



**Department of Higher Education  
UP Government, Lucknow**

**Bachelor of Arts (Library and Information Science)  
By UP Government Course Committee-2021**

National Education Policy-2020 Common Minimum Syllabus for all U.P. State Universities

**Semester-wise Titles of the Papers in B.A. (Library and Information Science)**

**(Based on the recommendations of NEP 2020)**

Name	Designation	Affiliation
<b>Steering Committee</b>		
Mrs. Monika S. Garg (IAS), Chairperson, Steering Committee	Additional Chief Secretary	Department of Higher Education UP, Lucknow
Prof. Poonam Tandan	Professor, Department of Physics	University of Lucknow, Lucknow (UP)
Prof. Hare Krishna	Professor, Department of Statistics	CCS University, Meerut (UP)
Dr. Dinesh C. Sharma	Associate Professor	K.M. Govt. Girls PG College, Badalpur, G.B. Nagar (UP)

<b>Supervisory Committee - Arts and Humanities Stream</b>		
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Prof. Ajay Pratap Singh	Dean, Faculty of Arts	Ram Manohar Lohiya University, Ayodhya
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Dr. KishorKumar	Associate Professor	K. M. PG College, Badalpur, G.B. Nagar (UP)
Dr. Shweta Pandey	Assistant Professor	Bundelkhand University, Jhansi

**Syllabus Developed By:**

S.No.	Name	Designation	Department	College/University
01	Dr. R. K. Singh	Librarian	Central Library	RML Awadh University, Faizabad
02	Dr. J. A. Siddiqui	Coordinator/Head	Library & Information Science	CCS University, Meerut
03	Dr. Pravish Prakash	Assistant Librarian	Tagore Library	University of Lucknow, Lucknow

Year	Semester	Course Code	Paper Title	Theory/Practical	Credits
1	I	A180101T	Fundamentals of Librarianship	Theory	6
1	II	A180201T	Information Sources and Services	Theory	6
2	III	A180301T	Library Management	Theory	6
2	IV	A180401T	Information Storage and Retrieval System	Theory	6
3	V	A180501T	Library Classification	Theory	4
3	V	A180502P	Library Classification and Cataloguing	Practical	2
3	V	A180503T	Library Cataloguing	Theory	4
3	V	A180504R	Project (Compilation of Bibliography)	Project	3
3	VI	A180601T	Computer Application in Libraries	Theory	4
3	VI	A180602T	Library, Information and Society	Theory	4
3	VI	A180603P	IT Application in Libraries	Practical	2
3	VI	A180604R	Project (Library Survey)	Project	3
					<b>Total Credits=50</b>

## **Program Outcome**

B.A. (Library and Information Science) aims to:

- Train students in modern library administration and prepare them for careers in Academic, Public and Special Libraries.
- Impart education and training for generating budding library professionals in the present scenario of information age.
- Develop manpower for libraries and information centres for effective and efficient services, professional values, dedication and attitude.
- To equip students with competent skills essentially required for carrying out various housekeeping operations of library and Information Centers using ICT.
- To develop LIS students as competent professionals in the field by imparting employability skill based on effective communication, critical thinking, and ethical literacy.
- Enable to become lifelong learners for their personal growth and development.

## B.A. Library and Information Science

Programme/Class: Certificate	Year: First	Semester: I
Subject: Library and Information Science		
Course Code: A180101T	Course Title: Fundamentals of Librarianship(Theory)	
Course outcomes: After studying this paper, the students shall be able to comprehend the concept, objectives and development of libraries and its importance to the society. Understand the professional ethics of librarianship and the five laws of library science with their implications on various services of the libraries. Understand the importance of Library legislation and features of library acts.		
Credits: 6	<i>Core Compulsory</i>	
Max. Marks: 25+75	Min. Passing Marks: 40	
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: 6-0-0		
Unit	Topics	No. of Lectures
I	<b>Contribution of Indian LIS Professionals in the development of Library Profession:</b> P.B. Mangla, B.S. Kesvan, P.N. Kaula, S. R. Ranganathan, S. Bashiruddin	15
II	<b>Librarianship as a Profession</b> Definition and Concept of Library, Objectives and Functions of Libraries. Role of Libraries in the development of Society.	15
III	User Education; Public relation; Library Extension Services; Library Building	10
IV	<b>Functions and Duties of Librarian</b> , History of Libraries, Development of Libraries in India	10
V	<b>Types and Functions of Libraries :</b> Academic Libraries, Public Libraries and Special Libraries	10
VI	<b>Laws of Library Science:</b> Five Laws of Library Science; Library Legislation-Need and essential Features;	10
VII	<b>Library Acts</b> Library Acts in India; Intellectual Property Right, Right to Information Act, Plagiarism	10
VIII	<b>Book Selection :</b> Policy and Procedures, Accessioning and Processing, Stock Verification, Charging Systems	10
<b>Suggested Readings:</b>		
<ol style="list-style-type: none"> <li>1. Khanna, JK: Library and Society. Kurukshetra: Research Publications, 1987.</li> <li>2. Pandey, SK Sharma: Libraries and Society. New Delhi: Ess Ess, 1992.</li> <li>3. Ranganathan, SR: The Five Laws of Library Science. Bangalore: Sarda Ranganathan Endowment for Library Science, 1988.</li> <li>4. Sukula, Shiva: Librarianship: Redefining and Redesigning Beyond the Customary Craft. New Delhi, EssEss Publications, 2016.</li> <li>5. शर्मा, बी० के०, ठाकुर, यू०एम०, एंवलाल, सी० : ग्रन्थालय एंवसूचनाविज्ञान, आगरा, वाई० के०</li> </ol>		

