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VEER NARMAD SOUTH GUJARAT UNIVERSITY

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વીર નર્મદ દક્ષિણ ગુજરાત યુનિવર્સિટી

યુનિવર્સિટી કેમ્પસ, ઉદ્ધના-મગદલ્લા રોડ, સુરત - ૩૯૫ ૦૦૭, ગુજરાત, ભારત.

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-: પરિપત્ર :-

વિનયન વિદ્યાશાખા હેઠળની B.L.I.Sc. & M.L.I.Sc. વિષય ચલાવતા ડિપાર્ટમેન્ટનાં વડાશ્રીને જણાવવાનું કે, શૈક્ષણિક વર્ષ ૨૦૨૨-૨૩ થી અમલમાં આવનાર લાઈબ્રેરી એન્ડ ઈન્ફોર્મેશન સાયન્સ વિષયના B.L.I.Sc. & M.L.I.Sc. સેમેસ્ટર-૨ ના અભ્યાસક્રમ અંગે ચર્ચા કરતાં લાઈબ્રેરી એન્ડ ઈન્ફોર્મેશન સાયન્સ વિષયની નિયુક્ત (એડહોક) અભ્યાસ સમિતિની તા.૧૫/૧૦/૨૦૨૨ની સભાનાં ઠરાવ ક્રમાંક: ૩ અન્વયે B.L.I.Sc. & M.L.I.Sc. સેમેસ્ટર-૨નો અભ્યાસક્રમ વિનયન વિદ્યાશાખાનાં અધ્યક્ષશ્રીએ વિનયન વિદ્યાશાખા વતી મંજૂર કરી એકેડેમિક કાઉન્સિલને કરેલ ભલામણ એકેડેમિક કાઉન્સિલની તા.૧૮/૧૦/૨૦૨૨ ની સભાનાં ઠરાવ ક્રમાંક: ૨૯ થી મંજૂર કરેલ છે. જેની આથી જાણ કરવામાં આવે છે, તદ્દુપરાંત તેનો અમલ કરવો.

એકેડેમિક કાઉન્સિલની તા.૧૮/૧૦/૨૦૨૨ ની સભાનાં ઠરાવ ક્રમાંક: ૨૯

:: આથી ઠરાવવામાં આવે છે કે, શૈક્ષણિક વર્ષ ૨૦૨૨-૨૩ થી અમલમાં આવનાર લાઈબ્રેરી એન્ડ ઈન્ફોર્મેશન સાયન્સ વિષયના B.L.I.Sc. & M.L.I.Sc. સેમેસ્ટર-૨ ના અભ્યાસક્રમ અંગે ચર્ચા કરતાં લાઈબ્રેરી એન્ડ ઈન્ફોર્મેશન સાયન્સ વિષયની નિયુક્ત (એડહોક) અભ્યાસ સમિતિની તા.૧૫/૧૦/૨૦૨૨ની સભાનાં ઠરાવ ક્રમાંક:૩ અન્વયે B.L.I.Sc. & M.L.I.Sc. સેમેસ્ટર-૨નો અભ્યાસક્રમ વિનયન વિદ્યાશાખાનાં અધ્યક્ષશ્રીએ વિનયન વિદ્યાશાખા વતી મંજૂર કરી એકેડેમિક કાઉન્સિલને કરેલ ભલામણ સ્વીકારી મંજૂર કરવામાં આવે છે.

(બિડાણ: ઉપર મુજબ)

ક્રમાંક : એસ/પરિપત્ર/ ૨૪૨૦૫/૨૦૨૨

તા.૧૯-૧૦-૨૦૨૨


કુલસચિવ

પ્રતિ,

૧) B.L.I.Sc. & M.L.I.Sc. વિષય ચલાવતા ડિપાર્ટમેન્ટનાં વડાશ્રી.

.....આપશ્રીના ડિપાર્ટમેન્ટના સંબંધિત શિક્ષકોને જાણ કરી અમલ કરવા સારૂ.

૨) અધ્યક્ષશ્રી, વિનયન વિદ્યાશાખા.

૩) પરીક્ષા નિયામકશ્રી, પરીક્ષા વિભાગ, વીર નર્મદ દ. ગુ. યુનિવર્સિટી, સુરત.

.....તરફ જાણ તેમજ અમલ સારૂ.

અકેડમિક કોર્સના નામ 18/16/-20 22
બાબત..... 29..... બિ.સી.સી. 11

Syllabus

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

Implemented from Academic year 2022-2023

Department of Library & Information Science

Veer Narmad South Gujarat University, Surat

Udhna Magdalla Road,

Surat – 395007, Gujarat (India)

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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 Center-1	2 Hours	50	20	70	4	40
203	Library Management & Information Center-2 (Organization)	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	Information Sources & Services (Theory)-2	2 Hours	50	20	70	4	40
			300	120		24	

