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# Syllabus

અકેડેમિક ક્રોનિકલ નં. ૨૩ | ૦૬-૨૦ ૨૩  
બાબત નં. ૬ મિડાઇવ/પરિશિષ્ટ ૬૩

Bachelor of Library & Information Science

(B.L.I.Sc)

(Semester-1)

Implemented from Academic year 2023-2024

Department of Library & Information Science

Veer Narmad South Gujarat University, Surat

Udhna Magdalla Road,

Surat – 395007, Gujarat (India)

<b>Name of Program</b>	Bachelor of Library and Information Science
<b>Abbreviation</b>	B.L.I.Sc.
<b>Duration</b>	Two Semester (1 Year)
<b>Eligibility Criteria</b>	Any Graduate
<b>Medium of Instruction</b>	Gujarati
<b>Program Structure</b>	Semester 1
<b>Objective of Programme</b>	<p>To equip the students with the advanced professional skills for the management of information knowledge, libraries and information centres, so that they can serve the society through an institution of library and information centre or through consultancy of the institutional objectives. To achieve the above objectives of the Programme, it needs to realize the following:</p> <ol style="list-style-type: none"> <li>1 To impart the students through understanding of patterns of knowledge development and its organization.</li> <li>2 To train the students in the advanced skills of information knowledge gathering, Processing, Organization and retrieval.</li> <li>3 To familiarize the knowledge about the characteristics of the information resources in society.</li> <li>4 To train the students in information knowledge analysis, repackaging and marketing.</li> <li>5 To provide the students through understanding of information technology applications in information environment including networks and communication systems.</li> <li>6 To train the students in the analysis, planning and management of the systems of library and information centre.</li> <li>7 To provide an understanding of research methods and activities of research organizations.</li> <li>8 To understand the structure and department of the specific Subjects/discipline and to prepare specialized professional manpower in the subject/discipline for handling information related activities.</li> </ol>
<b>The Programme Outcome</b>	<p><b>PO1: Fundamental Knowledge Enrichment of Library Science</b> To aware students with various libraries, its services and rules of various libraries.</p> <p><b>PO2: Critical Thinking Development</b> To develops critical thinking, problem-solving, evaluative learning of</p>

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	<p>various techniques in libraries, and understanding the essence of the problem.</p> <p><b>PO3: Awareness of the Library Literature</b> To allow students to dive into the deep and vast ocean of rich Library Literature. It will enhance their understanding of the development of library literary traditions and values.</p> <p><b>PO4: Awareness of the World Library Literature</b> To help students to have a better understanding of the ideas trending in World Library literature. Students can learn about various customs and traditions of different cultures of the World Library through the library Literature.</p> <p><b>PO5: Enhance Knowledge of Classification, Cataloguing and IT</b> To improve students' knowledge and will equip them with the necessary practical work of classification, cataloguing and computers</p>
<p><b>Program Specific Outcomes</b></p>	<p><b>PSO1:</b> Develop and strengthen the Critical thinking and Practical work of the student.</p> <p><b>PSO2:</b> Improve knowledge regarding various themes and genres of library and help the learner to understand their characteristics properly. To make them understand various Orient and traditions about libraries.</p> <p><b>PSO3:</b> Nurture the students to understand various types of libraries and train them to analyse their characteristics. Also, to help them understand various practical in classification, cataloguing and IT.</p> <p><b>PSO4:</b> Enable students to apply practical knowledge to analyse and evaluate in any types libraries.</p> <p><b>PSO5:</b> Give students a better understanding of the relation between Library and society, development of Library throughout History and, familiarise them with various kind of reading materials and traditions of various libraries.</p> <p><b>PSO6:</b> Train students to do all kind of library works and helpful to users of library. And to acquaint students with different library rules and services.</p>

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## Bachelor of Library and Information Science –SEM – I

Course Code	Title of the paper	Duration of Exam.	Examination Marks			Course Credit	Total Teaching Hours
			External Marks	Internal Marks	Total Marks		
101	Foundation of Library And information Science	2 Hours	50	20	70	4	40
102	Knowledge Organization Management (Classification Theory)	2 Hours	50	20	70	4	40
103	Knowledge Organization Management (Classification Practical)(DDC 19 <sup>th</sup> Edition)	2 Hours	50	20	70	4	40
104	Information Technology (Practical)	2 Hours (Practical)	50	20	70	4	40
105	Communication Skill	2 Hours	50	20	70	4	40
106	Information Sources & Services (Theory)	2 Hours	50	20	70	4	40
			<b>300</b>	<b>120</b>		<b>24</b>	

### Note:

(1) Paper - 103 (Classification Practical - DDC - 19<sup>th</sup> Edition) is based on practical. However, student has to appear internal as well as external examination in written form. For which University has to appoint chairman, paper setter and examiner for examination and evaluation. Chairman / Paper setter needs to submit solution along with paper.

(2) Paper - 104 (Information Technology) is based on practical for which practical examination will be conducted by university. For which university has to appoint chairman, paper setter and examiner for examination and evaluation.

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**Veer Narmad South Gujarat University, Surat**  
**Department of Library and Information Science**  
**Bachelor of Library and Information Science (B.L.I.Sc)**  
**Course (Subject): 101: Foundation of Library and information Science**

<b>Course Code</b>	101
<b>Course Title</b>	Foundation of Library and Information Science
<b>Credit</b>	4
<b>Total Teaching Hours</b>	40 Hrs.
<b>Effective from</b>	June 2023
<b>Purpose of Course</b>	Library is a social organization. To give the knowledge of different types of libraries and laws of libraries. To provide the information of UGC and role of the library in the society.
<b>Course Objective</b>	To familiarises students with the role of library and information in society.
<b>Course Outcomes</b>	CO1: To introduce students to Different types of Libraries. CO2: To make students familiar with various Acts and library commission. CO3: To develop students critical comprehension of any kind of library work.
<b>Teaching Methodology</b>	Class work, Discussion and Assignment
<b>Evaluation Method</b>	Internal Test - 10 Marks, Assignment -5 Marks, Attendants - 5 Marks = 20 Marks, University Exam - 50 Marks Total 70 Marks.



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**Department of Library and Information Science**  
**Bachelor of Library and Information Science (B.L.I.Sc)**

**Course (Subject): 101: Foundation of Library and information Science**

Paper No.	Title	Remarks
101	<b>Foundation of Library and Information Science</b>	<b>Total 40 hrs.</b>
<b>Unit - 1</b>	<p><b>Library as a Social Institution</b></p> <ul style="list-style-type: none"> <li>➤ Social Historical foundation of Library</li> </ul> <p><b>Different types of Libraries and their Features and Functions:</b></p> <ul style="list-style-type: none"> <li>➤ Academic Libraries , Public Libraries and Special Libraries</li> <li>➤ National Libraries of India</li> <li>➤ Role of Library in formal and informal education</li> </ul> <p><b>Laws Relating to Libraries and Information</b></p> <ul style="list-style-type: none"> <li>➤ Library legislation Need, Purpose and Features</li> <li>➤ Library legislation in India</li> <li>➤ Library Legislation: Problems and Prospects</li> <li>➤ Gujarat Public Library Act</li> </ul>	<b>10 hrs.</b>
<b>Unit - 2</b>	<p><b>Normative Principles and Information Science</b></p> <ul style="list-style-type: none"> <li>➤ Five laws of Library Science</li> <li>➤ Implications of Five Laws in Library and Information Science</li> <li>➤ Right to Information Act</li> <li>➤ Copyright Act</li> <li>➤ Press &amp; Registration Act</li> <li>➤ Delivery of Book Act</li> <li>➤ Censorship</li> </ul> <p><b>Library Education and Profession</b></p> <ul style="list-style-type: none"> <li>➤ Attribution of Profession</li> <li>➤ Librarianship as a Profession</li> <li>➤ Professional Qualities and Ethics</li> <li>➤ Professional Education and Research</li> <li>➤ Library Education in India and Gujarat</li> </ul>	<b>10 hrs.</b>
<b>Unit -3</b>	<p><b>Landmark of Library Movement</b></p> <ul style="list-style-type: none"> <li>➤ Library Movement in Gujarat : Special reference to Shrimad Maharaja Sir Sayajirao Gayakwad and Shri Motibhai Amin</li> <li>➤ Library Movement in India</li> </ul>	<b>10 hrs.</b>

