Hemchandracharya North Gujarat University, Patan

(NAAC Accreditation Grade – "B")

Syllabus of Semester System

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

(Effective from June -2011)

Department of Library & Information Science
Hemchandracharya North Gujarat University
Patan (Gujarat) - 384265

- **The Scheme of Papers & Examination Pattern for one Year B.L.I.Sc. Course (System semester) shall be as follows:**

Semester – I

Paper No.	Name of the Paper	Theory	Practical	Examination Marks		Total Marks	Exam Time
				Ext.	Book Review - 5 Assignments -5 Seminar – 10 Internal Exam – 10 (5+5+10+10=30)		
1	**Core** Foundation of Library and Information Science.	100	-	70	30	100	3 Hours
2	Knowledge organization and information management (Theory) : Classification	100	-	70	30	100	3 Hours
3	Knowledge organization and information management Classification (Practical) DDC-22 & CC - 6	-	100	100	-	100	3 Hours
4	**Elective** Library Management **(Elective-1)**	100	-	70	30	100	3 Hours
5	Professional Ethics and Legal Issues **(Elective-2)**	100	-	70	30	100	3 Hours
6	**Interdisciplinary** Information Technology Basic (Theory and Practice) **Part A :** Theory **Part B :** Practical	 50 -	 - 50	 35 50	 15 -	 50 50	 2 Hours 2 Hours
Total Semester – I		**-**	**-**	**465**	**135**	**600**	

Semester – II

Paper No.	Name of the Paper	Theory	Practical	Examination Marks		Total Marks	Exam Time
				Ext.	Book Review - 5 Assignments -5 Seminar – 10 Internal Exam – 10 (5+5+10+10=30)		
6	**Core** Information Sources and services (Theory)	100	-	70	30	100	3 Hours
7	Record Management Theory : Cataloging	100	-	70	30	100	3 Hours
8	Record Management (Practical) Cataloguing	-	100	100	-	100	3 Hours
9	**Elective** Information sources and services (practical) **(Elective-1)**	-	100	100	-	100	3 Hours
10	Leadership and Change Management **(Elective-2)**	100	-	70	30	100	3 Hours
11	**Interdisciplinary** Network and Internet **Part A :** (Theory)	50	-	35	15	50	2 Hours
	Part B : (Practical)	-	50	50	-	50	2 Hours
Total Semester – II				**495**	**105**	**600**	

BLIS SEMESTER -1

Program me Name	Bachelor of Library & Information Science
Semester	1
Paper No.	1
Course Name	Foundation of Library and Information Science.
Course Type	CORE
Effective form	15th June, 2011.
Objective	1. To get the basic understanding about Libraries and Library profession. 2. To Match the students with the Library profession.

Unit No.	Topic Name	Content	Hrs.	Marks	Credit
1.	**Library as a Social Institute**	• Social and Historical foundations of Library • Different types of Libraries – their distinguishing features and functions • Role of Library in formal and informal Education.			
2.	**Normative Principles of Library and Information science and Library Development**	• Five laws of Library Science. • Implications of Five Laws in Library and Information activities • Development of Libraries in with special reference to Gujarat. • Resource Sharing and Library Networking			
3.	**Laws relating to Libraries and Information**	• Library legislation – Need, Purpose and essential features • Library legislation in India – Problems and Prospects • Overview of Public Library Act in Indian state • Detailed study of Gujarat a Public Libraries Act • Press and Registration Act and Delivery of Books (Public Libraries) Act • Copy rights act in India • Censorship			
4.	**Library and Information Profession**	• Attributes of a Profession • Librarianship as a Profession • Professional Ethics and Qualities • Professional Association – Objectives, Function and Activities • Role of Professional Association in Library, Development			

		• Regional Library association – Objectives, Function and Activities • National Library Association - Objectives, Function and Activities • International Library Association - Objectives, Function and Activities • Promoters of Library and Information services • National Level Promoters – RRRLF, SRELIS. • International Level Promoters – UNESCO • Professional Education and Research			

Selected Readings :

1.   Buragohain, Alka : Various aspects of Librarianship and Infromation Science, New Delhi : ESS ESS, 200
2.   Girijkumar : Library Development in India, New Delhi : Vikas, 1986.
3.   IFLA : Standards for Library Service, 2nd ed., Munich : Verlage, 1977
4.   Khanna, J. K. Library and Society, Kurukshetra : Research Publications, 1987.
5.   Laxman Rao, N and other (Ed.) : changing Dimensions of LIS Education, XVII ITLIS National Seminar,
        12-14 October, 2001 Hyderabad : ITALIS, 2001
6.   Mittal, R. L. : Library Administration : Theory and Practice, 5th ed. Delhi : Metropolitan, 1984.
7.   Raju, AAN and others (Ed.) : Fifty years of Library and Information Science Education in India, XV ITALIS National Seminar, 27-29 November 1997, My sore : Suchithritha Graphics, 1997.
8.   Ranganathan. S. R. And Neelameghan, A (Ed.) : Public Library Systems, Banglore : Sarada Ranganathan Edowment, 1972
9.   Ranganathan. S. R. The Five Laws of Library Science, Ex., repr., Bang lore : Sarada Ranganathan Endowment for Library Science, 1999
10.   Rout, R. K. : Library Legislation in India, New Delhi : Reliance, 1991.
11.   Shahi, Srinath : Library and Community, New Delhi : Today and Tomorrow.
12.   Sharma, Pandey S. K. : Development of public Libraries in India, New Delhi : ESS ESS publication
13.   Surendra Singh and Sonal Singh (Ed.): Library, Information and Science and Society, New Delhi : ESS ESS, 2002
14.   Taher, Mohamed : Libraries in India's National Development Perspectivenes : A Sage of Fifth Years since Independency, New Delhi : Concept 2001.
15.   Venkatappaiah, V : Indian Library Legislation, 2v., New Delhi : Daya. 1990