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

Bachelor of Library and Information Science – Semester: II

Course: 201: Library and Users

Course Code	201
Course Title	Library and Users
Credit	4
Effective From	June 2022
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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Paper No.	Title	Teaching Hours
201	Library and Users	40 Hrs.
Unit - 1	Information Users and their Needs <ul style="list-style-type: none"> ➤ Identification of Information user ➤ Categories of information users, Academic Community - Teachers and Students, Scientist and Technologists, R & D Personnel, Other Professionals, Planners, Policy Makers, Ethnic groups ➤ Information Need, Definition, Models ➤ Information Seeking Behaviour 	10 Hrs.
Unit - 2	Information Literacy <ul style="list-style-type: none"> ➤ Definition, Need ➤ Information Literacy Activities: Library Bibliographic Instructions, Library tour, Initiation to Freshman, Library Orientation ➤ Information Literacy Models ➤ Information literacy and lifelong learning 	10 Hrs.
Unit - 3	User Orientation Programme <ul style="list-style-type: none"> ➤ Need and objectives ➤ Conventional, Modern Techniques: Study tour, Newsletters, Handbooks, Leaflets, PowerPoint Presentation, Websites User Education <ul style="list-style-type: none"> ➤ Goals, Objectives, Levels ➤ User Education Program ➤ Evaluation of User Education Program ➤ User Education : Technique and Methods ➤ Introduction: Programmed instructions in specified disciplines, Resource-based Instructions, use of A/V aids 	10 Hrs.
Unit - 4	User Study <ul style="list-style-type: none"> ➤ Meaning, Importance, Planning, Organization ➤ Methods/ Techniques of User Studies ➤ Methods for data collection: Performa, Interview and Record Analysis ➤ Evaluation and Techniques of User Studies ➤ Use studies in different types of Libraries ➤ Quantitative and Qualitative techniques ➤ Citation studies ➤ Report Writing for User & User studies, Guidelines for report writing ➤ Basics of report writing, use of Standards (Style Manual) 	10 Hrs.

References:

- 1) પટેલ, ચંપકલાલ. માહિતી વિજ્ઞાન. અમદાવાદ : ગુજરાત ગ્રંથાલયસેવા સંઘ, ૧૯૯૧.
- 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.

Bachelor of Library and Information Science – Semester: II

Course – 202 Library Management and Information Centres- 1

Course Code	202
Course Title	Library Management and Information Centres- 1
Credit	4
Effective From	June 2022
Purpose of Course	To make students familiarise with work and services of Management of Libraries and Information Centres
Course Objective	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.
Course Outcomes	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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Paper No.	Title	Teaching Hours
202	Library Management & Information Center-1	40 Hrs.
Unit 1	<p>Management</p> <ul style="list-style-type: none"> ➤ Management: Concepts, Definition, Historical overview ➤ Principles and Functions of Management (POSDCORB) ➤ Concept of Scientific Management <p>System Analysis and Design</p> <ul style="list-style-type: none"> ➤ 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) ➤ SWOT (Strength, weakness, opportunities, threats) 	10 Hrs.
Unit 2	<p>Human Resource Management</p> <ul style="list-style-type: none"> ➤ Organizational structure of staff ➤ Job Description, Job Analysis, Job Evaluation., Performance Appraisal ➤ Motivation, group Dynamics Delegation of Authority, Communication and Participation ➤ Inter-personal Relations ➤ Recruitment Procedure, Disciplines and Grievances <p>Total Quality Management</p> <ul style="list-style-type: none"> ➤ Definition, Components, Quality audit, LIS related standards, Technology management. 	10 Hrs.
Unit 3	<p>Financial Management</p> <ul style="list-style-type: none"> ➤ Resources Mobilization ➤ Budgeting Techniques ➤ Budgetary Control ➤ Cost effectiveness and Cost benefit analysis ➤ Outsourcing 	10 Hrs.
Unit 4	<p>Library Planning</p> <ul style="list-style-type: none"> ➤ Library Committee ➤ Library Statistics ➤ Library Annual Reports ➤ Library Rules and Regulations ➤ Library Building and Space Management in Library and Information Centers <p>Management of Change</p> <ul style="list-style-type: none"> ➤ Concept of Change, Changes in Procedures, Methods, Tools ➤ Problems of incorporating Change ➤ Techniques of managing Change 	10 Hrs.

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References

- 1) ચારણ,શિવનદાનભાઈ,ગ્રંથાલય સંચાલન.અમદાવાદ:પાર્શ્વ પ્રકાશન,1987
- 2) ગ્રંથાલય સંચાલન-1 થી 5.અમદાવાદ: ડૉ.બાબાસાહેબ આંબેડકર ઓપન યુનિવર્સિટી,2008
- 3) ભૈયા,છ,મ,ગ્રંથાલય સેવાઓનું અને ઈતિહાસ :એક પરિચય.અમદાવાદ:સાહિત્ય મુદ્રણાલય,1977
- 4) શુક્લા,ડી.એન.ગ્રંથાલય સેવાઓનું સંગ્રહન અને ઈતિહાસ : એક પરિચય અમદાવાદ: ગુજરાત પુસ્તકાલય મંડળ,1978
- 5) શ્રીવાસ્તવ.શ્યામનાથ એવમ વર્મા,સુભાષચંદ્ર પુસ્તકાલય સંગ્રહન એવમ સંચાલન.જયપુર: રાજસ્થાન હિન્દી ગ્રંથ અકાદમી
- 6) ઉપાધ્યાય,જે એલ.પુસ્તકાલય વિજ્ઞાન કે સિધ્ધાંત.નઈ દિલ્લી: યુનિવર્સિટી પબ્લિકેશન,2007
- 7) સક્સેના,એલ એ પુસ્તકાલય સંગ્રહન તથા વ્યવસ્થાપન.ભોપાલ,હિન્દી ગ્રંથ અકાદમી,1988
- 8) શર્મા,અનિલ.પુસ્તકાલયો કા આધુનિક પ્રબન્ધન.નઈ દિલ્લી:કે.એસ.કે.પબ્લિશર્સ,2008
- 9) Dawra, Manisha.Library Science and theories of Management. New Delhi: Rajat Publication,2004
- 10) Sharma C.K and Singh Kiran.Library Management. New Delhi: Atlantic Publishers, 2005
- 11) Tiwari, Purushotham. Organization and Development of Libraries. New Delhi: A. P. H. Publishing Corporation, 2009.