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	➤ Gujarat Granthalay Seva Sangh	
<b>Unit - 4</b>	<b>Library Development</b> <ul style="list-style-type: none"> <li>➤ Development of Libraries in India with Special Reference to Gujarat</li> <li>➤ Role of UGC in Developing Academic Libraries : Various Commissions and Committees – Radhakrishnan Commission, Kothari Commission, Knowledge Commission</li> </ul> <b>Public Relations and Extension Activities</b> <ul style="list-style-type: none"> <li>➤ Concept, Definition and Scope</li> <li>➤ Facets and Programmes</li> <li>➤ Library Publicity, Extension/Outreach Activities</li> <li>➤ Library Path finders (Guides)</li> </ul>	<b>10 hrs.</b>

#### References :

- 1) ચૌહાણ, દિગ્વિજયસિંહ. ગ્રંથાલય, ગ્રંથપાલ અને સમાજ. જયપુર: પ્રિઝમ બુક્સ(ઈન્ડિયા), ૨૦૨૨.
- 2) ચારણ, શિવદાનભાઈ. ગ્રંથાલય : ઇતિહાસ, સામાજિક સંદર્ભ. અમદાવાદ : ગ્રંથાગાર, ૧૯૯૧.
- 3) ચારણ, શિવદાનભાઈ. ગ્રંથાલય : સામાજિક સંદર્ભ. વલ્લભવિદ્યાનગર : સ. પ. યુનિ., ૧૯૯૩.
- 4) ચૌહાણ, મીનળ સી. સાર્વજનિક ગ્રંથાલયોની સામાજિક ભૂમિકા. અમદાવાદ: સેજલ પ્રકાશન, ૧૯૯૩.
- 5) ગ્રંથાલય અને સમાજ-૧ થી ૫. અમદાવાદ: ડૉ. બાબાસાહેબ આંબેડકર ઓપન યુનિવર્સિટી, ૨૦૦૮.
- 6) સાર્વજનિક ગ્રંથાલય પદ્ધતિ અને સેવાઓ.(MLISC-.MLIE-106). ડૉ. બાબાસાહેબ આંબેડકર ઓપન યુનિવર્સિટી, ૨૦૦૬.
- 7) ત્રિવેદી એન.યુ. અને ત્રિવેદી એસ. એન. શાળા પુસ્તકાલય સંચાલન. અમદાવાદ: ભારત પ્રકાશન, ૧૯૭૨.
- 8) ફડિયા, પદમા. શાળા પુસ્તકાલય. અમદાવાદ : રવાણીપ્રકાશન, ૧૯૬૩.
- 9) ભૈયા, છ. મ. ગ્રંથાલય સેવા : પાંચ સૂત્રોની અટારીએથી. અમદાવાદ: ગૂર્જર ગ્રંથરત્ન, ૧૯૮૬.
- 10) ભૈયા, છ. મ. શાળા પુસ્તકાલય સંચાલન. અમદાવાદ: પાર્શ્વ પબ્લિકેશન, ૨૦૦૯.
- 11) ભૈયા, છ. મ. ગ્રંથાલય અને સમાજ. અમદાવાદ: ગૂર્જર ગ્રંથરત્નકાર્યાલય, ૧૯૮૭.
- 12) વેગડ, પ્રકાશ. જાહેર ગ્રંથાલય : સંકલ્પ, સ્વરૂપ અને વ્યવસ્થા વિચાર. અમદાવાદ : લીલાબહેન વેગડ, ૧૯૮૮.
- 13) વૈદ્ય, વિ. ક. અર્વાચીન સાર્વજનિક પુસ્તકાલયો. વડોદરા : પુ. સ. સ. મંડળ લિ., ૧૯૩૨.
- 14) લત, એન.ડી., અને શુક્લ, કિશોરભાઈ. શાળા પુસ્તકાલય સંચાલન. મોડાસા : મેહૂલ પ્રકાશન, ૧૯૮૬.
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- 18) Pandey S.K.Sharma. Libraries and society. New Delhi: Ess Ess Publications, 1992
- 19) <https://epgp.inflibnet.ac.in>
- 20) <https://egyankosh.ac.in>
- 21) <http://baou.edu.in>

**Veer Narmad South Gujarat University, Surat**  
**Department of Library and Information Science**  
**Bachelor of Library and Information Science (B.L.I.Sc)**  
**Course (Subject): 102: Knowledge Organization Management**  
**(Classification Theory)**

<b>Course Code</b>	102
<b>Course Title</b>	<b>Knowledge Organization Management (Classification Theory)</b>
<b>Credit</b>	4
<b>Total Teaching Hours</b>	40 Hrs.
<b>Effective from</b>	June 2023
<b>Purpose of Course</b>	To understand structure and features of formation of subjects and develop skills of subject analysis, representation and classification.
<b>Course Objective</b>	A theoretical and idea for the practical of classification.
<b>Course Outcomes</b>	CO1: To make students understand the theoretical idea for the practical of classification. CO2: To familiarise students with the various classification. CO2: To understand knowledge classification
<b>Teaching Methodology</b>	Class work, Discussion, Assignment And Practical
<b>Evaluation Method</b>	Internal Test - 10 Marks, Assignment -5 Marks, Attendants - 5 Marks = 20 Marks, University Exam - 50 Marks Total 70 Marks.



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**Course (Subject): 102: Knowledge Organization Management**  
**(Classification Theory)**

<b>102</b>	<b>Knowledge Organization Management (Classification Theory)</b>	<b>Total 40 hrs.</b>
<b>Unit - 1</b>	<b>Document Classification</b> <ul style="list-style-type: none"> <li>➤ Library Classification: Definition, Scope and Purpose</li> <li>➤ Normative Principles Classification and their Application – Basic Law – Five Law of Library Science and Their Cannons : Idea Plane, Verbal Plane and Notational Plane</li> </ul>	<b>10 hrs.</b>
<b>Unit - 2</b>	<b>Spices of Classification Scheme</b> <ul style="list-style-type: none"> <li>➤ Enumerative classification (EC)</li> <li>➤ Almost Enumerative classification</li> <li>➤ Rigidly faceted Classification (RFC)</li> <li>➤ Freely Faceted Classification (FFC)</li> </ul>	<b>10 hrs.</b>
<b>Unit - 3</b>	<b>Scheme of Classification</b> <ul style="list-style-type: none"> <li>➤ Overview of schemes of classification</li> <li>➤ Detailed Study of DDC (19<sup>th</sup> Edition) &amp; CC (6<sup>th</sup> Edition)</li> <li>➤ Call Number: Class Number, Book Number, Collection Number</li> <li>➤ New Trends in Library Classification</li> </ul>	<b>10 hrs.</b>
<b>Unit - 4</b>	<b>Five Fundamental Categories PMEST</b> <ul style="list-style-type: none"> <li>➤ Postulates pertaining to fundamental categories</li> <li>➤ Isolates: Common Isolates, Special Isolates, Devices</li> <li>➤ Phase Relation : Phase – Intra Facet , Intra – Array</li> </ul> <b>Computer And Classification New, Trend and Development, Web Dewey</b>	<b>10 hrs.</b>



