

SOS in Library & Information Science

Jiwaji University, Gwalior

Library & Information Science

A Subsidiary Subject in Graduation

Syllabus 2022-2023

First Year

Paper No	Paper Code	Course	Credits	Internal	External	Total Marks
I	LISB 101	Fundamentals of Librarianship	4	40	60	100
II	LSB 102	Information Sources and Services (Theory)	4	40	60	100

Second Year

Paper No	Paper Code	Course	Credits	Internal	External	Total Marks
I	LISB 201	Knowledge Organisation in Libraries	4	40	60	100
II	LISB 202	Library Management	4	40	60	100

Third Year

Paper No	Paper Code	Course	Credits	Internal	External	Total Marks
I	LISB 301	Computer Applications in Libraries	4	40	60	100
II	LISB 302	e-Resources Management	4	40	60	100

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JIWAJI UNIVERSITY, GWALIOR (M.P)
(NAAC ACCREDITED "A" GRADE UNIVERSITY)

SCHOOL OF STUDIES IN LIBRARY AND INFORMATION SCIENCE

LIS AS SUBSIDIARY SUBJECT IN GRADUATION
(3 YEARS)

&

Choice Based Credit System

SYLLABUS, ADMISSION AND SCHEME OF EXAMINATION, 2022-23

School of Studies in Library and Information Science was established in the University in 1984 to impart quality education and modern skills in the field to the students of the region leading to Bachelor's Degree in Library and Information Science and Master Degree in Library and Information Science. The Department is extensively engaged in teaching, research and career guidance too. The majority of the pass outs from the department have occupied good positions throughout the country. In the new millennium, the department is planning to establish a highly efficient computerized information system in the University. This job oriented course has been modernized with use of the latest equipment in teaching and training at degree, post graduate and research level.

Present era, especially the later-half of 20th century has seen an unprecedented boom in the production of documents in almost all fields of knowledge, especially in Science and Technology. The ever increasing bulk of recorded information available in book form, non-book form or electronic form together with satellite data has created a formidable phenomenon called 'Knowledge or Information Explosion' or more appropriately, 'Information Revolution'. Under the circumstances, users find themselves at their wits end to know what is published where in their own areas of interest and how to gain access to required piece of information pin pointedly, exhaustively and expeditiously. Consequently, libraries as information centers and librarians as Information Scientists have attained significant positions in the modern society.

B.Lib.I.Sc.

M.Lib.I.Sc.

Ph.D

***LIS as Subsidiary Subject in Graduation**

Programme Outcome:

The designing of the Library & Information Science programme at the Jiwaji University is to provide the organization of knowledge, processing of the knowledge, dissemination of information, automation of library, networking, communication technology, management techniques in organization of library informatics centre's, thus also provide hands on practice on different types of information, source and services, to aware of different types of e- resources and their use and use of advanced version of technology in library operations, aware of various consortia and consortia-





based resources to prepare students for careers as professionals in the field of library Information science, for further study in library information science, communication technology, digital library and related fields, the faculty is committed to providing an environment that addresses the individual need of each student and encourages them to develop their potential.

Out distinguish feature are:

1. Up-to-date knowledge of the broad range of disciplines of library information science
2. Theoretical and practical knowledge of knowledge organization and techniques.
3. Interpretation of various types of libraries, various type source and services, personality development and communication skills, information resource development, intellectual property right and copyright knowledge management, information literacy and management of library information centre's.

Programme Specific Outcomes:

Curriculum of Library & Information Science is designing to prepare graduates or post graduates to attend the following programme specific outcomes:

PSO1: Ability to design or develop the students with the basic concept and Philosophy of librarianship.

PSO2: An ability to practice or apply the library skills, communication techniques and other skills in a wide range of academic, institutions and professional employment areas.

PSO3: To display critical thinking for creating new ideas and design innovative pathways.

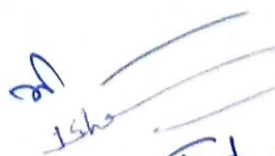

PSO4: Explore global level research opportunities for doctoral studies.

PSO5: Demonstrate, after completion of course student will be able to understand the development of ICT's with respect to knowledge penetration and accumulation in his/ her professional activities.

PSO6: Display their true potential and get appropriate endorsement through qualifying NET/ SLET/ National or State Services and other competitive examinations i.e. All Academic Libraries, Railways Libraries, Bank Libraries and Parliament Libraries etc.