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Bachelor of Library and Information Science – Semester: II

Course – 203 Library Management & Information Center-2 (Organization)

Course Code	203
Course Title	Library Management & Information Center-2 (Organization)
Credit	4
Effective From	June 2022
Purpose of Course	To make students familiarise with work and services of Management of Libraries and Information Centres
Course Objective	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.
Course Outcomes	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.



Paper No.	Title	Teaching Hours
203	Library Management & Information Center-2 (Organization)	40 Hrs.
Unit-1	Introduction to Management : <ul style="list-style-type: none"> ➤ General Principles of Scientific Management ➤ Library as a System ➤ Organisational Structure of different types of library ➤ Open access 	10 Hrs.
Unit-2	Housekeeping Operations: <ul style="list-style-type: none"> ➤ Book/ Information Resource selection and acquisition section, License Negotiation and relevant rights issues. ➤ Technical processing section ➤ Serial control and circulation control ➤ Policy, Procedures and Methods of maintenance and stock verification ➤ Collection evaluation and weeding out 	10 Hrs.
Unit-3	Collection Management and Preservation <ul style="list-style-type: none"> ➤ Policy, Procedures for print and non-print resources ➤ Selection criteria and tools ➤ Barriers of acquisition including licensing of electronic resources, Library security 	10 Hrs.
Unit-4	Library Building/Space <ul style="list-style-type: none"> ➤ Building, space management and Safety Issues of Library and Information centres ➤ Equipment, Furniture-in addition for differently abled people ➤ Library standards: Indian and International 	10 Hrs.

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a. **References**

- 2) Cowley, John. Personnel Management in Libraries, London, Clive Bingley, 1982.
- 3) Evans, G.E. Management Techniques for Libraries, New York, Academic press, 1983.
- 4) Koontz, H. et. al. Management, 15th ed. Tokyo McGraw Hill International Japan.
- 5) Jones, N and Jordan, P. Steps Management in Library and Information work,
- 6) Aldershol, Gomer, 1982
- 7) Laneaster, F.W. Guidelines for evaluation of Information System and Services, Paris: UNESCO, 1998.
- 8) Mittal, R.L. Library Administration, Theory and Practice, New Delhi, Ess Ess, 2007.
- 9) Ranganathan, S.R. Library Administration 2nd Ed., Bombay, Asia Publishing, 1959
- 10) Rizzo, T, R. Management for Libraries: Fundamental Issues, 1980.
- 11) Narayana, G.J. Library and Information Management, New Delhi, Prentice Hall, 1991
- 12) Seetharama, S. Guidelines for Planning of Libraries and Information Centres, IASLIC, 1990
- 13) Singh, M. Library and Information, Management Theory and Practice, Delhi, IBT, 1983
- 14) Singh, R.S.P. Fundamentals of Library Administration and Management Delhi, Prabhat, 1990
- 15) Umaphy, K. S problems in library Management, 2nd Ed. New Delhi, Vikas

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Bachelor of Library and Information Science: Semester – II

Course – 204 Information Processing (Cataloguing Theory)

Course Code	204
Course Title	Information Processing (Cataloguing Theory)
Credit	4
Effective From	June 2022
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 classification and 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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Paper No.	Title	Teaching Hours
204	Cataloguing and Classification(Theory)	40 Hrs.
Unit-1	Document Cataloguing <ul style="list-style-type: none"> ➤ Catalogue: Purpose, Structure and types, physical forms, filing rules. ➤ Normative Principles of Cataloguing ➤ Overview of Standard Codes of Cataloguing ➤ OPAC (online Public Access Catalogue) ➤ How to read a book technically 	10 Hrs.
Unit-2	Standards of Cataloguing Code <ul style="list-style-type: none"> ➤ AACR II: Salient Features ➤ Subject Heading: Definition, Evolution, Importance, Sear's list and Library of Congress list of Subject Headings. ➤ Relation between Classification and Cataloguing 	10 Hrs.
Unit-3	Bibliographic Description <ul style="list-style-type: none"> ➤ Overview of Principles in Document Description ➤ Standard for Bibliographic Description : ISBD, ISBN, ISDN, ISSN, Standards for Document Description <ul style="list-style-type: none"> ➤ Importance of document description ➤ Machine Readable Catalogue (MARC) : LCMARC, UKMARC, CANMARC, UNIMARC, CCF, MARC21 ➤ Current trends in standardization 	10 Hrs.
Unit-4	Standards of Cataloguing <ul style="list-style-type: none"> ➤ CCC: Special Features ➤ Comparative study of AAACR-II and CCC 	10 Hrs.