### References:

- 1) ગાંધી, રમેશ. ગ્રંથાલય સૂચિકરણ ભાગ ૧ : સિધ્ધાંત અને સ્વરૂપ. અમદાવાદ : ગુજરાત યુનિવર્સિટી, ૧૯૭૭.
- 2) ગાંધી, રમેશ. ગ્રંથાલય સૂચિકરણ ભાગ ૨ : ઈતિહાસ અને સંલેખ. અમદાવાદ : ગુજરાત યુનિવર્સિટી, ૧૯૭૯.
- 3) ચારણ, શિવદાનભાઈ. સૈધ્ધાંતિક વર્ગીકરણ. કરમસદ : ગાયત્રી પ્રકાશન, ૧૯૯૧.
- 4) ગ્રંથાલય વર્ગીકરણ સિધ્ધાંત-૧ થી ૪. અમદાવાદ: ડો. બાબાસાહેબ આંબેડકર ઓપન યુનિવર્સિટી, ૨૦૦૮.
- 5) બરોડિયા, નવીન અને ભૈયા, છગનલાલ. ગ્રંથાલય સૂચિકરણ. અમદાવાદ : મૌલિક પ્રકાશન, ૧૯૮૪.
- 6) ભાવસાર, કિરીટ. ડીડીસી-૧૯. અમદાવાદ: પાર્શ્વ પબ્લિકેશન, ૧૯૯૭.
- 7) ભૈયા, છ. મ. ગ્રંથાલય વર્ગીકરણ પ્રવેશિકા. અમદાવાદ: ગુજરાત યુનિવર્સિટી, ૧૯૮૧.
- 8) ભૈયા, છ. મ. (અનુ.). ૬૫૦૯ દશાંશ વર્ગીકરણ અને સાપેક્ષ સૂચિ. અમદાવાદ: ગૂર્જર, ૧૯૮૯.
- 9) ભૈયા, છ. મ. ગ્રંથાલય સૂચિકરણ પ્રવેશિકા. અમદાવાદ: પાર્શ્વ પબ્લિકેશન, ૨૦૧૩.
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- 11) શર્મા, પ્રહલાદ. પુસ્તકાલય સૂચિકરણ. જયપુર : યુનિવર્સિટી પબ્લિકેશન, (-).
- 12) ત્રિપાઠી, એસ. એમ., શોકીન, એન. એસ. સૂચિકરણ સિધ્ધાંત કે મૂલ તત્વ. આગ્રા : વાય. કે. પબ્લિશર્સ, ૧૯૯૮.
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- 15) Sehgal, R. L. An Introduction to D.D.C. New Delhi: Ess Ess Publications, 2005.
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- 18) <https://epgp.inflibnet.ac.in>



**Veer Narmad South Gujarat University, Surat**  
**Department of Library and Information Science**  
**Bachelor of Library and Information Science (B.L.I.Sc Sem I)**  
**Course (Subject): 103 - Knowledge Organization Management**  
**(Classification Practical) (DDC 19<sup>th</sup> Edition)**

<b>Course Code</b>	103
<b>Course Title</b>	Knowledge Organisation Management (Classification Practical) (DDC 19 <sup>th</sup> Edition)
<b>Credit</b>	4
<b>Total Teaching Hours</b>	40 Hrs.
<b>Effective from</b>	June 2023
<b>Purpose of Course</b>	To make students familiarise with (DDC - 19 <sup>th</sup> Edition) Classification work and services of Management of Libraries and Information Centres.
<b>Course Objective</b>	A Practical and idea for the practical of DDC system.
<b>Course Outcomes</b>	CO1: To make students understand the idea for the practical of classification. CO2: To familiarise students with the DDC. CO3: To develop students for subject headings and indexing.
<b>Teaching Methodology</b>	Class work, Discussion, Assignment And Practical
<b>Evaluation Method</b>	Internal Test - 10 Marks, Assignment -5 Marks, Attendants - 5 Marks = 20 Marks, University Exam - 50 Marks Total 70 Marks.



**Veer Narmad South Gujarat University, Surat**  
**Department of Library and Information Science**  
**Bachelor of Library and Information Science (B.L.I.Sc Sem I)**  
**Course (Subject): 103 - Knowledge Organization Management**  
**(Classification Practical)(DDC 19<sup>th</sup> Edition)**

<b>103</b>	<b>Knowledge Organization Management (Classification Practical)(DDC 19<sup>th</sup> Edition)</b>	<b>Total 40 hrs.</b>
<b>Unit - 1</b>	<b>Dewey Decimal classification 19<sup>th</sup> Edition)</b> ➤ Introduction, Structure and Organisation, ➤ Introduction to three summaries, ➤ Steps in Practical Classification	<b>10 hrs.</b>
<b>Unit - 2</b>	<b>Dewey Decimal Classification 19<sup>th</sup> Edition)</b> ➤ Classification of Basic Subjects ➤ Use of Table-1 ➤ Use of Table-2 (Subject + Area) ➤ Use of Table-3(Use of Literary Forms)	<b>10 hrs.</b>
<b>Unit - 3</b>	<b>Dewey Decimal Classification 19<sup>th</sup> Edition)</b> ➤ Classification of Compound Subjects ➤ Using Sectors and Subsectors ➤ Auxiliary Tables and Devices	<b>10 hrs.</b>
<b>Unit - 4</b>	<b>Dewey Decimal Classification 19<sup>th</sup> Edition)</b> ➤ Classification of Documents using Tables 4 to 7 ➤ Relative Index and Its Use.	<b>10 hrs.</b>

**Reference:**

1. DEWEY, Melvil. (1979) Dewey decimal classification. 19<sup>th</sup>Ed. -Albany: Forest Press, USA.
2. RANGANATHAN, S R (1989). Elements of library classification. -Bangalore: Sarda Ranganathan Endowment for Library Science.
3. SATIJA, M P (2007). The theory and practice of the Dewey Decimal Classification system. - Chandos Publishing, Oxford.
4. ગ્રંથાલય વર્ગીકરણ પ્રાયોગિક-1 થી 2. અમદાવાદબાબાસાહેબ .ડો : આંબેડકર ઓપન યુનિવર્સિટી, 2008.
5. Sen,B K(2008). DDC: Indian Subjects, Language and Literature. -New Delhi: ESS ESS

Publications.

**Veer Narmad South Gujarat University, Surat**  
**Department of Library and Information Science**  
**Bachelor of Library and Information Science (B.L.I.Sc Sem I)**  
**Course (Subject): 104: Information Technology (Practical)**

<b>Course Code</b>	104
<b>Course Title</b>	<b>Information Technology (Practical)</b>
<b>Credit</b>	4
<b>Total Teaching Hours</b>	40 Hrs.
<b>Effective from</b>	June 2023
<b>Purpose of Course</b>	To develop students' thinking and make them familiar with various information technology theories for the work and management of Library.
<b>Course Objective</b>	To make the students familiarise with knowledge of IT and uses of it in library.
<b>Course Outcomes</b>	CO1: To acquaint students with knowledge of IT. CO2: To make students understand how to use information and technology in various services of library.
<b>Teaching Methodology</b>	Class work, Discussion, Assignment And Practical
<b>Evaluation Method</b>	Internal Test - 10 Marks, Assignment -5 Marks, Attendants - 5 Marks = 20 Marks, University Exam - 50 Marks Total 70 Marks.