BLISc.   SEMESTER NO. 1

Programme Name	Bachelor of Library & Information Science
Semester	1
Paper No.	2
Course Name	Knowledge organization and information management (Theory) : Classification
Course Type	core
Effective form	15th June, 2011.
Objective	To understand knowledge classification. To understand structure and features of formation of subjects. To develop skills of subject

Unit No.	Topic Name	Content	Hrs.	Marks	Credit
1.	**Universe of Knowledge & Subjects**	• Organisation of universe of knowledge, concept, methods of acquiring and attributes of knowledge. • Knowledge production and distribution. • Need, purpose and functions of information organization. • Concept, definition, types, Structure and attributes of subject • Modes of formation of subjects • Universe of subject as mapped in different schemes of classification			
2.	**Classification**	• Definition, need, purpose of classification. • Library Classification: meaning, definition, need, and purpose • Knowledge classification and library classification. • General Theory of Library classification and Dynamic Theory of classification • Library classification schemes Enumerative, faceted and Analytico- Sythetic			
3.	**Structure and features of formation of Subjects**	• Works of Library classification in Three plane and their relationship • Multidimensional nature of subjects • Five fundamental categories, rounds and levels • Postulation Approach of classification and facet analysis • Devices and mnemonics in Library classification.			

4.	**Study of Library Classification Schemes**	• Study of Library Classification schemes DDC, UDC and CC in their historical development notation and features • Recent trends in Library classification and contribution of professional organizations			

Selected Readings :

1. Berwick Sayers, W. C. Introduction to Library Classification London, Andra dautch, 1950.
2. Chernyi, A. I. Introduction to information retrieval theory. London, Aslib, 1973
3. Jennifer, E. Rowledy. Organising knowledge : An introduction to information retrieval Aldershot, Gower, 1987.
4. Krishan Kumar. Theory of classification, Ed. 2, New Delhi, Vikash, 1980.
5. Ranganthan, S. R. Prolegmana to library Classification. Ed. 2 & c, London LA, 1957 & 1965.
6. Ranganthan S. R, Headings and Canons, Madras, S Vishwanatyhan, 1955.
7. Ranganthan S. R, Classified catalogue code, Madras, UBSPD, 1988
8. C J Van Rijsbergen. Information retrieval, 2nd Ed., London Butterworths, 1970
9. Srivastava, A P, Theory of knowledge classification in libraries, New Delhi, Sage, 1993.
10 Bavakutty, M.Canons of library Classification. Trivandrum, Kerala Library Association, 1981
11 Krishan Kumar. Theory of Classification. New Delhi, Vikas, 1993
12 Ranganathan, S.R. Descriptive Account of the Colon Classification, Bangalore, Sarda Ranganathan Endowment for Library Science, 1990
13 Ranganathan, S.R. Prolegomena to library Classification, Ed.3, Bombay, Asia Publishing House, 1968
14 Sayers, W.C.B. Manual of Classification for librarians. Revised by Arthur Maltby. Ed5, London, Andre Deutsch, 1975
15 Sayers, W.C.B. Introduction to Library Classification. Rev. by Arthur Maltby. Ed 9. London, Grafton, 1958
16 Srivastava, A.P. Theory of knowledge classification in Libraries. New Delhi, Laxman Book Store, 1964
17 Shabahat Husain. Library Classification: Facet and Analysis. Ed. 2 Rev. Delhi, B.R. Publishing Corporation, 2004
18 Wilson, Karen A. and Marylou Colver, eds. Outsourcing Library Technical Services Operations: Foreword, pp. vii-xii and Introduction, pp. xvii-xxi.
20 Library Technical Services Outsourcing: A Select Bibliography, July 1997

BLISc Semester -1.

Programme Name	Bachelor of Library & Information Science
Semester	1.
Paper Number	3.
Course Name	Knowledge organization and information management Classification (Practical) DDC-22 & CC - 6
Course Type	Core
Effective form	15th June, 2011.
Objective	1. To Learn and get acquainted at list one international and National level classification system 2. To develop skills of subject analysis and representation. 3. To understand different methods of providing subject access.

Unit No.	Topic Name	Content	Hrs.	Marks	Credit
1.	**Classification of Documents (Using CC-6 and DDC-22nd Edition)**	• Classification Documents representing simple subject • Classification Documents having common isolates			

		• Classification Documents representing compound Subject			
		• Classification Documents representing complex subject			
2.	**Assignment of Book Number**	• Use CC for book Numbers/ Standard Book Number System			

Selected Readings :
1. Berwick Sayers, W. C. Introduction to Library Classification London, Andra dautch, 1950.
2. Chernyi, A. I. Introduction to information retrieval theory. London, Aslib, 1973
3. Jennifer, E. Rowledy. Organising knowledge : An introduction to information retrieval Aldershot, Gower, 1987.
4. Krishan Kumar. Theory of classification, Ed. 2, New Delhi, Vikash, 1980.
5. Ranganthan, S. R. Prolegmana to library Classification. Ed. 2 & c, London LA, 1957 & 1965.
6. Ranganthan S. R, Headings and Canons, Madras, S Vishwanatyhan, 1955.
7. Ranganthan S. R, Classified catalogue code, Madras, UBSPD, 1988
8. C J Van Rijsbergen. Information retrieval, 2nd Ed., London Butterworths, 1970
9. Srivastava, A P, Theory of knowledge classification in libraries, New Delhi, Sage, 1993.