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References

- 1) ગાંધી,રમેશ ગ્રંથાલય સૂચિકરણ ભાગ-1: સિધ્ધાંત અને સ્વરૂપ અમદાવાદ : ગુજરાત યુનિવર્સિટી,1977
- 2) ગાંધી,રમેશ ગ્રંથાલય સૂચિકરણ ભાગ-2 ઈતિહાસ અને સંલેખન.અમદાવાદ :ગુજરાત યુનિવર્સિટી,1979
- 3) ચારણ,શિવનદાસ, સૈધ્ધાંતિક વર્ગીકરણ.કરમસદ: ગાયત્રી પ્રકાશન,1991
- 4) ગ્રંથાલય વર્ગીકરણ સિધ્ધાંત- 1 થી 4 .અમદાવાદ : ડૉ.બાબાસાહેબ આંબેડકર ઓપન યુનિવર્સિટી,2008
- 5) બરોડિયા,નવીન અને ભૈયા ,છગનલાલ,ગ્રંથાલય સૂચિકરણ.અમદાવાદ: મૌલિક પ્રકાશન 1984
- 6) ભાવસાર .કિરીટ,ડીડીસી-19.અમદાવાદ:પાર્શ્વ પબ્લિકેશન,1997
- 7) ભૈયા,છ.મ ગ્રંથાલય વર્ગીકરણ પ્રવેશિકા.અમદાવાદ: ગુજરાત યુનિવર્સિટી,1981
- 8) ભૈયા,છ.મ (અનુ).ડ્યુઈ દશાંશ વર્ગીકરણ અને સાપેક્ષ સૂચિ.અમદાવાદ:ગૂર્જર 1989
- 9) ભૈયા,છ.મ ગ્રંથાલય સૂચિકરણ પ્રવેશિકા.અમદાવાદ:પાર્શ્વ પબ્લિકેશન, 2013
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- 15) Sehgal,R.L Introduction to D.D.C New Delhi : Ess Ess Publication,2005
- 16) Satija M.P.D D C New Delhi: Ess Ess. Publications,2004
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Bachelor of Library and Information Science: Semester – II

Course – 205 Information Processing (Cataloguing Practical)

Course Code	205
Course Title	Information Processing (Cataloguing Practical)
Credit	4
Effective From	June 2022
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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Paper No.	Title	Teaching Hours
205	Information Processing (Cataloguing Practical)	40 Hrs.
Unit 1	Using <ul style="list-style-type: none"> ➤ Personal Author ➤ Two Personal Authors 	10 Hrs.
Unit 2	Three or more Personal Authors	10 Hrs.
Unit 3	<ul style="list-style-type: none"> ➤ Collaborator Heading ➤ Pseudonym Author 	10 Hrs.
Unit-4	Assigning Subject Headings	10 Hrs.

References

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Bachelor of Library and Information Science: Semester – II

Course – 206 Information Sources & Services (Theory)-2

Paper No.	Title	Teaching Hours
206	Information Sources & Services (Theory)-2	40 hrs
Unit 1	MARKETING OF INFORMATION SERVICES <ul style="list-style-type: none">➤ Introduction, Definition, Objectives and Need for Marketing of Information Services➤ Linking Marketing with Library and Information Services, Analysing Marketing Opportunities➤ External Environment, Internal Environment➤ Selecting Target Market➤ Developing Marketing Mix, Marketing Mix in Services➤ Marketing Mix Concept in Library and Information Centres➤ Developing a User/Customer Focused Approach➤ Implementing Marketing in Libraries	10 hrs
Unit 2	LITERATURE SEARCH AND DATABASE SERVICES <ul style="list-style-type: none">➤ Introduction, Objectives and Definition➤ Users their Information Needs and Literature Search➤ Literature Search and Compilation of Subject Bibliography➤ Search Process : Manual and Computer based➤ Advantages of Computer-based Searching over Manual Searching➤ Types of Databases, E – Databases, Open Access E-Journals➤ Database Services – Emerging Trends➤ Publishers of Primary and Secondary Periodicals➤ Aggregators, Institutional Repositories	10 hrs
Unit 3	HUMANS AS SOURCES OF INFORMATION <ul style="list-style-type: none">➤ Introduction, Objectives➤ Human Source vs. Human Resource➤ Core Information Professionals➤ Information Generators, Gatherers, Compilers➤ Information Processors, Recorders, Disseminators, Translators, Condensers➤ Information Retrievers, Information Preservers➤ Peripheral Information Professionals Lawyers, Doctors, Teachers, Experts, Resource Persons, Technological Gatekeepers, Invisible College, Common People	10 hrs
Unit 4	INSTITUTIONS AS SOURCES OF INFORMATION <ul style="list-style-type: none">➤ Introduction, Objectives➤ Government Ministries and Departments, Non-Governmental Organisations International Agencies, R & D Organisations, Academic Institutions, Learned Societies➤ Publishing Houses – Press, Broadcasting Stations, Museums, Archives	10 hrs

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Reference :