**Veer Narmad South Gujarat University, Surat**  
**Department of Library and Information Science**  
**Bachelor of Library and Information Science (B.L.I.Sc Sem I)**  
**Course (Subject): 104: Information Technology (Practical)**

<b>104</b>	<b>Information Technology (Practical)</b>	<b>Total 40 hrs.</b>
<b>Unit - 1</b>	<b>Introduction to Computer &amp; Operating Systems</b> <ul style="list-style-type: none"> <li>➤ Introduction to Computer</li> <li>➤ Computer Introduction</li> <li>➤ Characteristics and limitation of computer</li> <li>➤ Block diagram of computer</li> <li>➤ Input/output/Storage Devices</li> <li>➤ Use of computers in Library</li> <li>➤ Operating System - Introduction, Functions of OS, Types of OS, Examples of OS</li> </ul>	<b>10 hrs.</b>
<b>Unit - 2</b>	<b>Understand Word Processing</b> <ul style="list-style-type: none"> <li>➤ Formatting text and paragraph</li> <li>➤ Working with tables</li> <li>➤ Bullets and numbering</li> <li>➤ Graphics</li> <li>➤ Hyperlink and bookmark</li> <li>➤ Macro</li> <li>➤ Mail merge</li> <li>➤ Header &amp; Footer</li> <li>➤ Table of content, footnotes, citations and bibliographies</li> </ul>	<b>10 hrs.</b>
<b>Unit - 3</b>	<b>Using Spread Sheets &amp; Presentation Package</b> <b>Using Spread Sheets</b> <ul style="list-style-type: none"> <li>➤ Formatting workbook, Conditional formatting, Working with charts, Data validation, filter.</li> </ul> <b>Functions</b> <ul style="list-style-type: none"> <li>➤ Mathematical, Statistical, Logical, Counting, Date and Time, Text Functions, Lookup and Reference, D Function, Total and Subtotal function</li> </ul> <b>Presentation Package</b> <ul style="list-style-type: none"> <li>➤ Creating and editing slides and objects</li> <li>➤ Custom animation effect</li> <li>➤ Slide transition effect</li> <li>➤ Design templates</li> <li>➤ Running slide show</li> </ul>	<b>10 hrs.</b>

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<b>Unit – 4</b>	<b>Introduction to Internet &amp; Communications</b> <b>Introduction to Internet, WWW and Web Browsers</b> <ul style="list-style-type: none"> <li>➤ Concept of Internet</li> <li>➤ Applications of Internet</li> <li>➤ connecting to internet</li> <li>➤ What is ISP</li> <li>➤ Knowing the Internet</li> <li>➤ Basics of internet connectivity related troubleshooting</li> <li>➤ World Wide Web</li> <li>➤ Web Browsing software</li> <li>➤ Search Engines</li> <li>➤ Downloads Files and Photos from Internet</li> </ul> <b>Communications and Collaboration</b> <ul style="list-style-type: none"> <li>➤ Basics of electronic mail</li> <li>➤ Getting an email account</li> <li>➤ Sending and receiving emails</li> <li>➤ Accessing sent emails</li> <li>➤ Using Emails</li> <li>➤ Document collaboration</li> <li>➤ Instant Messaging</li> </ul>	<b>10 hrs.</b>
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**References:**

- 1) Computer Application In Management By Riternde Goel
- 2) PC Software for windows Made Simple By R.K. Taxali
- 3) Computer Application in Management By A.K. Saini
- 4) Fundamental of Computer By P. Mohan
- 5) Information Technology By Sushila Madan
- 6) Computer Fundamentals By Ashok Arora & Sefali Bansal
- 7) Computer Fundamentals By Arora Ashok and Bansal Shefali (Excel Books)
- 8) Computer Networks, Andrew s. Tanenbaum
- 9) ABC of Internet, Dyson–BPB
- 10) How Internet Works, Gralla-Tech Media
- 11) Internet Marketing E-commerce and Cyber Loss, Asit Narayan & L.K. Thakur-Author Press
- 12) E commerce (Concepts, Models, Strategies) ,By C.S.V. Murthy, Himalaya Publishing House

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**Veer Narmad South Gujarat University, Surat**  
**Department of Library and Information Science**  
**Bachelor of Library and Information Science (B.L.I.Sc Sem I)**  
**Course (Subject): 105: Communication and Technical Writing Skill**

<b>Course Code</b>	105
<b>Course Title</b>	<b>Communication and Technical Writing Skill</b>
<b>Credit</b>	4
<b>Total Teaching Hours</b>	40 Hrs.
<b>Effective from</b>	June 2023
<b>Purpose of Course</b>	To inspire and mentor students to develop varied communication skills.
<b>Course Objective</b>	To teach the students the art of business (library science) correspondence. To develop written communication skills among students. To cultivate soft skills among students.
<b>Course Specific Outcomes</b>	CO1: To develop and refine the student's communication skills in English. CO2: To acquaint students with skills and aids for their better professional life.
<b>Course Outcomes</b>	To develop a deep understanding of the fundamentals of communication and to improve communication skills.
<b>Teaching Methodology</b>	Class work, Discussion, Assignment.
<b>Evaluation Method</b>	Internal Test - 10 Marks, Assignment -5 Marks, Attendants - 5 Marks = 20 Marks, University Exam - 50 Marks Total 70 Marks.



Veer Narmad South Gujarat University, Surat

Department of Library and Information Science

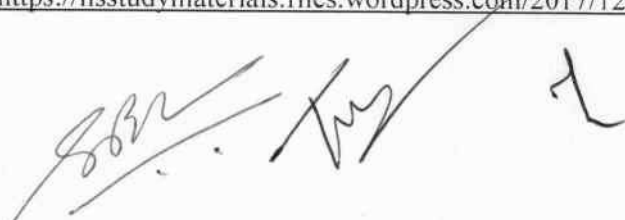
Bachelor of Library and Information Science (B.L.I.Sc Sem I)

Course (Subject): 105: Communication and Technical Writing Skill

105	Communication and Technical Writing Skill	Total 20 hrs.
Unit - 1	<b>English Grammar &amp; Languages</b> <ul style="list-style-type: none"><li>➤ Tenses</li><li>➤ Conjunctions</li><li>➤ Prepositions</li><li>➤ Voices (Active &amp; Passive)</li><li>➤ Speeches (Direct &amp; Indirect)</li><li>➤ Punctuations</li><li>➤ Model Auxiliaries</li></ul>	10 hrs.
Unit - 2	<b>Understanding of Communication</b> <ul style="list-style-type: none"><li>➤ Definitions, Process, Importance and Benefits</li><li>➤ Types, Characterise, Mode of Communications</li><li>➤ Role of Verbal and non-verbal Communication</li><li>➤ Barriers to Effective Communication, overcoming barriers</li></ul>	10 hrs.
Unit - 3	<b>Written Correspondence</b> <ul style="list-style-type: none"><li>➤ Business letter, Order letter, Reminder Letter, Employment Communication (Library Related)</li></ul> <b>Orientation Process</b> <ul style="list-style-type: none"><li>➤ User's Profile, body language and Psychological Approach</li><li>➤ Resource Profile</li></ul> <b>Working Place Skills</b> <ul style="list-style-type: none"><li>➤ Relationship with Management, Vendors and Users</li><li>➤ Presentation Skills</li><li>➤ Information Retrieval and Preservation Skill</li><li>➤ Managerial Skill</li><li>➤ Technological Skill</li></ul>	10 hrs.
Unit - 4	<b>Preparing Job Interview</b> <ul style="list-style-type: none"><li>➤ Institutional Profile: The Contents</li><li>➤ Your Profile and Portfolio</li><li>➤ Resume and Curriculum Vitae (CV)</li><li>➤ The Job Interview</li><li>➤ Group Discussions</li></ul>	10 hrs.