BLISc Semester-1.

Programme Name	Bachelor of Library & Information Science
Semester	1.
Paper Number	4
Course Name	Library Management
Course Type	Elective-1
Effective form	15th June, 2011.
Objective	1. To become aware of basic principles of management.
	2. To develop the skills of administration and management of library and information centre.

Unit No.	Topic Name	Content	Hrs.	Marks	Credit
1.	**Management**	• Concept, Definition, scope • Functions and Principles of Management • Organisational Structure • TQM and change management			
2.	**Library House Keeping Operations**	• Different Sections of Library & Information Centre & their functions • Book ordering (Acquisition) • Technical Processing • Serial Control, Circulation Control Maintenance ect., Variation – Policies • Procedures and methods • Archiving – Conservation – Preservation, Print & Non print materials • Restoration Including Print, Non print and Electronic Materials			

		• Principles of Document selection • Selection Tools			
3.	**Library Financial management and Reporting**	• Financial management basic concept • Budgeting Techniques and methods – PPBS, Zero based Budgeting Budgetary • Types of reports, annual Report – Compilation, Contents and Style • Library Statistics			
4.	**Planning Library Building**	• Building and space Management in Libraries • Library Statistics • Various standards regarding the furniture and allied to library operations			

Selected Readings :

1.	Brophy Peter and Courling Kote, Quality Management for Information and Library Managers, Bombay Jaico, 1997.
2.	Bearwell, Ian; Holden Len, Ed. Human Resource Management; Contemporary Perspective, Delhi, McMillan, 1996.
3.	Bratton, John and Gold, Jeffery. Human Resource Management : Theory and Practice, Basingstoke : Macmillan, 1994.
4.	Bryson, J. O. Effective Library and Information Management, Bombay ; Jaico, 1996
5.	Evans, G Edward Management Techniques for Librarians. New York, Acedemic Press, 1976.
6.	Gupta, A. K. Management Information Systems, New Delhi: S Chand & Co.
7.	Katz, W.A. Collection Development Selection of Materials for Libraries, New York, HRW., 1980.
8.	Karishnkumar. Library Administration and Management, Delhi, Vikas, 1987
9.	Martino R L. Information Management; Dynamics of Management Information System, New York; McHill, 1969.
10.	MerDick, Robert G and others. Information Systems for Modern Management New Delhi, Prentice - Hall, 1992
11.	Mittal, R L Library Administration Theory and Practice, Ed. 4, Delhi, Metropolitan
12.	O' Brein, James. Management Information Systems: Concept, Techniques and Application, New York, VNR, 1970.
13.	Lazer, Peter. Information System Design and Management, Bangalore : SRE for Library Science, 1985.
14.	Paranjpe, Vivek. Strategic Human Resource Management, New Delhi, Allied, 1997.
15.	Parker, Charles and Café Thomas. Management Infromation Systems ; Strategy and Action New York : McGraw Hill, 1993.
16.	Person, R J Ed., Management Process : Selection of Readings for Librarians Chicago, ALA, 1983
17.	Sadagopan, S Management Information Systems, New Delhi : PHI, 1997.
18.	Thieranf Robert J Systems Analysis and Design of Real time Management Information System. Englewood Cliffs, N J : Prentice Hall, 1975.

BLISc Semester-1.

Programme Name	Bachelor of Library & Information Science
Semester	1.
Paper Number	4
Course Name	Professional Ethics and Legal Issues
Course Type	Elective-2
Effective form	15th June, 2011.
Objective	1. Understand and Manage Ethical and Legal dilemmas to information creation, Use and supply 2. Able to discriminate between the key ethical issues in professional life. 3. Able to critically analysed detailed implications of key legislation.

Unit No.	Topic Name	Content	Hrs.	Marks	Credit
1.	**Professionalism**	• Characteristics of library professionals. • Competence within professional • Education required for profession • Responsibilities in librarianship • Scholarly communication and professional Appititude.			
2.	**Professional Issues**	• Academic Issues • Administrative Issues • Services Issues • Recruitment Rules			
3.	**Professional Supports**	• Professional Standards • Research and Publication • Resource shearing • Financial supports : Scholarship, fellowship awards and rewards			
4.	**Professional Ethics and technology**	• Awareness of IT in Library services environment. • Personnel training • Internet and Telecommunication skills • Scholarly Information source-OAI			
5.	**Legal Issues**	• Freedom of Information and privacy • Intellectual property in media • Database Rights • Patents and Trade Marks • Quality Issues and liabilities of Information provider • Legal Aspects of E- Resources			

BLISc Semester -1

Programme Name	Bachelor of Library & Information Science
Semester	1.
Paper Number	5.
Course Name	Information Technology Basic (Theory and Practice)
Course Type	Interdisciplinary
Effective form	15th June, 2011.
Objective	1. To provide introduction to the concepts and techniques of computing and other IT. 2. To develop basic information technology handling skills.

Part 'A' Theory.