- 1) <https://egyankosh.ac.in/bitstream/123456789/35350/5/Unit-14.pdf>
- 2) <https://egyankosh.ac.in/bitstream/123456789/35308/5/Unit-5.pdf>
- 3) <https://egyankosh.ac.in/bitstream/123456789/35338/5/Unit-10.pdf>
- 4) <https://egyankosh.ac.in/bitstream/123456789/35309/5/Unit-6.pdf>
- 5) Coote, H. How to Market your Library Services Effectively. 2nd ed. London: ASLIB, 1997. Print.
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- 7) DeSaez, E. Marketing Concepts for Library and Information Services. 2nd ed. London: Facet Publishing, 2002. Print.
- 8) Fisher, Patricia H. Blueprint for your Library Marketing Plan. Chicago: American Library Association, 2006. Print.
- 9) 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.
- 10) Rejean, Savard. "Marketing Library and Information Services". Encyclopaedia of Library and Information Science-3 (ELIS-3). Taylor & Francis. (Forthcoming)
- 11) Hart, Keith. Putting Marketing Ideas into Action. London: Library Association Publishing, 1999. Print.
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Syllabus

**Master of Library & Information Science (M.L.I.Sc)
(2 Semester)**

**Implemented from Academic year 2022-
2023**

**Department of Library & Information
Science**

**Veer Narmad South Gujarat University,
Surat**

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

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Master 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		
401	Applied Statistics for Library and Information Science using software (Theory & Practical)	2 Hours	50	20	70	4	40
402	Academic Library System	2 Hours	50	20	70	4	40
403	Professional Ethics & Legal Issues	2 Hours	50	20	70	4	40
404	Resource Consortia	2 Hours	50	20	70	4	40
405	Information Storage & Retrieval	2 Hours	50	20	70	4	40
406	Dissertation	2 Hours	50	20	70	4	
			300	120		24	

Note :

(1) Paper 401 (Applied Statistics for Library and Information Science using software (Theory & Practical)) is based on theory (50%) and practical (50%). Theory and practical exam will be conducted by university. For which university has to appoint chairman, paper setter and examiner for examination and evaluation.

(2) Paper 406 (Dissertation) is on research base paper. Where mark allocation 30 marks Dissertation, 20 marks viva-voce of the dissertation and 20 is internal marks. This paper distribute in all permanent or visiting faculty take class in B.L.I.Sc and M.L.I.Sc. Class.

(3) Internship : After final examination of Second semester student has to undergo 4 week internship. After completion of internship student will get the result of the final semester.

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Master of Library and Information Science – Semester: II

Course Code	401
Course Title	Applied Statistics for Library and Information Science using software (Theory & Practical)
Credit	4
Total Teaching hours	40 Hrs.
Purpose of Course	To make students familiar with the use of research methods for research work.
Course Objective	To understand and articulate the role and importance of research in Library and Information Science. To introduce the different methods and techniques of research. To develop research reporting skills. To identify and discuss ethical issues related to research.
Course Outcomes	CO1: To familiarise students with use of research methods and statistical techniques. CO2: To make students understand how to provide research information. CO3: To acquaint students with Knowledge research work.
Teaching Methodology	Classwork, Discussion, Assignment and Practical Work.
Evaluation Method	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

Veer Narmad South Gujarat University, Surat

Master of Library and Information Science (M.L.I.Sc)

**Course (Subject): 401 : Applied Statistics for Library and Information Science
using software (Theory & Practical)**

401	Applied Statistics for Library and Information Science using software (Theory & Practical)	Total 40 hrs
UNIT 1	Nature and Scope of Statistics & Measure of Central Tendency Meaning and definition of statistics, use of statistics, Limitation of statistics - Data, Frequency Distribution, Measures of Central Tendency: Mean Median, Mode - Dispersion and Skewness	10 hrs
UNIT 2	Correlation and Regression Scatter diagram - Pearson's product moment formula for correlation coefficient - its properties. Linear Regression - estimation of parameters - Interpretation.	10 hrs
UNIT 3	Introduction of SPSS Data file – Data entry – Modification of data – Variable – Coding, Decoding, Editing, Data file -Scale of Measurement – Output file – Functions – Charts and Graphs - Multiple Response Analysis	10 hrs
UNIT 4	Statistical Analysis with Excel & SPSS Frequency Distribution - Descriptive Statistics including measures of central tendency and dispersion - Cross table and Chi-Square Test - t-test – One sample t-test – Independent sample t-test – Paired sample t-test - Correlation and Regression	10 hrs

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- 1) A L Nagar And R K Das (1988): Basic Statistics, Oxford University Press, New Delhi, 2nd Ed.
- 2) Chandan J (1998): Statistics for Business and Economics, Vikas Publishing House, New Delhi.
- 3) Dave M.B , Pandya K, Gaurang rami and Dilip Varsani (2014-15) Quantitative Methods of Economics, Popular, Surat (Gujarati).
- 4) G S Monga (2000): Mathematics And Statistics For Economics, Vikas Publishing House, New Delhi, 2nd Ed.
- 5) G V Shenoy & Late.Madan Pant (1994) Statistical Methods In Business And Social Sciences, Macmillan India Pvt. Ltd,New Delhi
- 6) Jaiswal M.C.; (1974) Arthvishayak Ankadashastra, Uni. Granthnirman Board, Ahmedabad (Gujarati).
- 7) K K Sharma & Sukhpal Singh (2000): Introductory Economic Theory And Elementary Statistics, Abhishek Publications, Chandigarh.
- 8) Michael C Fleming & Joseph G Nellis(1997) : The Essence Of Statistics For Business, Prentice Hall of India Pvt. Ltd.,New Delhi,2nd Ed.
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- 10) Patel R.K. & Patel L.B.; Business Statistic, C. Jamanadas Co. Ahmedabad. (Gujarati)
R H Hooda (2000): Statistics For Business and Economics, Macmillan India Pvt.Ltd.,New Delhi.
- 11) Richard I Levin & David S Rubin (2000) Statistics For Management, Prentice Hall of India Ltd, 7th Ed.
- 12) Richard J. Larsen and Morris L. Marx, An Introduction to Mathematical Statistics and its Applications, Prentice Hall, 2011.
- 13) Zala M.L.; (1996) Arthshastrama Ganitshastra, Purbiti Prakashan, Vallabh Vidyanagar. (Gujarati)