Reference:

1. *Interactive English* : Macmillan
2. *Essential English for Indian Learners: Foundation* : Macmillan
3. *Dangwal, Surekha. The Art of Effective Communication* : Macmillan Corder, S. Pit, An Intermediate English Practice Book : Longman
4. <https://egyankosh.ac.in>
5. <https://baou.edu.in>
6. <https://ir.inflibnet.ac.in/bitstream/1944/1372/1/47.pdf>
7. <https://lisstudymaterials.files.wordpress.com/2017/12/mlisc-technical-writing.pdf>



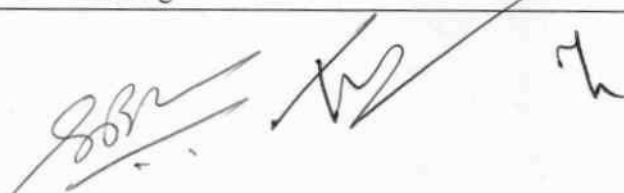
**Veer Narmad South Gujarat University, Surat**  
**Department of Library and Information Science**  
**Bachelor of Library and Information Science (B.L.I.Sc Sem I)**  
**Course (Subject): 106: Information Sources & Services (Theory)**

<b>Course code</b>	106
<b>Course Title</b>	<b>Information Sources &amp; Services (Theory)</b>
<b>Credit</b>	4
<b>Total Teaching Hours</b>	40 Hrs.
<b>Effective from</b>	June 2023
<b>Purpose of Course</b>	To make students familiar with the use of information sources and services and provide services to the library users.
<b>Course Objective</b>	To make students fully aware of various sources of information and marketing of information.
<b>Course Outcomes</b>	CO1: To familiarise students with use of information sources and services and marketing of information. CO2: To make students understand how to provide information and Services with its use. CO3: To acquaint students with Knowledge of information sources and Services.
<b>Teaching Methodology</b>	Class work, Discussion And Assignment
<b>Evaluation Method</b>	Internal Test - 10 Marks, Assignment -5 Marks, Attendants - 5 Marks = 20 Marks, University Exam - 50 Marks Total 70 Marks.

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**Veer Narmad South Gujarat University, Surat**  
**Department of Library and Information Science**  
**Bachelor of Library and Information Science (B.L.I.Sc Sem I)**  
**Course (Subject): 106: Information Sources & Services (Theory)**

<b>106</b>	<b>Information Sources &amp; Services (Theory)</b>	<b>Total 40 hrs.</b>
<b>Unit - 1</b>	<b>Information Sources</b> <ul style="list-style-type: none"> <li>➤ Meaning, Definition, Nature, Characteristics and Utility</li> <li>➤ Documentary Information Sources : Print and Electronic: Primary, Secondary and Tertiary</li> <li>➤ Non Documentary Information Sources: Human and Institutional Internet as a source of Information</li> </ul> <b>Human as Source of Information</b> <ul style="list-style-type: none"> <li>➤ Introduction and Objective,</li> <li>➤ Human source Vs Human resource</li> </ul>	<b>10 hrs.</b>
<b>Unit - 2</b>	<b>Document Services</b> <ul style="list-style-type: none"> <li>➤ Abstracting, Indexing, Translation, Reprography, Alternate Services, Current Awareness Service &amp; SDI Service – Explain this Services</li> </ul> <b>Indexing System</b> <ul style="list-style-type: none"> <li>➤ PRECIS, POPSI, KWIC, KWAC, KWOC, UNITERM</li> </ul> <b>Types of Reference Tools:</b> <ul style="list-style-type: none"> <li>➤ Encyclopaedia, Dictionary, Directories, Year Books, Hand Books, Manuals, Almanacs, Geographical Sources, Bibliographical Sources, Current Reference Sources, Online Sources</li> </ul>	<b>10 hrs.</b>
<b>Unit - 3</b>	<b>INSTITUTIONS AS SOURCES OF INFORMATION</b> <ul style="list-style-type: none"> <li>➤ Introduction, Objectives</li> <li>➤ Government Ministries and Departments, Non-Governmental Organisations International Agencies, R &amp; D Organisations, Academic Institutions, Learned Societies</li> <li>➤ Publishing Houses – Press, Broadcasting Stations, Museums, Archives</li> </ul> <b>MARKETING OF INFORMATION SERVICES</b> <ul style="list-style-type: none"> <li>➤ Introduction, Definition, Objectives and Need for Marketing of Information Services</li> <li>➤ Marketing Mix and Implementing Marketing Concept in Library and Information Centres</li> </ul>	<b>10 hrs</b>
<b>Unit - 4</b>	<b>Practical :</b> <ul style="list-style-type: none"> <li>➤ News Paper Clipping</li> <li>➤ Prepare the Bibliography</li> <li>➤ Review of Articles of Newspaper/Journal/Magazine</li> <li>➤ Book Review (Writing &amp; Oral)</li> <li>➤ Clipping for various articles (sports. Literature, Economy, Budget)</li> <li>➤ Indexing</li> </ul>	<b>10 hrs</b>



## References :

1. Bose, H. (1986), Information Services : Principles & Practice, N.D. Sterling.
2. Catherine, Sheldrick-Ross, Kristi, Nilsen & Petrice, Dewdrop (2002), Conducting The Reference Interview : A How-to-do Manual for librarian. London : Facet Publishing
3. Coote, H. How to Market your Library Services Effectively. 2nd ed. London: ASLIB, 1997.Print.
4. Cronin, B., Ed. The Marketing of Library and Information Services. London: ASLIB, 1981.Print.
5. DeSaez, E. Marketing Concepts for Library and Information Services. 2nd ed. London: Facet Publishing, 2002.Print.
6. Fisher, Patricia H. Blueprint for your Library Marketing Plan. Chicago: American Library Association, 2006.Print.
7. Guha, B. (1983), Documentation & Information, 2<sup>nd</sup> Edition, Calcutta : World Press
8. Gupta, D.K., and A. Jambhekar, Eds. An Integrated Approach to Services Marketing: A Book of Reading on Marketing of Library and Information Services. Mumbai, India: Allied Publishers Private Unlimited, 2003.Print.
9. Hart, Keith. Putting Marketing Ideas into Action. London: Library Association Publishing, 1999.Print.
10. Information Science-3 (ELIS-3). Taylor & Francis.(Forthcoming)
11. Jain, Abhinandan, et al., eds. Marketing Information Products and Services: A Primer for Librarians and Information Professionals. New Delhi: Tata Mc Grawhill, 1999.Print.
12. Kapoor, S. K., and Amitabh Chatterjee, eds. Proceedings of the IASLIC 13th National Seminar on Marketing of Library and Information Services in India. Calcutta: IASLIC, 1988. Print.
13. Katz, A (1982), Introduction to Reference Work, 2 V. 6<sup>th</sup> Edition. New York: McGraw Hill
14. Katz, Bill and Tarr, Andres (1978), Reference and Information Services, A Reader. N.J : The Scarcrow Press
15. Kowatra, P.S. (1982), Fundamentals of Documentation with Special Reference to India. New Delhi, Sterling.
16. Krishan Kumar (1989), Reference Service. New Delhi : Vikas Publisher.
17. Ramanathan S R (1960), Reference Service & Bibliography, Edition 2<sup>nd</sup>, Bombay, USB Publishers
18. Rejean, Savard. "Marketing Library and Information Services". Encyclopaedia of Library and
19. Shores, L. (1954), Basic Reference Sources. Chicago : ALA.
20. ઠાકર, ઉમિલા) ૧૯૮૭(, સંદર્ભ ગ્રંથો : અમદાવાદ : પાશ્વ પ્રકાશન
21. <https://egyankosh.ac.in/bitstream/123456789/35350/5/Unit-14.pdf>
22. <https://egyankosh.ac.in/bitstream/123456789/35308/5/Unit-5.pdf>
23. <https://egyankosh.ac.in/bitstream/123456789/35338/5/Unit-10.pdf>
24. <https://egyankosh.ac.in/bitstream/123456789/35309/5/Unit-6.pdf>