PSO7: Acquire the ability to engage in self-determining and life- long learning in the broadest context of socio- technological changes.



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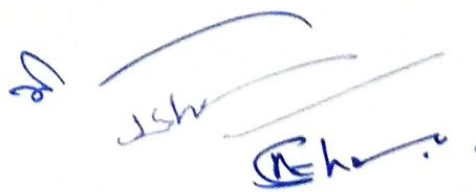
Second Year

Paper No	Paper Code	Course	Credits	Internal	External	Total Marks
I	LISB 201	Knowledge Organisation in Libraries	2	20	30	50
II	LISB 202	Library Management	2	20	30	50

Third Year

Paper No	Paper Code	Course	Credits	Internal	External	Total Marks
I	LIS B 301	Computer Applications in Libraries	2	20	30	50
II	LISB 302	e-Resources Management	2	20	30	50





Fundamentals of Librarianship

UNIT – I

- Definition and Concept of Library, Objectives and Functions of Libraries.
- Role of Libraries in the development of Society
- Functions and Duties of Librarian
- History of Libraries

UNIT – II

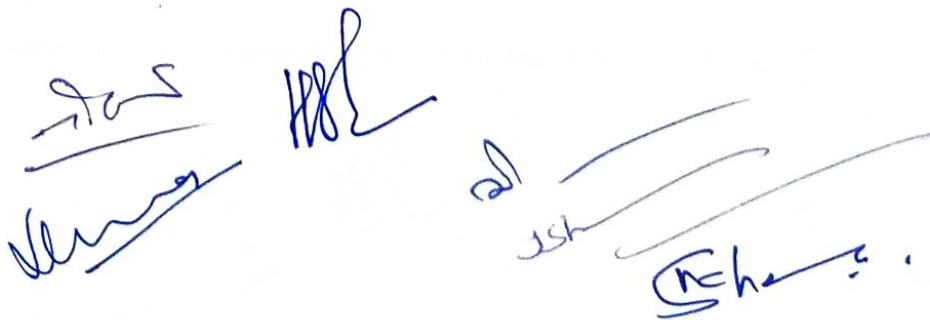
- Types and Functions of Libraries : Academic Libraries, Public Libraries and Special Libraries
- Laws of Library Science
- Library Legislation and Library Acts

UNIT – III

- Book Selection : Policy and Procedures
- Accessioning and Processing
- Stock Verification
- Charging Systems

Suggested Readings

1. Khanna, JK : Library and Society. Kurukshetra : Research Publications, 1987.
2. Pandey, SK Sharma : Libraries and Society. New Delhi : Ess Ess, 1992.
3. Ranganathan, SR : The Five Laws of Library Science. Bangalore : Sarda Ranganathan Endowment for Library Science, 1988.



UNIT - I

- Information Sources : Definition, Need and Purpose, Types of Information Sources - Primary, Secondary and Tertiary
- Information Services : Definition, Need, Purpose and Types
- Reference Service and Reference Sources

UNIT - II

- Criteria of Evaluating Information Sources
- Searching of Information : Techniques of Information Search
- User Education and Information Literacy : Definition, Importance and Methods
- Online Information Sources

UNIT - III

- Dictionaries : General and Special
- Geographical Sources : Maps, Atlas, Gazetteers, Census
- Encyclopedias : General and Special
- Bibliographies : Definition, Types and Techniques

Recommended Books

1. Krishan Kumar : Reference Service. 5th rev ed. New Delhi, Vikas, 1982.
2. Ranganathan, SR : Reference Service. 2nd ed. Bombay, Asia Pub. House, 1961.
3. Mukherjee, AK : Reference Work and its Tools. 3rd rev ed. Calcutta, World Press, 1975.
4. Cheney, FN : Fundamental Reference Sources. Chicago : ALA, 1971.

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Knowledge Organisation in Libraries (Theory)

UNIT – I

- Knowledge Organisation : Concept, Definition and Importance
- Library Classification and Cataloguing : Objectives and Functions
- Species of Classification Schemes

UNIT – II

- Notation : Definition, Types and Qualities of Notation
- Class Number, Book Number, Collection Number
- Five Fundamental Categories
- Salient Features of DDC and CC

UNIT III

- Library Catalogue : Functions, Objectives and Forms of Library Catalogue
- Canons of Cataloguing
- Salient Features of AACR-II
- OPAC

Recommended Books

1. Hussain, Shabhat : Library Classification, facets and analysis. 2nd rev. ed. New Delhi : B. R. Publishing Corp., 2004.
2. Krishan Kumar : Theory of Classification. 4th rev ed. Delhi : Vikas Publishing House, 1988.
3. Ranganathan, SR : Elements of Library Classification. Poona : NK Publishing House, 1945.
4. Sen Gupta, B : Cataloguing, its theory and practice. 3rd rev. ed. Calcutta : World Press, 1974.
5. Sharma, Pandey SK : Cataloguing Theory. New Delhi, Ess Ess, 1986.
6. Vishwanathan, CG : Cataloguing, theory and practice. 6th rev. ed. New Delhi : Ess Ess, 2002.