Master of Library and Information Science: Semester – 2

Course Title	Academic Library System
Course Code	402
Credit	4
Effective From	June 2022
Purpose of Course	To make students familiarise with work and services of Management of Academic Libraries and Library System.
Course Objective	To make the students aware about academic library system and their functions. To acquaint the students with the academic library services and user education.
Course Outcomes	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 category

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Paper No.	Title	
402	Academic Library System	40 Hours
Unit 1	Academic Libraries <ul style="list-style-type: none"> ➤ Academic Libraries: Definition, Meaning, Importance, Functions, Services and types of Academic Libraries Recommendations of Committees and Commissions for Development of Academic Libraries ➤ University Education Commission 1948-49 (Radhakrishnan Commission) ➤ UGC Library Committee, 1957 ➤ Education Commission 1964-66 (Kothari Commission) Library Authority and Library Committee <ul style="list-style-type: none"> ➤ Academic Library Authority ➤ Academic Library Committee 	10 Hrs
Unit 2	Collection Development in Academic Libraries <ul style="list-style-type: none"> ➤ Collection Development ➤ Collection Development Policy ➤ Collection Development Programmes General Principles of Document Selection: <ol style="list-style-type: none"> 1. Drury's Principles 2. Dewey's Principles 3. Mc, Colvin's Demand Theory, 4. Dr.S.R.Ranganathan's Principle 	10 Hrs
Unit 3	<ul style="list-style-type: none"> ➤ Sources For Document Selection: <ol style="list-style-type: none"> 1. Book Selection Source for "Indian Publication 2. Various Publishers Catalogues, 3. Book Selection Sources For Foreign Publication ➤ Selection of Non-Print Reading Material ➤ Purchase Library Services <ol style="list-style-type: none"> 1. Circulation Services 2. Inter-Library Loan Service, 3. Orientation Service 4. Reference Service 5. Documentation Service 6. Bibliographical Service 7. Reprographic Service 8. Document Delivery Service 	10 Hrs
Unit 4	Extension Activities <ul style="list-style-type: none"> ➤ Seminars, Exhibitions, Book Talks ➤ Academic Libraries and Continuing/ Distance Education Programme 	10 Hrs

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References and Further Reading

- 1) शर्मा, बी.के.अवम डी.वी.सिंह. शैक्षणिक पुस्तकालय प्रणाली. आगरा: वाय.के.पब्लिशर्स, २००६.
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- 3) पटेल, मोतीबाई. भारतीय शिक्षण पंच : अक दृष्टिपात. अमदावाद : प्रकाश डार्ठस्कूल, १९९१
- 4) पटेल, मोतीबाई. भारतीय शिक्षण पंचोनी अक अलक. लेखक : १९९९
- 5) भाव, जयंतीबाई डी. भारतनी शिक्षण व्यवस्था. अमदावाद : युनिवर्सिटी ग्रंथनिर्माण बोर्ड, २०१०.
- 6) शर्मा, बी.के.अवम ढाकुर, यु.अम. पुस्तकालय, सुयना विज्ञान अवम सुयना प्रौढोगिकी : विवेचनात्मक अध्ययन. भाग १ अने २. आगरा : वाई. के. पब्लिशर्स, २००९.
- 7) Ramana, V.V. Pattern and Development of University Libraries. New Delhi: Ess Ess Publication, 1995.
- 8) Issa, Dorothy and others. Academic Libraries: Role in the National Development. New Delhi: T.R. Publication, 1993.
- 9) Vyas, S.D Academic Library System. Jaipur : Panchsheel Prakashan, 1993
- 10) Dayal, Bateshwar. Managing Academic Libraries: Principles and Practice. New Delhi: Isha Books, 2011.
- 11) Higham, Norman. The Library in the University: Observation on a service. London: Andre Deutsch Limited, 1980.

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Course Title	Professional Ethics and Legal Issues
Course Code	403
Effective From	June 2022
Purpose of Course	Students identify and define influential ethical theories and theorists and assess the challenges and opportunities of ethical issues that are relevant to the information professions
Course Objectives	<ol style="list-style-type: none"> 1. Understand and managed ethical and legal dilemmas relating to information creations, use and supply. 2. Able to discriminate between the key ethical issues involved in professional life 3. Able to critically analysed detailed implications of key legislation 4. Able to discuss various ethical standards for LIS professionals. 5. Can understand vocabulary related to ethical and legal issues
Course Outcomes	<p>CO1: To recognize the utility of ethical decision-making models and codes of conduct</p> <p>CO2: To develop the basic skills needed to create and apply ethical decision-making models and professional codes to real-world issues facing librarians and information professionals.</p> <p>CO3: To describe the relevance of ethics to issues of diversity and inclusion and examine how ethical issues impact individuals and groups.</p>

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Master of Library and Information Science: Semester - 2