Unit No.	Topic Name	Content	Hrs.	Marks	Credit
1.	**Information Technology**	• Concept, Definition, scope and Components • Origin and growth of Information Technology • Introduction to Computers, Block diagram of computer			
2.	**Computer Basics**	• Historical Development : Abacus to Artificial Intelligence • Generation of Computers : First to Fifth generation of computers and their feature • Classification of Computers : Micro, Minis, Mainframe and Super Computer			
3.	**Computer Hardware**	• Input Devices : Mouse, Joystick, OCR, Scanners, Digital Cameras and Barcode Technology • Output Devices : Monitor, Printer-character, Line, Dot Matrix Inkjet & Laser Printer • Storage Devices : Primer and Auxiliary • Magnetic Optical and Magneto Optical Devices • Understanding of Multimedia			
4.	**Computer Software**	• Purpose, Types of Software • Operating system : MS – DOS, Window Basic features • Application Software • Programming Languages : Machine, Assembly and Higher Languages • Algorithms and Flowcharting			

		• Library Software Packages/ CDS/ISIS/ WINISIS			
5.	**Word Processors : MS- Word**	• Concept, feature and facilities			
6.	**DBMS packages : Concept, feature and Facilities**	• DBMS, FoxPro, CDS/ ISIS, MS Access (Basic features)			

Part – 'B' Practical

Unit No.	Topic Name	Content	Hrs.	Marks	Credit
1.	**User Operating System**	User Operating System			
2.	**Word Processors, Spread Sheet**	Word Processors, Spread Sheet			
3.	**Database Creation using at least one DBMS, CDS/ISIS, Vinailis Software**	Database Creation using at least one DBMS, CDS/ISIS, Vinailis Software			
4.	**Database Search and Retrieval**	Database Search and Retrieval using SOUL2.0/ CDS/ISIS / WINISIS			

Selected Readings :

1. Craddock. Pand Haskins AR. An Introduction to Computer Studies, London, Pergamon, 1882.
2. Curting D D, Foley K....{et. al.} Information Technology. The Breaking Wave. New Delhi; Tata McGraw Hill 2000 ISBN : 0-07-463558-1
3. Forrester W H and Rowlands J L. The online Searcher's Companion. London Library association, 2000 ISBN : 1-85604-293-
4. Gupta, Vikas. Rapidix Computer Course (5th Ed) New Delhi, Pustak Mahal, 1999.
5. Habraken Joe. Microsoft office 2000 8 in 1. New Delhi, Prentice Hall 2000, ISBN : 81-203-1582-0
6. Prakash Chander : New technologies and development in Library and Information science, Jaipur, Magal Deep, 1996.
7. Malawa V C, Electronic Libraries, New Delhi, ESS ESS 1999. ISBN : 81-7000-266-4
8. Rajaraman V, Fundamentals of Computers (3rd ed,) New Delhi, Prentice Hall, 2000 ISBN : 81-203-1531-6
9. Sehgal R L, Handbook of Library Software Packages New Delhi, ESS ESS, 1999 : 81-7000-242-7
10. Taxali Ravikant : PC Software made easy (5th Ed.), New Delhi, 1996, ISBN : 0-07-462467-9
11. Bajpai, S K. Library Information Technology Management : Librarian's manual, New Delhi : ESS ESS Publication, 1999
12. Iyer, V. K, Library Information Technology Tools of tomorrow, New Delhi : Rajat Publications, 1999
13. Dhawan K S, Multimedia Library, New Delhi ; Common wealth publishers, 1997.
14. Bansal, S K, Infromation Technology and Globalisation, New Delhi : A P H Publishing Corporation, 2001
15. Decson, Eric. Managing with Information Technology, Gret Britan : Kogan Page Ltd, 1987
16 Amba, and Raghavan, KS. CDS/ISIS Primer. New Delhi: Ess Ess.
17 Jain, V.K. Information Technology and computer programming. 3rd ed. Delhi: S.K. Karatia and Sons, 2000
18 Carter, Roger. The Information technology handbook. London: Heinemann, 1987
19 Frye, Curtis. Microsoft Access Version 2002. Delhi: Prentice Hall, 2002.
20 Khurana, Rohit, ed. Encyclopedia of computer Science. New Delhi: Allied, 2002.
21 Pfaffenberger, Bryan. Linux command instant references. Delhi: BPB, 2002
22. Prem Singh and Khanna, JK. Information technology in the Librarics. Delhi: Pragati, 1994.
23 Reddy, K.C. Generations of computers (in University of Hyderabad, PGDLAN course material.
24 Rowley, Jennifer E. The basics of Information technology. London: Bingley, 1988
25. Taxali, R.K. PC software for Windows 98. Delhi: Tata Mcgraw-Hill, 2001

BLISc Semester – 2.

Programme Name	Bachelor of Library & Information Science
Semester	2.
Paper Number	6.
Course Name	Information Sources and services (Theory)
Course Type	Core
Effective form	15th June, 2011.
Objective	1. To familiarize with broad range of information sources. 2. To develop evaluative and practical skills in handling with information resources. 3. Student will enable to examine a realistic information problems.

