge Organization Library Classification (Practice)	3	30	70	2 <sup>1/2</sup> Hrs.	100
13BLIBDSC04P	Documentation Practical Process	3	30	70	2 <sup>1/2</sup> Hrs	100
<b>Total</b>		<b>22</b>	<b>180</b>	<b>420</b>		<b>600</b>

### B.Lib.& I.SC. (SECOND SEMESTER)

Paper Code	Subject	Credit Poin	Internal Marks	Examination		Total Marks
				Marks	Duration	
13BLIBDSC05	Reference and Information Sources	4	30	70	2 <sup>1/2</sup> Hrs.	100
13BLIBDSC06	Information Services	4	30	70	2 <sup>1/2</sup> Hrs.	100
13BLIBDSC07T	Knowledge Organization Cataloguing (Theory)	4	30	70	2 <sup>1/2</sup> Hrs	100
13BLIBDSC08	Information Technology Basics	4	30	70	2 <sup>1/2</sup> Hrs.	100
13BLIBDSC07P	Knowledge Organization Cataloguing (Practice)	3	30	70	2 <sup>1/2</sup> Hrs	100
13BLIBDSC09	Academic Libraries	3	30	70	2 <sup>1/2</sup> Hrs	100
<b>Total</b>		<b>22</b>	<b>180</b>	<b>420</b>		<b>600</b>

**Percent and Mark Grade Point and Letter Credits will be as**

Marks Secured (in%)	Grade Point	Letter Grade
80 and above	10	Outstanding (O)
70 and above but below 80	9	Excellent (A+)
60 and above but below 70	8	Very Good (A)
55 and above but below 60	7	Good (B+)
50 and above but below 55	6	Above Average (B)
45 and above but below 50	5	Average (C)
40	4	Pass(P)
Below 40	0	Fail (F)
	0	Absent (AB)

# **PAPER 1- LIBRARY AND SOCIETY (B.LIB.&I.SC.)**

## **Unit -1**

- Role of Libraries and information centre's 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.

## **Unit-3**

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

## **Unit-4**

- 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 Centre's and services.

## **Unit-5**

- IFLA, UNESCO, FID, ALA, ASLIB, DESIDOC: Objectives, Activities and Their Publications.
- Organizations: NISCAIR–Objectives, Program and activities.

## **PAPER- 2, LIBRARY MANAGEMENT (B.LIB.&I.SC.)**

### **Unit-1**

- Management: Concept Definition, Scope. Level of Management.
- Management School of Thought.
- Principles of Management.
- Elements of Management Process: POSDCORB.
- Functions and Principles of Scientific Management.
- Applications in Libraries and Information Centre's.

### **Unit-2**

- 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.
- Personal Management.
- Stock Maintenance Stock verification, methods and advantage.

### **Unit-3**

- 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.
- Financial Planning (Sources and generation of income)
- Library Administration.

### **Unit-4**

- 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.
- Shelving– Maintenance and Preservation of Library Materials.

### **Unit-5**

- Library Organizational and structure.
- Operational Planning Techniques (Use of planning tools like Gantt chart, PERT/CPM)
- Stock Verification, Management Information System (IS),TQM.

## **PAPER- 3, LIBRARY CLASSIFICATION THEORY (B.LIB.&I.SC.)**

### **Unit-1**

- Classification – Definition, need and purpose.
- Library Classification–Meaning, need, purpose and functions.
- Knowledge Classification Vs Book Classification.
- Theory and Development of Library Classification.
- Species of Schemes of Library Classification

### **Unit-2**

- 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.

### **Unit-3**

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

### **Unit-4**

- 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.

### **Unit-5**

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

## **PAPER- 4, DOCUMENTATION & INFORMATION SCIENCE (B.LIB.&I.SC.)**

### **Unit-1**

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

### **Unit-2**

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

### **Unit-3**

- Canons of Abstracting.
- Study of Chemical abstracts, Biological Abstracts, Psychological abstracts, Sociological abstracts, Library and Information
- Science abstracts, Indian Science Abstracts, Indian Library Science Abstracts.

### **Unit-4**

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

### **Unit-5**

- Documentation Centers: Meaning, Definition, Need, Objectives and Functions.
- Local Library Networks: CALIBNET, MALIBNET, MYLIBNET, BONET, ADINET,
- National Library NETWORKS: INFLIBNET, DELNET,
- VINITI, UNISIST, NISSAT.

## **PAPER- 5**

### **LIBRARY CLASSIFICATION PRACTICE (B.LIB.&I.SC.)**

#### **Unit-1**

- Colon Classification (6<sup>th</sup> Edition): Introduction, Structure and Organization.
- Step in Classification.
- Classification of Documents with Basic Subjects.
- Classification of Documents with Compound Subjects.

#### **Unit-2**

- Dewey decimal classification (19<sup>th</sup> Edition): Introduction, Structure and Organization.
- Steps in Classification.
- Classification of Documents using Table 1&2.
- Use of Relative Index.
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#### **Unit-3**

- Colon Classification (6<sup>th</sup> Edition): Use of Common Isolates, Phase Relations and devices.
- Classification of Documents with Compound Subjects.
- Dewey decimal classification (19<sup>th</sup> Edition): Classification of Documents using Tables 1 to 7.