Paper No.	Title	40 Hrs.
403	Professional Ethics and Legal Issues	
Unit 1	Professional Ethics <ul style="list-style-type: none">➤ Introduction to professional ethics, Objectives, Importance and Professional Ethics for Librarianship.➤ Ethics: Definition, moral philosophy, nature of moral judgments and reactions.➤ Code of professional ethics: National and International➤ Responsibilities in Librarianship as a service profession.➤ Scholarly communication, Professional Aptitude and Library philosophy as guide for values and ethics	10 Hrs
Unit 2	Professional Issues, Supports and Problems <ul style="list-style-type: none">➤ Academic issues➤ Administrative issues➤ Recruitment rules➤ Service issues➤ Professional Standards➤ Research and publication➤ Resource sharing➤ Financial support: scholarship, fellowship, awards and reward➤ Professional Quality and New Entrants	10 Hrs
Unit 3	Professional ethics and technology <ul style="list-style-type: none">➤ Awareness of IT in library service environment➤ Personnel training➤ Internet and telecommunication skills➤ Scholarly information sources - OA	10 Hrs
Unit 4	Legal Issues <ul style="list-style-type: none">➤ Freedom of information and privacy➤ Intellectual property rights in media, Licensing IPR and legal issues-categories, conventions, Treaties, Laws.➤ Database rights➤ Patents and Tread Marks➤ Quality issues and liabilities of information provider➤ Legal aspects of e-resources➤ Plagiarism concept and types , RTI; Information Technology Act	10 Hrs

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References Books:

- 1) AALL Ethical Principles- <http://cool.conservations.org/bytopic/ethics/asiseth.htm>
- 2) chopra, Hans Raj. Librarianship: as a profession in India, Jodhpur: Jain Brothers, 1989
- 3) Coblans, Herbert. Librarianship and documentation: an international perspectives. London: Andre Deutsch Limited. 1974
- 4) Code of Ethics for Information Scientists - <http://cool.conservations-us.org/bytopic/ethics/asiseth.html>
- 5) Code of Ethics of the American Library Association –
- 6) <http://www.ala.org/ala/aboutala/offices/oif/statementspols/codeofethics/codeethics.cfm>
- 7) Codes of Ethics Online – [http://ethics.iit.edu/index1.php/Programs/Code of Ethics](http://ethics.iit.edu/index1.php/Programs/Code%20of%20Ethics)
- 8) Mac Intyre, Alasdair (1967). A short history of ethics. London.
- 9) MLA Code of Ethics – <http://www.mlanet.org/about/ethics.html>
- 10) Professional Codes of Ethics/Conduct - <http://archieff.ifa.org/faife/ethics/code.htm>
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- 12) Ranganathan, S. R. (1931). The five laws of library science. Madras Library Association (Madras, India) and Edward Goldston (London, UK).
- 13) Ranganathan, S. R. (1951). Documentation Genesis and Development. Vikas Publishing House (Delhi, India).
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- 16) Smith, M. M. (1997). Information ethics. Annual Review of Information Science and Technology (ARIST). Vol. 32 (pp. 339-366). Medford, NJ: Information Today for the American Society for Information Science (ASIS).
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Course Title	Resource Consortia
Course Code	404
Credit	4
Effective From	June 2022
Purpose of Course	Students will be able to: define the term 'library consortia' and understand the meaning of consortium, understand the evolution of library consortia.
Course Objectives	<ol style="list-style-type: none"> 1. Students will learn various networks for resource sharing, various library networks 2. Students able to know about bibliographic utility networks.
Course Outcomes	<p>CO1: Develop skills to provide consortia based services.</p> <p>CO2: Familiarise yourself with the consortia available in other countries also</p> <p>CO3: To make students understand the factors that led to the development of library consortia; and functions and services of select library consortia.</p> <p>CO4: Introduce the functions and services of select library and information networks;</p>

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Paper No.	Title	
404	Resource Consortia	
Unit 1	Library and Information Networks <ul style="list-style-type: none"> ➤ Definition, Need, History and evolution Library Networks ➤ Data networks ,Introduction and activates of data Networks in Indian (ITES (INDONEWT), ERNET,NICNET,INET,SIRENT,BITSNET) ➤ Library and Information Networks in India ➤ Role of international agencies in the development of Library Networks: IFLA and UNESCO 	
Unit 2	Library Networks at International Level <ul style="list-style-type: none"> ➤ Online Computer Library Centre (OCLC) ➤ Research Library Group (RLG) RLIN ➤ Joint Academic Network (JANET) ➤ Consortium of University Research Libraries (CURL) ➤ China Academic Library and Information System(CALIS) ➤ Australian Academic and Research Library Network (AARLIN) ➤ Recently come up Library Networks 	
Unit 3	Bibliographic Utility Networks <ul style="list-style-type: none"> ➤ Objectives, Definition, History, Need and Benefits ➤ Working style (how it Works): Centralised, Processing, Shared Processing ➤ Bibliographic Standards :MARC ➤ Tools for Bibliographic Utility Networks ➤ LOC services, CIP,MARC Alert Services ➤ Major Bibliographic Utility Networks: International OCLC, RLG, NBS, Kinetic web, CALIS, HBZ. National INFLIBNET,CALIBENT,ADINET,MYLIBNET, PUNENET, ➤ Major Initiatives Related to bibliographic Utilities: NCCP,PCC (NACO,SACO,BIBCO,CONSER),LSP 	
Unit 4	Services of Library Consortia <ul style="list-style-type: none"> ➤ Subject Gateways ➤ Database Service ➤ Document Delivery Service ➤ Shared Electronic / reference/ Real Time Reference Service ➤ Collective acquisition of resources ➤ Consortium purchase ➤ Joint archives and cooperative storage facility ➤ Shared Digital Library Project Development ➤ Training :Personnel and Clientele ➤ Technology support from member institute ➤ Communication service among members 	