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# Syllabus

Bachelor of Library & Information Science (B.L.I.Sc)

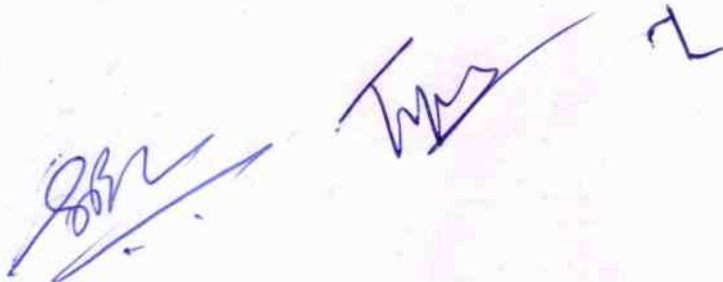
(Semester 2)

Implemented from Academic year 2023-2024

Department of Library & Information Science

Veer Narmad South Gujarat University, Surat

Udhna Magdalla Road,  
Surat – 395007, Gujarat (India)

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**Veer Narmad South Gujarat University, Surat**  
**Department of Library and Information Science**  
**Bachelor of Library and Information Science – SEM - II**

Course Code	Title of the paper	Duration of Exam.	Examination Marks			Course Credit	Total Teaching Hours
			External Marks	Internal Marks	Total Marks		
201	Library And Users	2 Hours	50	20	70	4	40
202	Library Management & Information Centre	2 Hours	50	20	70	4	40
203	Knowledge Organization Management (Classification Practical)(CC 6 <sup>th</sup> Edition)	2 Hours	50	20	70	4	40
204	Information Processing (Cataloguing Theory)	2 Hours	50	20	70	4	40
205	Information Processing (Cataloguing Practical)	2 Hours	50	20	70	4	40
206	Human Resources Development in Library Science	2 Hours	50	20	70	4	40
			<b>300</b>	<b>120</b>		<b>24</b>	

**Note:**

(1) Paper 205 (Cataloguing Practical) is based on practical. However, student has to appear internal as well as external examination in written form. For which university has to appoint chairman, paper setter and examiner for examination and evaluation. Chairman / Paper setter needs to submit solution along with paper.

(2) Paper 203 (Classification Practical) (CC 6<sup>th</sup> Edition) is based on practical. However, student has to appear internal as well as external examination in written form. For which university has to appoint chairman, paper setter and examiner for examination and evaluation. Chairman / Paper setter needs to submit solution along with paper.

(3) Internship : After final examination of Second semester student has to undergo 2 week /60 hours internship. After completion of internship student will get the result of the final semester.



**Veer Narmad South Gujarat University, Surat**  
**Department of Library and Information Science**  
**Bachelor of Library and Information Science (B.L.I.Sc Sem II)**  
**Course (Subject) : 201 : Library and Users**

Course Code	201
Course Title	<b>Library and Users</b>
Credit	4
Effective From	June 2023
Purpose of Course	Awareness of user services in students
Course Objective	To maximum use of reading materials of library and to maintain human relation with library users.
Course Outcomes	CO1: To acquaint students with the interrelations between users of library and society and how they complement each other. CO2: Introduce students to with the reading material through prescribed Gujarati, Hindi and English text. CO3: To enable students to relate e-text contains produced by the various publisher.

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**Veer Narmad South Gujarat University, Surat**  
**Department of Library and Information Science**  
**Bachelor of Library and Information Science (B.L.I.Sc Sem II)**  
**Course (Subject): 201: Library and Users**

Paper No.	Title	Teaching Hours
201	<b>Library and Users</b>	40 Hrs.
<b>Unit - 1</b>	<b>Information Users and their Needs</b> <ul style="list-style-type: none"> <li>➤ Identification of Information user</li> <li>➤ Categories of information users, Academic Community - Teachers and Students, Scientist and Technologists, R &amp; D Personnel, Other Professionals, Planners, Policy Makers, Ethnic groups</li> <li>➤ Information Need, Definition, Models</li> <li>➤ Information Seeking Behaviour</li> </ul>	10 Hrs.
<b>Unit - 2</b>	<b>Information Literacy</b> <ul style="list-style-type: none"> <li>➤ Definition, Need</li> <li>➤ Information Literacy Activities: Library Bibliographic Instructions, Library tour, Initiation to Freshman, Library Orientation</li> <li>➤ Information Literacy Models</li> <li>➤ Information literacy and lifelong learning</li> </ul>	10 Hrs.
<b>Unit - 3</b>	<b>User Orientation Programme</b> <ul style="list-style-type: none"> <li>➤ Need and objectives</li> <li>➤ Conventional, Modern Techniques: Study tour, Newsletters, Handbooks, Leaflets, PowerPoint Presentation, Websites</li> </ul> <b>User Education</b> <ul style="list-style-type: none"> <li>➤ Goals, Objectives, Levels</li> <li>➤ User Education Program</li> <li>➤ Evaluation of User Education Program</li> <li>➤ User Education : Technique and Methods</li> <li>➤ Introduction: Programmed instructions in specified disciplines, Resource-based Instructions, use of A/V aids</li> </ul>	10 Hrs.
<b>Unit - 4</b>	<b>User Study</b> <ul style="list-style-type: none"> <li>➤ Meaning, Importance, Planning, Organization</li> <li>➤ Methods/ Techniques of User Studies</li> <li>➤ Methods for data collection: Performa, Interview and Record Analysis</li> <li>➤ Evaluation and Techniques of User Studies</li> <li>➤ Use studies in different types of Libraries</li> <li>➤ Citation studies and Report Writing</li> </ul>	10 Hrs.



## References:

1. पटेल, रंपकलाल. माहिती विज्ञान. अमदावाद : गुजरात ग्रंथालयसेवा संघ, १९९१.
2. P.S.G. Kumar. Library and Users: Theory and Practice. Delhi: B.R. Publishing Corporation, 2004.
3. Sehgal, R. L. User Education in Computer based libraries. New Delhi: Ess Publications, 1998.
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8. [https://ebooks.lpude.in/library\\_and\\_info\\_sciences/BLIS/year\\_1/DLIS102\\_LIBRARY\\_AND\\_ITS\\_USERS.pdf](https://ebooks.lpude.in/library_and_info_sciences/BLIS/year_1/DLIS102_LIBRARY_AND_ITS_USERS.pdf)
9. <https://www.nios.ac.in/media/documents/SrSecLibrary/LCh-017A.pdf>

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**Veer Narmad South Gujarat University, Surat**  
**Department of Library and Information Science**  
**Bachelor of Library and Information Science (B.L.I.Sc Sem II)**  
**Course (Subject) : 202 : Library Management & Information Center-1**

<b>Course Code</b>	202
<b>Course Title</b>	Library Management and Information Centres
<b>Credit</b>	4
<b>Effective From</b>	June 2023
<b>Purpose of Course</b>	To make students familiarise with work and services of Management of Libraries and Information Centres
<b>Course objective</b>	To familiarise students with methodologies for the identification, analysis, organization, evaluation, presentation and dissemination of information in the context of different types of information services and for different user groups.
<b>Course Outcomes</b>	CO1: To familiarise students with the various genres for the management of libraries. CO2: To make students understand the theories of management and information Centre. CO3: : To develop students' critical comprehension of library and information Centre for its genre.