#### **Unit-4**

- Comparative Study of DDC and C

PAPER- 6 **Documentation Practical Process**  
(Total Credit = 3)

**Unit 01**

- Documentation Centre
- Translation Service Centre: Types, Guideline, Translation Pools & Tools,
- Translation Agency: National, International
- OPAC

**Unit 02**

- Abstract & Abstracting: Quality of Good Abstract.
- Stages of Abstracting
- Indexing services: Indexing Periodicals, Index to NEWS Paper
- Citation Indexes; Shaperd's Citation Index, Pre and Post Coordinating Index

**Unit 03**

- Documentation: Acquisition, Accessioning, Stock Verification, Reprography Service.
- Bibliography: Bibliography of Bibliography, National, International and Trade Bibliography
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**Unit 04**

- Information Seeking Behavior Model.
- Standardization for Library Material and Services.
- Reference Management: Mendel, ZETERO, MLA, APA



**(SECOND SEMESTER)**

# **PAPER- 1, REFERENCE & INFORMATION SOURCES (B.LIB.&I.SC.)**

## **Unit01**

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

## **Unit02**

- Categories of Reference
- Dictionaries
- Encyclopedia
- Hand book, Manuals, Yearbook.
- Standards, Patents, Trade catalogues.

## **Unit03**

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

## **Unit04**

- Study of Bibliographical tools.
- Bibliographies Need and types.
- Bibliographical Control.
- National Bibliography (BNB&INB).
- Trade Bibliography.
- Subject Bibliography.

## **Unit05**

- Current Information Services.
- Almanac and Book.
- Directory Universities Handbook world of Learning.
- Internet and e - Information Sources.
- Criteria for Evaluation of Reference Sources.

## **PAPER- 2, INFORMATION SERVICES (B.LIB.&I.SC.)**

### **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.
- ILL and document delivery Services.
- Reference and Referral services.

### **Unit03**

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

### **Unit04**

- e-Information Services.
- E-mail, E-book, E-journals.
- WWW, E-Database, Metadata.
- 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.

# **PAPER- 3, LIBRARY CATALOGUING THEORY (B.LIB.&I.SC.)**

## **Unit01**

- Library Cataloguing: Definition, Meaning, Purpose and Functions.
- Type of Library Catalogue.
- Physical Form of Catalogue.
- Inner Form of Catalogue.
- History of Catalogue.
- AACR-II (Anglo American Cataloguing Rules–II).
- Uses of the Library Catalogue.

## **Unit02**

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

## **Unit03**

- Catalogue Entry.
- CCF and MARC.
- CCC (Classified Catalogue Code).
- Structure of Catalogue Card (CCC and AACRII).
- Pre-Natal Catalogue.
- Normative Principles of Cataloguing, Canon Cataloguing

## **Unit04**

- Subject Cataloguing–Concept, Purpose, Use and Limitations.
- Library of Congress Subject Heading (LCSH).
- Sears List of Subject Heading (SLSH).
- Personal Authors.

## **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.

# **PAPER- 4, INFORMATION TECHNOLOGY APPLICATION ON LIBRARY (B.LIB.&I.SC.)**

## **Unit01**

- Information Technology 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 and Feature.
- 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 Servers, Search Engine.
- Internet and OCLC.
- Computer Application in Libraries.
- Digital Libraries–Definition, Meaning, Purpose, Need, Characteristics and attributes.

# **PAPER- 5 LIBRARYCATALOGUINGPRACTICE**

## **Cataloguing of documents according to AACR-II and CCC**

### **Unit01**

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

### **Unit02**

- AACR – 2 Subject Heading: Introduction.
- Editorial Directions.
- Authors and Collaborators.
- Corporate body (Government, Institutions, Conferences)
- Choice among different Names: Pseudonymous, Anonymous works. (AACR – 2 based)
- Serials (Periodicals)

### **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**

- Choice Among Different Names: Pseudonymous, Anonymous works.
- Corporate Body (Government, Institutions, Conferences)
- Serials (Periodicals)

### **Unit05**

- Comparative study of AACR-2 and CCC.

**PAPER- 6**  
**ACADEMIC LIBRARIES (B.LIB.&I.SC.)**

**Unit01**

- History of Academic Libraries in India.
- Institutional & Social Contest of Academic Libraries.
- Role of Academic Library in Media and Information Literacy
- Financial Management in Academic Libraries.

**Unit02**

- School Libraries.
- College Libraries.
- University Libraries.
- Future of Academic Libraries: Challenges and Opportunities.

**Unit03**

- Collection Development and Access management in Academic Libraries.
- Human Resource Management in Academic Libraries.
- Academic Library Users, Use and User Study.
- Academic Library Building and Infrastructure and Safety Issues.

**Unit04**

- ICT Application in Academic Libraries.
- Marketing of Academic Library and Services.
- Resource Sharing, Network and Consortia.
- Library Network & Consortia in India.