Unit No.	Topic Name	Content	Hrs.	Marks	Credit
1.	**Introduction to Information Resources and sources**	• Information resources : Nature, Definition, Evaluation function, importance, Characteristics and evolution • Type of Information sources Documentary: Print, Non print including Electronics • Human and Institutional sources : Nature, Types and features, Characteristics and Utility • Internet as a source of Information			
2.	**Reference Service**	• Concept, Definition and Scope • Reference services in Different Types of Library • Types of References services : Short range and log range services • Reference services vis a vis Information service • Methods of Dissemination of Information, CAS and SDI • Referral service			
3.	**Categories of Information Sources**	• Categories : Primary, Secondary and tertiary : Scope and special features a detailed study of • Primary source: Periodicals, Conference proceeding, Technical Reports, Patents, Standards and specifications, Trade Literature, Theses and Dissertations • Secondary Sources: Dictionaries,			

		Encyclopedias, Bibliographical source, Geographical source. Current sources, statistical sources, Hand books and Manuals, Bibliographical sources. • Tertiary Sources: Directories, Yearbooks and almanacs, Union catalogues • Environment Information source and services			
4.	**Users**	• Characteristics and type of user and their needs. • Information seeking behavior. • User studies • User Education. • Information literacy			
5.	**Information Systems and Their Services**	• International System and Services: AGRIS, DEVISIS, INIS, MEDLARS, UNISIST • National Systems and Services: DESDOC, INFLIBNET, INSDOC, NASSDOC, NISSAT, UGC sponsored Information • Centers and their services			

Selected Readings :

1. Davinson, D : Reference Service, London, Clive bingley, 1980.
2. Fothergill R & Butchart I : Non-book materials in libraies ; a practical guide, Ed 3,
3. London, Clive bingley, 1990.
4. Grogen, D : Science and Technology, Ed 4, London, Clive Bingley, 1982
5. ISAAC K.A. : Literature search, ESS Publications, New Delhi 1990.
6. Katz W A : Introduction of reference work, New York, MacGraw Hill, 1974
7. Krishankumar : Reference Service Ed 5, New Delhi, Vikah, 1996.
8. Sharma H D : India reference source - an annotated guide to Indian reference material.
9. Indian Bibliographical Centre, Varanasi. 1989.
10. Sharma J S & grover D R : Reference Services and Sources of Information, New Delhi, Ess Ess, 1987.
11. Sheehy E P, Comp: Guide to reference books 9th Ed. Chicago, ALA, 1976, Supplement 1980
12. Shores Louis :' Basic Reference Source, Chicago, ALA., 1970.
13. Walford A J Ed : Guide to reference materials. Vol.I, 7th Ed. 1996; v.25th ed. 1990, vol.3. 5th ed. 1991.
14. Amjad Ali. Reference Service and the digital sources of information. 2004
15. Cheney, F.N. and Williams, W.J. Fundamental reference sources. Ed. 3, Chicago, ALA, 2000
16. Choudhary, G.G. and Choudhary, S. Searching CD-ROM and online information sources, 2001
17 Katz, William A. Introduction to reference work: reference service and reference process. V.2 Ed.5. New York, McGraw-Hill, 1987
18. Fourie, D. and Dowell, D. Libraries in the information age. New York, Libraries unlimited, 2002
19. Singh. Handbook of International Sources on reference and information, 2001
20. Sewa Singh. Manual of reference and information sources, 2004
21. Sherman, C. and Price , G. The invisible web: uncovering Information Sources search engines can't see. 2001
22. Stebbins, L.F. Student guide to research in the digital age: how to locate and evaluate information sources. 2006
23. Walford, A.J. Guide to reference books. V.3. Ed. 4. London, Library Association, 1980

BLISc.   SEMESTER NO. 2

Programme Name	Bachelor of Library & Information Science
Semester	2
Paper Number	7
Course Name	Record Management Theory : Cataloging
Course Type	core
Effective form	15th June, 2011.
Objective	To understand to theory and function of Cataloguing. To understand standards of cataloguing

1.	**Bibliographic Description**	• Library Catalogues – Meaning, Definition, need & purpose and function • History of catalogue codes • Physical forms and inner forms of catalogue • Forms of Catalogue Types features OPAC and Web OPAC			
2.	**Types and Standards for document description**	• Kinds of entries, data elements and different types of Entries • Filling of entries in classified and Alphabetical catalogues • Importance of Document description – ISBDs • Bibliographic standards : MARC, CCF, UNIMARC, MARC21, MARC XML, Dublin Core • Standards : ISBN, ISBD, ISSN, ISO 2709			
3.	**Cooperation in Cataloguing**	• Co-Operation Cataloguing, Centralized cataloguing, Union cataloguing • Bibliographical Utility Network-CIP, Pre-Natal cataloguing • Record development • Recent trends in the field of cataloguing : WorldCat, IndCat, FRBR and Copy cataloguing			
4.	**Subject Cataloguing**	• Subject Cataloguing: Concept, Purpose, problem • Subject heading list: LCSH, SLSH and Thesaurus (structure and Assignment.). • Indexing: Meaning, Purpose, Need, Importance and Characteristics. • Types of Indexing : Chain Indexing.			

5.	**Normative Principles and canons of cataloguing**	• Normative Principles and canons of cataloguing			

Selected Readings :

1. Anglo American cataloguing rules 2nd Edition Revision. New Delhi, Oxford, 1988.
2. Barbara M. Westby, Ed. Sears list of subject headings, New York, H.W. Wilson, 1977.
4. Byrne, Deborch J MARC manual : understanding and using MARC records, Englewoods, co : Libraries Unlimited, 1998.
6. Fritz, Deborah A. Cataloging with AACR2R and US-MARC records Chicago, ACA, 1998.
9. Maxwell, Robert; with Maxwell, Margaret F. Maxwell's handbook of AACR2R : Explaining and illustrating the Anglo American cataloging rules and the 1993 amendments Chicago : ACA, 1997
11. Ranganthan S. R, Library Catalogue : Fundamentals and procedures, Madras, LA, 1950.
12. American Library Association, et al. Anglo American Cataloguing rules, Rev. Ed., London, Library Association, 1998
13. Bowman, J.H. Essential cataloguing, London, Facet Publishing, 2003
14. Hunter, E.J. and Bakewell, K.G.B. Advanced cataloguing. London, Clive Bingley, 1989
15. Kumar, G. and Kumar, K. Theory of Cataloguing. Rev. Ed., New Delhi, South Asia Books, 1993
16. Miller, J. Ed. Sear's List of subject Headings. Ed. 15 New York, Wilson, 1994
17. Ranganathan, S.R. Classified Catalogue Code with additional rules for dictionary catalogue code. Ed. 5 (with amendments). Bangalore, Sarada Ranganathan Endowment for Library Science, 1989
18. Read, J. Cataloguing without tears: managing knowledge in the information society. Oxford, Chandos Publishing, 2003
19. Taylore, A.G. and Miller, David P. Wynar's introduction to cataloguing and classification. Ed. 10. London, Libraries Unlimited, 2006
20. Vishvanathan, C.G. Cataloguing Theory and Practice, New Delhi. Today and Tomorrow, 1970