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**Veer Narmad South Gujarat University, Surat**  
**Department of Library and Information Science**  
**Bachelor of Library and Information Science (B.L.I.Sc Sem II)**  
**Course (Subject) : 202 : Library Management & Information Center-1**

Paper No.	Title	Teaching Hours
202	<b>Library Management and Information Centre</b>	40
Unit-1	<b>Management</b> <ul style="list-style-type: none"> <li>➤ Concepts and Principles , Definition, Historical overview</li> <li>➤ Principles and Functions of Management (POSDCORB)</li> <li>➤ Concept of Scientific Management System Analysis and Design</li> <li>➤ Library as a system – Graphical Network Technique: PERT, CPM Performance evaluation standards – Performance measurement, Reengineering, Time and Motion study – Decision Tables and DFD (Data flow diagram)</li> <li>➤ SWOT (Strength, weakness, opportunities, threats)</li> <li>➤ Total Quality Management – Definition, Components LIS related standards</li> </ul>	10
Unit-2	<b>Human Resource Management</b> <ul style="list-style-type: none"> <li>➤ Organizational structure of staff</li> <li>➤ Job Description, Job Analysis, Job Evaluation.</li> <li>➤ Performance Appraisal</li> <li>➤ Motivation, Communication and Participation</li> <li>➤ Inter-personal Relations</li> <li>➤ Recruitment Procedure,</li> <li>➤ Disciplines and Grievance</li> </ul>	10
Unit-3	<b>Financial Management</b> <ul style="list-style-type: none"> <li>➤ Resources Mobilization</li> <li>➤ Budgeting Techniques</li> <li>➤ Budgetary Control</li> <li>➤ Cost effectiveness and Cost benefit analysis</li> </ul> <b>Library Planning</b> <ul style="list-style-type: none"> <li>➤ Library Committee</li> <li>➤ Library Statistics and Annual Reports</li> <li>➤ Library Rules and Regulations</li> <li>➤ Library Building and Space Management in Library and Information Centres</li> </ul>	10
Unit-4	<b>Housekeeping Operations:</b> <ul style="list-style-type: none"> <li>➤ Book/ Information Resource selection and acquisition section,</li> <li>➤ Technical processing section</li> <li>➤ Serial control and circulation control</li> <li>➤ Maintenance and stock verification</li> <li>➤ Collection evaluation and weeding out</li> <li>➤ Collection Management and Preservation,</li> <li>➤ Library Building, space management and Safety Issues</li> <li>➤ Equipment, Furniture-in addition for differently able people</li> <li>➤ Library standards.</li> </ul>	10

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**Veer Narmad South Gujarat University, Surat**  
**Department of Library and Information Science**  
**Bachelor of Library and Information Science (B.L.I.Sc Sem II)**  
**Course (Subject) : 203 - Knowledge Organization Management**  
**(Classification Practical)(CC 6<sup>th</sup> Edition)**

<b>Course Code</b>	203
<b>Course Title</b>	Knowledge Organization: Colón Classification (Ed. 6 <sup>th</sup> )(Classification Practical)
<b>Credit</b>	4
<b>Total Teaching Hours</b>	40 Hrs.
<b>Effective from</b>	June 2023
<b>Purpose of Course</b>	To provide students with the practical skills of Colon classification.
<b>Course Objective</b>	A theoretical and idea for the practical of classification.
<b>Course Outcomes</b>	CO1: To make students understand the practical of classification. CO2: To familiarise students with the colon classification system. CO3 : To develop skills of subject analysis and representation
<b>Teaching Methodology</b>	Class work, Discussion, Assignment And Practical
<b>Evaluation Method</b>	Internal Test - 10 Marks, Assignment -5 Marks, Attendants - 5 Marks = 20 Marks, University Exam - 50 Marks Total 70 Marks.

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**Veer Narmad South Gujarat University, Surat**  
**Department of Library and Information Science**  
**Bachelor of Library and Information Science (B.L.I.Sc Sem II)**  
**Course (Subject) : 203 - Knowledge Organization Management**  
**(Classification Practical)(CC 6<sup>th</sup> Edition)**

<b>203</b>	<b>Knowledge Organization Management (Classification Practical) (CC 6<sup>th</sup> Edition)</b>	<b>Total 40 hrs.</b>
<b>Unit - 1</b>	<b>Colon Classification (Ed. 6<sup>th</sup> )</b> ➤ Introduction, Structure and Organisation Steps in Classification ➤ Schedules and Techniques ➤ Steps in Classification	<b>10 hrs.</b>
<b>Unit - 2</b>	<b>Colon Classification (Ed. 6<sup>th</sup> )</b> ➤ Classification of Documents with Basic Subjects ➤ Classification of Documents with Compound Subjects	<b>10 hrs.</b>
<b>Unit - 3</b>	<b>Colon Classification (Ed. 6<sup>th</sup> )</b> ➤ Classification of Documents with Complex Subjects ➤ Use of Common Isolates and Phase Relations. ➤ Use of Varies Devices	<b>10 hrs.</b>
<b>Unit - 4</b>	<b>Colon Classification (Ed.6<sup>th</sup> )</b> ➤ Introduction to the Application of Postulates and Principles for Facet Analysis and Synthesis ➤ Introduction to 7 <sup>th</sup> edition of CC and Main Changes	<b>10 hrs.</b>

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**Veer Narmad South Gujarat University, Surat**  
**Department of Library and Information Science**  
**Bachelor of Library and Information Science (B.L.I.Sc Sem II)**  
**Course (Subject): 204: Information Processing (Cataloguing Theory)**

Course Code	204
Course Title	<b>Information Processing (Cataloguing Theory)</b>
Credit	4
Effective From	June 2023
Purpose of Course	To provide students with the theory skills necessary to collect, classify, catalogue and index documents.
Course Objective	A theoretical idea for the theory of cataloguing.
Course Outcomes	CO1: To make students understand the theoretical an idea for the classification and cataloguing. CO2: To familiarise students with the various classification and cataloguing systems. CO3: To develop students for subject headings and indexing.



