MATS UNIVERSITY

RAIPUR (C.G.)

BACHELOR OF LIBRARY AND INFORMATION SCIENCE

1-YEAR (2 –SEMESTER PROGRAMME)
SCHEME OF EXAMINATION & DETAILED
REVISED SYLLABUS (2023- 2024)

MATS SCHOOL OF LIBRARY SCIENCE

MATS TOWER, PANDRI, RAIPUR (C.G.)

492004

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

Paper	Subject	Credit Poin	Internal Marks	Examination		Total Marks
				Marks	Duration	
BLIB101	Library and Society	6	30	70	2$^{1/2}$Hrs.	100
BLIB102	Library Management	6	30	70	2$^{1/2}$Hrs.	100
BLIB103	Knowledge Organization – Library Classification (Theory)	6	30	70	2$^{1/2}$Hrs	100
BLIB104	Documentation & Information Science	6	30	70	2$^{1/2}$Hrs	100
Elective						
BLIB105A	Knowledge Organization Library Classification (Practice)	6	30	70	2$^{1/2}$Hrs.	100
BLIB105B	Electronic Library		30	70	2$^{1/2}$Hrs	100
Total		30	150	350		500

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

Paper	Subject	Credit Poin	Internal Marks	Examination		Total Marks
				Marks	Duration	
BLIB201	Reference and Information Sources	6	30	70	2$^{1/2}$Hrs.	100
BLIB202	Information Services	6	30	70	2$^{1/2}$Hrs.	100
BLIB203	Knowledge Organization Cataloguing (Theory)	6	30	70	2$^{1/2}$Hrs	100
BLIB204	Information Technology Basics	6	30	70	2$^{1/2}$Hrs.	100
Elective						
BLIB205A	Knowledge Organization Cataloguing (Practice)	6	30	70	2$^{1/2}$Hrs	100
BLIB205B	Prayojanmulak Hindi		30	70	2$^{1/2}$Hrs	100
Total		30	150	350		500

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

- 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.

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 (BLIB105A)
LIBRARY CLASSIFICATION PRACTICE (B.LIB.&I.SC.)

Unit-1

- Colon Classification (6th 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 (19Edition): 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 (6thEdition): Use of Common Isolates, Phase Relations and devices.
- Classification of Documents with Compound Subjects.
- Dewey decimal classification (19Edition): Classification of DocumentsusingTables1 to7.

Unit-4

- Comparative Study of DDC and C

Unit 01

- Digital library.
- Digital library Concept and Definition.
- Planning and implementation.
- Digital library services.

Unit 02

- Major components of digital Library.
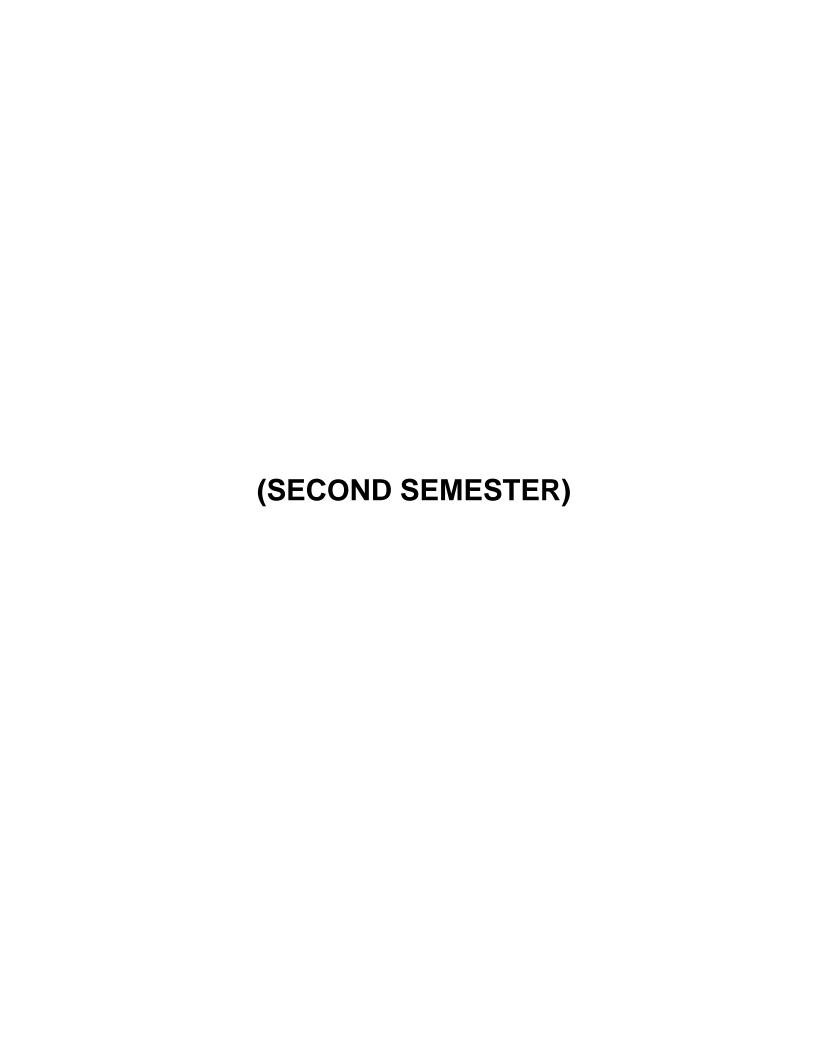- Software and hardware requirements.
- Scanner and their types.
- OCR.