BLISc Semester-2.

Programme Name	Bachelor of Library & Information Science
Semester	2.
Paper Number	8.
Course Name	Record Management (Practical) : Cataloguing 1
Course Type	Core
Effective form	15th June, 2011.
Objective	1. To get acquainted with at least one standard cataloguing code with latest edition. 2. To develop the skills of cataloguing and subject indexing of print, non print and web resources.

Unit No.	Topic Name	Content	Hrs.	Marks	Credit
1.	**Cataloguing of Documents (Using : AACR 2)**	• Catalogue of simple documents • Catalogue of complex document • Catalogue of serials • Catalogue of Non Print material • Catalogue of multivolume • Corporate Bodies • Uniform Title • Cataloguing of web resources			
2.	**Subject Cataloguing**	• Assigning subject heading using Sears List of Subject Heading			

Selected Readings :

1.   Sood, S.P. Kriyatmaka Suchikarana : Anuvargasuchi, Jaipur, RBSA Publishers, 1992.
2.   Kumar, Krishna. Cataloguing, New Delhi, Har Anand Publications, 1993
3.   Schgal, R. L. Cataloguing Practice : CCC (Classification Catalogue Code) New Delhi, Ess Ess Publications, 1996
4.   Sehyal, R. L. Cataloguing Manual AACR-II, New Delhi, Ess Ess Publications,1993
5.   Sani kumar, Cataloguing Services, New Delhi, Rajat Publications, 2009.
6.   AACR – II R
7.   Sear's List of Subject Headings

BLISc. Semester-2

Programme Name	Bachelor of Library & Information Science
Semester	2.
Paper Number	9.
Course Name	Information sources and services (practical)
Course Type	Elective-1
Effective form	15th June, 2011.
Objective	1. To get practical experience of handling and searching from different reference tools. 2. To impart skills to carry out information searches using variety of bibliographic and Non bibliographic data base.

Unit No.	Topic Name	Content	Hrs.	Marks	Credit
1.	**Study and evaluation of Information Sources: This part involves the following Information Search Activity**	• Careful analysis and understanding of the query • Identification of the source(s) • Getting the relevant available source • Finding out the information • Preparation of the answer • Students are suppose to maintain a practical journal containing the exercises done under the supervision of a class • Teacher : This part involves extensive practice in handing the Information Sources			
2.	**Compilation of current awareness list/ Bibliography/ Contents list/ Press clippings**	• Compilation of current awareness list/ Bibliography/ Contents list/ Press clippings			
3.	**Reply to search Query**	• Getting relevant information sources, finding out the information and preparation of answer.			

BLISc. Semester-2

Programme Name	Bachelor of Library & Information Science
Semester	2.
Paper Number	9.
Course Name	Leadership and Change Management
Course Type	Elective-2
Effective form	15th June, 2011.
Objective	1. Students will develop the qualities of leader and could able to take responsibilities. 2. Students will come to know about benefits of good inter personal Skills. 3. To develop professional Aptitude new entrants 4. To take Initiatives for change at each and every level of management.

Unit No.	Topic Name	Content	Hrs.	Marks	Credit
1.	**Personality development**	• Understanding self, Strengths and weaknesses, work and Organisational psychology • Emotional Intelligence and Emotional Enlightment, levels of Emotional awareness, EQ • Stress management : Techniques and Tools for identifying and managing stress. • Time management: Strategies for managing time, Time management tips • Decision making, Making commitment and meeting Deadlines			
2.	**Leadership**	• Nature of leadership and required skills • Differences between leaders • Problems and its possible impact on leadership style and effectiveness • Interpersonal Skills: According to situation, According to policy in benefits of institution. • Behaviouer and leadership • Self Management skills			
3.	**Organisational Behaviour**	• Organisation and characteristics • Organisional structure • Organisional Communication • Work force planning • Delegation of duties			

4.	Team Building	• Effective Team Building • Team Motivation • Groups and Team Managements • Staff Trainings • Development and coaching			
5.	Change Management	• Theory of personal change • Theory of Oraganisational change • Theory of resistance change • Strategies for overcoming resistance • Best practices in change management • Diversity and management ethics.			