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LISB202

Library Management

UNIT - I

- General Principles of Management and their Applications to Libraries
- Functions of various sections of a library : Acquisition, Circulation, Technical and Periodical

UNIT – II

- Library Authority and Library Committee, Library Budget
- Recruitment, Staff Formula, Library Rules and Regulations
- Role of Librarian

UNIT – III

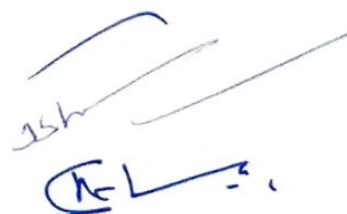
- Stock Verification, Library Statistics
- Library Building and Furniture Planning,
- Binding of Library Materials
- Annual Report

Recommended Books

1. Mittal, RL : Library and Administration : Theory and practice. New Delhi : Metropolitan Book, 1983.
2. Ranganathan, SR : Library Book Selection. Bombay : Asia Pub. House, 1966.
3. Mahapatra, PK and Chakrabarti, B : Preservation in Libraries. New Delhi : Ess Ess, 2003
4. Adhikari, Rajiv : Library Preservation and Automation. Delhi : Rajat Publications, 2002.







Computer Application in Libraries

UNIT - I

- Introduction to Computers : Parts of Computer, Hardware and Software, Generation of Computers
- MS Office : MS-Word, MS-Excel and MS-Power Point
- Application of Computers : Airport, Banks, Railway Stations, Hospitals and Libraries

UNIT - II

- Memory and Storage : Internal Memory, External Memory, Storage Devices : Hard Disk, Portable Storage,
- Library Software Packages for Library Automation. Application of Library Automation Software Packages in Libraries.

UNIT - III

- Internet : Features, Applications, Search Engines
- Networking : Types of Networks, LAN, WAN

Recommended Books

1. Kumar, PSG : Computerization of Indian Libraries. Delhi, B. R. Publishing, 1987.
2. Pandey, SK Sharma : Library Computerization : theory and practice. New Delhi, Ess Ess, 1993.
3. Satyanarayana, NR : A manual of Library Automation and Networking. 2nd ed. Lucknow, New Royal Book, 2003.
4. Dhawan, A : Computers for Beginners. New Delhi, Frank Bros, 1990.
5. Sehgal, RL : An introduction to Library Networks. New Delhi, Ess Ess, 1996.

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E-RESOURCES MANAGEMENT

UNIT – I

Introduction and Basic Concepts of E-Resources
History and development of E-Resource

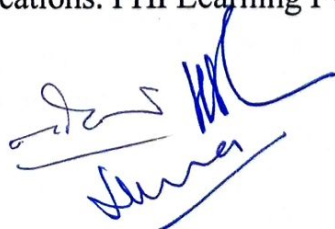
UNIT – II

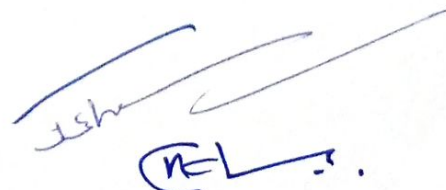
E-resources: - E-journals, characteristics, advantages and disadvantages
E-book, characteristics, advantages and disadvantages
Online Databases, characteristics, advantages and disadvantages

UNIT – III

Search Techniques, Search Strategy
E-Resources Consortia for Resource Sharing

1. Korfhage, R.R.(1997) Information storage and retrieval. New York: John Wiley.
2. Lancaster, F.W. (1985) Vocabulary control for information retrieval. Ed.2. Arlington: Information Resource Press
3. Butler, J. G. (1997). Information technology: Converging strategies and trends for the 21st century. Computer Technology Research.
4. Ram, C. S. (2010). Information technology in developing human resources. Deep and Deep Publications.
5. RAY, A. K., & ACHARYA, T. (2004). Information technology: Principles and applications. PHI Learning Pvt


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