Unit 03

- Digital Preservation of scanning and OCR.
- Persistent Identifier DOI and CNRI handles.
- Multilingual digital repositories.

Unit 04

- Library software.
- Open source software.
- Green stone digital library, D-Space software, E-print and Fedora.
- Open access and digital library

Unit 05

- Area of Preservation, lamination and safeguard.
- Preservation methods and remedies.
- Impact of IT on collection development.
- Blog, Weblog, Web Publishing, OPAC,
- EBook, ePublishing, Webzines,

(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.
- Indexing and Abstracting Services.
- ILL and document delivery Services.
- Translation and Reprographic Services.
- Reference Referral and Bibliographic 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, OPAC, 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.
- 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.

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

PAPER- 5 (BLIB205A)
LIBRARYCATALOGUINGPRACTICE (B.LIB.&I.SC.)

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)
- Periodicals.
- Multi volume publications.

Unit05

- Comparative study of AACR-2 and CCC.

Elective Course

प्रयोजनमूलक हिन्दी : (BLIB205B)

इकाई –1
- हिन्दी की उत्पत्ति, हिन्दी की मूल आकार भाषाएँ, पुरानी हिन्दी।
- विभिन्न भाषाओं का विकास।
- हिन्दी भाषा के विभिन्न रूप– बोलचाल की भाषा, रचनात्मक भाषा, राष्ट्रभाषा।
- हिन्दी का शब्द भण्डार एवं शब्दकोश।
- हिन्दी भाषा का मानकीकरण और आधुनिकीकरण।

इकाई –2
- प्रयोजनमूलक हिन्दी से अभिप्राय, कामकाजी हिन्दी, पल्लवन एवं संक्षिप्ति।
- शब्द के प्रकार, समानार्थी, विलोम, अनेकार्थी, तत्सम, तद्भव, उपसर्ग, प्रत्यय, वाक्य के भेद।
- शब्द रचना, वाक्या रचना,
- लिंग,वचन, संधि, समास, किया, किया विशेषण, अलंकार।
- विराम चिन्ह के प्रयोग और नियम।

इकाई –3
- मानक भाषा, वाक्यों की अशुद्धियाँ एवं उनका संशोधन,
- पारिभाषिक शब्दावली,
- निबंध लेखन, प्रतिवेदन,
- पत्र लेखन, हिन्दी टंकण।

इकाई –4
- लोक साहित्य परिभाषा एवं स्वरूप, अवधारणा, लोक साहित्य शब्द का अर्थ, लोक साहित्य की परंपरा।
- लोक साहित्य महत्व–ऐतिहासिक महत्व, सामाजिक महत्व, सांस्कृतिक महत्व, धार्मिक महत्व, भौगोलिक महत्व।
- लोक साहित्य के विविध रूप– लोकगीत, लोक गाथा, लोक कला, लोक नाट्य।

इकाई –5
- लोक भाषा – लोक संभाषित मुहावरे,
- कहावतें,
- लोकोक्तियाँ,
- पहेलियाँ।