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**Bachelor of Library and Information Science (B.L.I.Sc Sem II)**  
**Course (Subject) : 204 : Information Processing (Cataloguing Theory)**

Paper No.	Title	Teaching Hours
204	<b>Cataloguing and Classification(Theory)</b>	40 Hrs.
Unit-1	<b>Document Cataloguing</b> <ul style="list-style-type: none"> <li>➤ Catalogue: Purpose, Structure and types, physical forms, filing rules.</li> <li>➤ Normative Principles of Cataloguing</li> <li>➤ Overview of Standard Codes of Cataloguing</li> <li>➤ OPAC (online Public Access Catalogue)</li> <li>➤ How to read a book technically</li> </ul>	10 Hrs.
Unit-2	<b>Standards of Cataloguing Code</b> <ul style="list-style-type: none"> <li>➤ AACR II: Salient Features</li> <li>➤ Subject Heading: Definition, Evolution, Importance, Sear's list and Library of Congress list of Subject Headings.</li> <li>➤ Relation between Classification and Cataloguing</li> </ul>	10 Hrs.
Unit-3	<b>Bibliographic Description</b> <ul style="list-style-type: none"> <li>➤ Overview of Principles in Document Description</li> <li>➤ Standard for Bibliographic Description : ISBD, ISBN, ISDN, ISSN</li> </ul> <b>Standards for Document Description</b> <ul style="list-style-type: none"> <li>➤ Importance of document description</li> <li>➤ Machine Readable Catalogue (MARC) : LCMARC, UKMARC, CANMARC, UNIMARC, CCF, MARC21</li> <li>➤ Current trends in standardization</li> </ul>	10 Hrs.
Unit-4	<b>Standards of Cataloguing</b> <ul style="list-style-type: none"> <li>➤ CCC: Special Features</li> <li>➤ Comparative study of AAACR-II and CCC</li> </ul>	10 Hrs.



## References:

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**Veer Narmad South Gujarat University, Surat**  
**Department of Library and Information Science**  
**Bachelor of Library and Information Science (B.L.I.Sc Sem II)**  
**Course (Subject) : 205 : Information Processing (Cataloguing Practical)**

Course Code	205
Course Title	<b>Information Processing (Cataloguing Practical)</b>
Credit	4
Effective From	June 2023
Purpose of Course	Students can do subject wise classification and cataloguing of all kind of library materials.
Course Objective	To prepare students in the field of library and information science as a classifier and cataloguer
Course Outcomes	CO1: To make students understand the practical idea for the cataloguing and classification of all kind of library materials. CO2: To familiarise students with the DDC and CC classification systems. CO3: To develop the skill in students for classification of all kind of library materials.



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**Bachelor of Library and Information Science (B.L.I.Sc Sem II)**  
**Course (Subject) : 205 : Information Processing (Cataloguing Practical)**

Paper No.	Title	Teaching Hours
205	Information Processing (Cataloguing Practical)	40 Hours
Unit - 1	<b>Classified Catalogue Code-5<sup>th</sup> Edition</b> -Works of single and shared Authorship -Work of Mixed Responsibilities -Editorial Publications -Series Publications -Multivolume Works and Pseudonymous	10 hrs
Unit - 2	<b>Anglo American Cataloguing Rules (latest Edition)</b> -Works of single and shared Authorship -Work of Mixed Responsibilities -Editorial Publications -Series Publications -Multivolume Works and Pseudonymous	10 hrs
Unit - 3	<b>Classified Catalogue Code-5<sup>th</sup> Edition</b> - Works of Corporate Authorship - Works of Conflict of Authorship -Periodical Publications -Ordinary and Artificial Composite Books	10 hrs
Unit - 4	<b>Anglo American Cataloguing Rules (latest Edition)</b> - Works of Corporate Authorship - Works of Conflict of Authorship -Periodical Publications - Assigning Subject Heading using SLISH	10 hrs



**Reference: :**

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**Bachelor of Library and Information Science – Semester: II**

**Course: 206 : Human Resources Development in Library Science**

Course Title	Human Resources Development in Library Science
Credit	4
Effective From	June 2023
Purpose of Course	Awareness of Applications Library Management and Human Resource Development
Course Objective	Observe the benefits of apply HRD principles to Indian libraries and information centres and effort to setting up of physical and personnel for a library and information centre.
Course Outcomes	CO1: know about HRD : value and important management techniques of Human Resources Development (HRD) and TQM CO2: understand the meaning and concept Management Information System. CO3: obtain a proper considerate of personnel planning; CO4: students are known about standards and specifications necessary for Physical planning of a library.



**Bachelor of Library and Information Science – Semester: II**

**Course: 206 : Human Resources Development in Library Science**

<b>Paper No.</b>	<b>Title</b>	<b>Remarks</b>
<b>206</b>	<b>Human Resources Development in Library Science</b>	<b>40 Hrs.</b>
<b>Unit - 1</b>	<b>HUMAN RESOURCE DEVELOPMENT</b> <ul style="list-style-type: none"><li>➤ Need and Purpose</li><li>➤ Components of HRD</li><li>➤ Strategic and Operational Planning</li><li>➤ Mechanisms</li><li>➤ HRD Process</li></ul> <b>HUMAN RESOURCE DEVELOPMENT (HRD) IN INDIAN LIBRARIES AND INFORMATION CENTRES</b>	<b>10 Hrs.</b>
<b>Unit - 2</b>	<b>MANAGEMENT INFORMATION SYSTEM (MIS)</b> <ul style="list-style-type: none"><li>➤ Definition and Objectives of MIS</li><li>➤ Scope, Characteristics and Benefits of MIS</li><li>➤ Management Information System for Library Professionals/Managers</li><li>➤ Problems and Issues in Developing MIS</li></ul> <b>TOTAL QUALITY MANAGEMENT IN LIBRARY AND INFORMATION CENTRES</b> <ul style="list-style-type: none"><li>➤ How to Use the Principles of TQM in Libraries</li><li>➤ Requirements for Implementing TQM in Libraries</li><li>➤ Problems in Implementing TQM in Libraries</li></ul>	<b>10 Hrs.</b>
<b>Unit - 3</b>	<b>PERSONNEL PLANNING</b> <ul style="list-style-type: none"><li>➤ Meaning, Need and Purpose</li><li>➤ Elements of personnel planning and policy</li></ul> <b>METHODS AND TECHNIQUES OF PERSONNEL PLANNING</b> <ul style="list-style-type: none"><li>➤ Estimating Manpower Requirements</li><li>➤ Recruitment and Selection</li><li>➤ Induction and Deployment</li><li>➤ Development of Knowledge and Skills</li><li>➤ Performance Assessment, Counselling and Coaching</li><li>➤ Communication</li></ul> <b>PERSONNEL PLANNING FOR LIBRARIES AND INFORMATION CENTRES IN INDIA</b>	<b>10 Hrs.</b>
<b>Unit - 4</b>	<b>PHYSICAL PLANNING OF LIBRARY</b> <b>Library Building</b> <ul style="list-style-type: none"><li>➤ Preplanning Activities</li><li>➤ Preparation of a Library Programme</li><li>➤ Space Allocation, Utilisation and Management</li><li>➤ Lighting and Power</li></ul> <b>Library Furniture</b> <ul style="list-style-type: none"><li>➤ Library Stack and Periodical Display Rack</li><li>➤ Card Catalogue Cabinet</li></ul>	<b>10 Hrs.</b>

*[Handwritten signatures and initials in blue ink]*

	<ul style="list-style-type: none"> <li>➤ Special Furniture Items</li> </ul> <p><b>Library Equipment</b></p> <ul style="list-style-type: none"> <li>➤ Filing Equipment</li> <li>➤ Record-keeping Equipment</li> <li>➤ Microform Reading Equipment</li> <li>➤ Copying Equipment</li> <li>➤ Non-Conventional Indexing and Filing Equipment</li> <li>➤ Miscellaneous Supplies and Equipment</li> </ul>	
<b>References:</b>		
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15	Kaula, P. N. (1971). Library Building Planning and Design. Delhi: Vikas Publications.	
13	Langmead, Stephen and Beckman, Margaret (1970). New Library Design: Guidelines to Planning Academic Library Buildings. Toronto: John Wiley.	
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