K. Singh

Reference:

- 1) Balakrishnan, Shyam Networking and Future of Libraries. New Delhi : Ess Ess, 2000.
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- 5) <http://www.inflibnet.ac.in>
- 6) <http://www.mylibnet.org>
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- 8) Kaul, S. Information Resource Sharing Models in Developing Countries: a network emerging from the World Bank supported environmental management capacity building project. <http://www.fhposdan.de/~IFLA/INSPEL01-1kasu.pdf>
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- 10) Ramamurthy, Globalisation and Library Information Networking. New Delhi: Author Press 2003.
- 11) Ramannair, R Information Technology for participatory Development. New Delhi: Kaveri, 2003.
- 12) www.alibnet.org
- 13) www.calibnet.org

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Course Title	Information Storage & Retrieval
Course Code	405
Credit	4
Effective From	June 2022
Purpose of Course	Students will be able to know that information sources can be categorised by type, content, and media and learn the impact of computer and communication technologies in delivering and improving the efficiency of these information services.
Course Objectives	<ol style="list-style-type: none"> 1. Students will be able to make out the difference between information sources and resources. 2. Students will be able to learn the significance of responsive information services such as literature search, document delivery service and translation service and other services offered by libraries in response to user's demand;
Course Outcomes	<p>CO1: Library Professionals will be able to tap the information sources while answering a query and develop confidence and expertise in handling information sources.</p> <p>CO: 2 Library Professionals explain the need and importance of Document Delivery Service and identify different types of systems through which DDS can be offered.</p>



Paper No.	Title	40 Hrs.
405	Information Storage & Retrieval	
Unit 1	Information Sources <ul style="list-style-type: none"> ➤ Meaning, definition, nature, characteristics & utility Documentary information : Prints and electronic ; primary ,secondary and tertiary ➤ Non documentary information sources: Human and institutional Internet as a source of information Reference source: <ul style="list-style-type: none"> ➤ Meaning, definition ,need and purpose ➤ Criteria of evaluation 	10 Hrs
Unit 2	Kinds of Reference tools <ul style="list-style-type: none"> ➤ Encyclopaedias ➤ Dictionaries ➤ Directories ➤ Yearbooks ➤ Handbooks ➤ Manuals ➤ Almanacs ➤ Geographical sources ➤ Bibliographical sources ➤ biographical sources ➤ Current reference sources ➤ online sources Types of reference queries <ul style="list-style-type: none"> ➤ Techniques of answering reference queries 	10 Hrs
Unit 3	Reference & information services: <ul style="list-style-type: none"> ➤ Concept, definition, need ➤ Reference services : Long range reference service and ready reference service ➤ Difference between information service and reference service Information users: <ul style="list-style-type: none"> ➤ Categories of users and their information need User's studies ➤ Reference interview & search techniques 	10 Hrs
Unit 4	User education: <ul style="list-style-type: none"> ➤ Definition, need, purpose, techniques and methods ➤ User's education programme Information services: <ul style="list-style-type: none"> ➤ Literature search ➤ Bibliographical service ➤ Reprographic services ➤ Translation ➤ Current Awareness Service (CAS) 	10 Hrs

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- Selective Dissemination Of Information (SDI)
- Document Delivery Service
- Indexing services
- Abstracting services

Recent trends of information services:

- Virtual / Digital Reference Services; E-alerts, web alerts, web 2.0
- tools
- Google Search Strategies

References

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Course Title	Dissertation
Course Code	406
Credit	4
Effective From	June 2022
Purpose of Course	The Dissertation on any assigned topic in the field of Library and Information Science or allied subjects. This is the fundamental concept of research for the Ph.D. research work in Library and Information Science.
Course Objective	To develop idea of research work in library and information science
Course Outcome	CO1: Understand the Nature, Concept and types of research. CO2: Understand the methods of data collection, data analysis and preparation of research report CO3: Prepare the dissertation independently

Course Content	<ul style="list-style-type: none"> ➤ The marks allocation out of 70 marks shall be 50 marks of written dissertation and 20 marks of viva-voce. ➤ The Dissertation on any assigned topic in the field of Library and Information Science or allied subjects. ➤ The Dissertation will be based on a given topic individually. A Student will select his/her topic in consultation with H. O. D. and his/her guide. ➤ The Dissertation should be prepared under the guidance of a member of the faculty at M.L.I.Sc. course ➤ The Dissertation not less than 100 pages (Typed Computer printout) and size of the Dissertation shall be A4 size papers and shall have typed in double spaces. ➤ The Dissertation shall embody the original research and will have to be certified by the student and the guide ➤ Two copies of The Dissertation shall be submitted by the student duly certified by the guide. ➤ The Dissertation shall be evaluated by Two examiners ➤ Guiding the students for the dissertation the coordinator will arrange guidance / counselling lectures from the faculty teaching at M.L.I.Sc. Course.
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