Selected Readings :

1. Kumar, P. S. G. Information Sources and Services : Paper VI and VII of Model Curriculum,Delhi, B.R. Publishing Corporation, 2004.
2. Kumar, P.S.G. Information Source and Services : Theory and Practice, Delhi, B.R. Publishing,2004
3. Foskett, D.S. Information Service in libraries, New Delhi, Akashdeep Publishing House, 1990.
4. Khan, M.A. Preparation and Training of library staff, New Delhi, Cosmo Publications, 2002.
5. Khan, M.A. Information Encyclopedia of Library Management : Vol. 6 : Preparation and training of library staff, New Delhi, Cosmo Publication, 2010.
6. Wei, Wei Leader Ship and management principles in libraries in development countries, New York, the haworth information press, 2004.
7. Winston, Mark D. Leadership in the library and information science professions, Delhi, Jaico Publishing House, 2005.
8. Bartol, Kathryn and David C. Matin. Management. 3rd Ed. USA: Irvin McGraw hill, 1998
9. Barton, Gene and Manab Thakur. Management Today: Principles and Practice. New Delhi, Tata McGraw Hill, 1995
10. Donnelly, James H., James L. Gibson and John M. Ivancevich. Fundamentals of Management. Irvin McGraw hill.
11. Drucker, Peter F. Management. New Delhi: Allied, 1974
12. Drucker, Peter F. Management: Tasks, responsibilities, Practices. New Delhi: Allied, 1998
13. Drucker, Peter F. The Practice of Management. New York: Harper Business, 1986
14. Filppo, Edwin B. Personnel management 6th Ed. McGraw hill. 1990
15. Gerstner, Louis V, Jr. Who says elephant can't dance. New York: Harper Business, 2002
16. Gulati, Sarvesh. Corporatr Softskills. New Delhi: Rupa, 2006
17. Herris, O. Jeff. Managing people at work. New York: Jon Wiley, 1976

BLISc Semester – 2.

Programme Name	Bachelor of Library & Information Science
Semester	2.
Paper Number.	10.
Course Name	Network and Internet (Theory and Practice)
Course Type	Interdisciplinary
Effective form	15th June, 2011.
Objective	1. To get understanding and practical experience about Tele communication network, Switched network, different Switching technology and different forms Signaling. 2. Accessing and Architecture of Internet.

Part A : (Theory)

Unit No.	Topic Name	Content	Hrs.	Marks	Credit
1.	**Networking Basic**	• Fully Connected Networks. • Switched Networks. • Network sub systems • Switching techniques.			
2.	**Telephone Networks and Integrated Services Digital Networks**	• Landline and Mobile Networks. • Data transmission in telephone networks with Major telecommunication Networks • Motivation for ISDN and ISDN channel • User Interface • Broad band ISDN			
3.	**Data Networks**	• Data Network Classifications • Satellite based data networks • Local area network • Wide area Networks • Metropolitan area Networks			
4.	**Internet**	• Internet Architecture • Internet Protocols • Internet working • Network Management			

Part B : (Practical)

Unit No.	Topic Name	Content	Hrs.	Marks	Credit
1.	**Networking Basic**	• Fully Connected Networks. • Switched Networks. • Network sub systems • Switching techniques.			
2.	**Telephone Networks and Integrated Services Digital Networks**	• Landline and Mobile Networks. • Data transmission in telephone networks with Major telecommunication Networks • Motivation for ISDN and ISDN channel • User Interface • Broad band ISDN			
3.	**Data Networks**	• Data Network Classifications • Satellite based data networks • Local area network • Wide area Networks • Metropolitan area Networks			

4.	**Internet**	• Internet Architecture • Internet Protocols • Internet working • Network Management			

Selected Readings :

1. Nair, R. Raman Internet to Library and information services, New Delhi : Ess Ess Publications, 1999.
2. Miller, william Internet reference support for distance learners, New York, The Howorth information Press,   2005.
3. Pandianm M. Paul, Internet libraries and information center, New Delhi, Tata Mcaraw-Hill,2001
4. Jani, Yogendra Internet : quiniani veryyata, Ahmedabad, Aadarsh Prakashan, 2005
5. Bhatt, Dilip.Internet binternet, Mumbai, New Bharat Sahitya Mandir, 2008.
6. Kaur Amritpal, Manhas Rajeer Inter : The global digital library, Delhi, Vista international Publishing house, 2010.
7. Sharma, Prahalad, Internet and pustakalay, Jaipur, Joyti Prakashan, 2007.

Hemchandracharya North Gujarat University, Patan
Department of Library & Information Science
Bachelor of Library & Information Science
Semester – I

Paper No.	Name of the Paper	Total Marks Ext+ Int. = Total	Passing Standard Ext+ Int. = Total	Total Teaching Hour	Weekly Teaching Hours	Credits	Exam Hrs.
1	**Core** Foundation of Library and Information Science.	70+30=100	28+12=40	15 Weeks x 5 Hours=75	6 Days x 5 Hours = 30	6	3 Hrs
2	Knowledge organization and information management (Theory) : Classification	70+30=100	28+12=40	15 Weeks x 5 Hours=75	6 Days x 5 Hours = 30	6	3 Hrs
3	Knowledge organization and information management Classification (Practical) DDC-22 & CC - 6	100	28+12=40	15 Weeks x 5 Hours=75	6 Days x 5 Hours = 30	6	3 Hrs
4	**Elective** Library Management **(Elective-1)**	70+30=100	28+12=40	15 Weeks x 5 Hours=75	6 Days x 5 Hours = 30	6	3 Hrs
5	Professional Ethics and Legal Issues **(Elective-2)**	70+30=100	28+12=40	15 Weeks x 5 Hours=75	6 Days x 5 Hours = 30	6	3 Hrs
6	**Interdisciplinary** Information Technology Basic (Theory and Practice) **Part A :** Theory **Part B :** Practical	35+15=50 50	28+12=40 28+12=40	15 Weeks x 5 Hours=75 15 Weeks x 5 Hours=75	6 Days x 5 Hours = 30 6 Days x 5 Hours = 30	6 6	2 Hrs 2 Hrs

Hemchandracharya North Gujarat University, Patan

Department of Library & Information Science
Bachelor of Library & Information Science
Semester – II

Paper No.	Name of the Paper	Total Marks Ext+ Int. = Total	Passing Standard Ext+ Int. = Total	Total Teaching Hour	Weekly Teaching Hours	Credits	Exam Hrs.
6	**Core** Information Sources and services (Theory)	70+30=100	28+12=40	15 Weeks x 5 Hours=75	6 Days x 5 Hours = 30	6	3 Hrs
7	Record Management Theory : Cataloging	70+30=100	28+12=40	15 Weeks x 5 Hours=75	6 Days x 5 Hours = 30	6	3 Hrs
8	Record Management (Practical) Cataloguing	100	28+12=40	15 Weeks x 5 Hours=75	6 Days x 5 Hours = 30	6	3 Hrs
9	**Elective** Information sources and services (practical) **(Elective-1)**	100	28+12=40	15 Weeks x 5 Hours=75	6 Days x 5 Hours = 30	6	3 Hrs -
10	Leadership and Change Management **(Elective-2)**	70+30=100	28+12=40	15 Weeks x 5 Hours=75	6 Days x 5 Hours = 30	6	3 Hrs
11	**Interdisciplinary** Network and Internet **Part A :** (Theory) **Part B :** (Practical)	35+15=50 50	28+12=40 28+12=40	15 Weeks x 5 Hours=75 15 Weeks x 5 Hours=75	6 Days x 5 Hours = 30 6 Days x 5 Hours = 30	6 6	2 Hrs 2 Hrs

Model Post Graduate Course Regulation of Hemchandrachrya North Gujarat University

Eligibility for Admission:

A candidate who has passed a any bachelor degree from a recognized university may become eligible to apply for admission to a Bachelor of Lib. & Inf. Program subject in H.N.G. University Patan.

The admission will be given on the basis of a common merit list prepared by the respective departments and the reservation rules of government/ UGC/ Hemchandrachrya North Gujarat University will be applicable on the same.

Merit list will be prepared by the departments as per the prevailing rules applicable to them from time to time.

Attendance

No candidate shall be considered to have pursued a regular paper of study unless he/she is certified by the HOD to have attended the 80% of the total number of sessions conducted in each semester during his/her paper of study.

Any student not complying with this requirement will not be allowed to appear in the semester examination. However, the Department may condone the required percentage of attendance by not more than 10% during a semester.

All other cases below 70% of attendance will be referred to Vice Chancellor for his discretion to allow the student to appear in Examination.

If a student going out of class to officially represent the university/ Institution with permission of HOD/ Principal/ Course Coordinator in local/ state/ national/ international activities his / her attendance should be compensated. Such exemption should normally not exceed 20 days in a semester.

Examination Scheme
The Examination scheme is trifurcated in following

1. Scheme of Promotion to next Semester
2. Scheme for assessment criteria for different type of Papers
3. Scheme of Passing in examination and award of Grade in respective examination

1. Scheme of Promotion:

For the Programme of 2 Semester (Promotion to next semester)
The minimum marks of passing the examination for each semester shall be 40% marks in each paper of the semester. The paper will be exempted for further examination if the candidate secures minimum 40% marks in the paper.

Promotion to Second Semester
A candidate will be promoted to second semester irrespective of Candidate's result of 1st semester provide that the candidate's term has been granted. (Attendance)

Evaluation during examination
The examination and evaluation for the term end papers of a Programme shall be conducted by the examiners appointed by the vice chancellor from time to time.

2. Evaluation Criteria:

All papers will have 30% Continuums internal evaluation and 70% term and evaluation in postgraduate programme.

Paper setting criteria for theory examination:

The Structure of each question paper will be as under:
Each theory paper will be of 3Hrs. of 70 marks having 4 questions. 3 Questions will be descriptive having internal option from each unit of different marks and 4th question will be of objective type will consist 10 parts, one with selective answer option of 5 marks and other without selective answer having 5 marks. Thus structure of question paper will be as 4 questions 70 marks

Continuums Internal Assessment:

During programme Continuums assessment marks shall be based on method such as:

1. Participation in seminars, case discussion and group work activities.
2. Class tests, quiz, individual and group work activities.
3. Submission of written assignments, term papers etc.
4. Classroom participation and attendance
5. Take home examination
6. Any other innovative methods as introduced by the faculty concerned with prior declaration to the students

The weighting given to each of these factors is shown in the scheme of papers and semester.

Re- Examination / Part Examination / ATKT

A Student who fails to attain minimum passing marks in a paper will be allowed to re-appear in that paper in any semester. However, the total number of attempts for a paper shall not exceed three during the span period of the programme.

3. Scheme of Passing in examination and award of Grade in Respective examination

A candidate will have to secure minimum 40% marks separately in both segment of continuous assessment and term end examination. A sum of continuous assessments and term end examination will be the final award of total marks to a candidate in each paper. The degree shall be awarded to successful students on the basis of the combined results of all the semesters examinations as follows.

40% or More but less than 47% Pass Division.
48% or More but less than 59% Second Division.
60% or More but less than 66% First Division.
66% or above   Distinction.

The Grade will be awarded to a candidate in following criteria.
Grade Point System in Hemchandracharya North Gujrat University, Patan

4. Study Tour:
Students must have to join in a Introduction tour which may be of about 1 to 2 days on his/her own expenses.

5. Training Programme:
After annual exam he/she must have to attend training programme for 15 working days which will be organized at university library