पब्लिशर, 2015

6. सेनी, ओमप्रकाश: ग्रन्थालय एंवसमाज, आगरा, वाई0 के0 पब्लिशर, 1999

Suggestive digital platforms web links

1. <https://lisstudymaterials.wordpress.com/>
2. <http://egyankosh.ac.in/>
3. <http://library-soup.blogspot.com/>

This course can be opted by the students of B.A.

Suggested Continuous Evaluation Methods:

**Internal Evaluation 25 Marks :**20 Marks(2 Tests –10 Marks each) 05 Marks(Assignment)

**External Evaluation 75 Marks :**The paper will be divided into Three Sections A, B and C.

**Section A** will consist of **Five** Short Answer Type questions not exceeding 75words. The examinee will attempt all questions. Each question carries 2 marks.

**Section B** will consist of **Three** questions not exceeding 200 words. The examinee will attempt **Two** questions. Each question carries 10 marks.

**Section C** will consist of **Five** questions in detail. The examinee will attempt **Three** questions. Each question carries 15 marks

Course prerequisites: To study this course, a student must have had passed XII in any combination of subjects with a minimum of 45% in aggregate.

Suggested equivalent online courses: Courses on Swayam / MOOCS/NPTEL

Further Suggestions:

## B.A. Library and Information Science

Programme/Class: Certificate	Year: First	Semester: II
Subject: Library and Information Science		
Course Code: A180201T	Course Title: Information Sources and Services(Theory)	
<p><b>Course outcomes:</b> After studying the paper, students shall be able to understand the concept of reference and information sources and services provided in libraries. Understand criteria of evaluation of different sources of information. Understand the reference interview and various techniques of searching information. Understand the latest trends in Reference &amp; Information Sources and Services.</p>		
Credits: 6	<i>Core Compulsory</i>	
Max. Marks: 25+75	Min. Passing Marks: 40	
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: 6-0-0		
Unit	Topics	No. of Lectures
I	<b>Information Sources</b> : Definition, Need and Purpose of Information Sources	15
II	<b>Types of Information Sources</b> - Primary, Secondary and Tertiary, Criteria of Evaluating Information Sources	15
III	<b>Five Laws of Library Science and Reference Sources;</b> Human Resources; Institutional Information Sources	10
IV	<b>Information Services</b> : Definition, Need, Purpose and Types, Reference Service and Reference Sources	10
V	<b>Searching of Information</b> : Techniques of Information Search, Online searching of Information Sources	10
VI	<b>User Education and Information Literacy</b> : Definition, Importance and Methods, Online Information Sources	10
VII	<b>Dictionaries</b> : General and Special, Geographical Sources : Maps, Atlas, Gazetteers, Census,	10
VIII	<b>Encyclopedias</b> : General and Special <b>Bibliographies</b> : Definition, Types and Techniques	10
<p><b>Suggested Readings:</b></p> <ol style="list-style-type: none"> <li>1. Krishan Kumar : Reference Service. 5<sup>th</sup> rev ed. New Delhi, Vikas, 1982.</li> <li>2. Ranganathan, SR : Reference Service. 2<sup>nd</sup> ed. Bombay, Asia Pub. House, 1961.</li> <li>3. Mukherjee, AK : Reference Work and its Tools. 3<sup>rd</sup> rev ed. Calcutta, World Press, 1975.</li> <li>4. Cheney, FN : Fundamental Reference Sources. Chicago : ALA, 1971.</li> <li>5. त्रिपाठी, एस० एम० सूचना एवंसंदर्भसेवा के प्रमुख स्रोत,आगरा, वार्ड० के० पब्लिशर्स, 2010.</li> <li>6. त्रिपाठी, एस० एम०, संदर्भसेवा के नवीनआयाम, आगरा, वार्ड० के० पब्लिशर्स, 2010.</li> </ol>		

Suggestive digital platforms web links

1. <https://lisstudymaterials.wordpress.com/>
2. <http://egyankosh.ac.in/>
3. <http://library-soup.blogspot.com/>

This course can be opted by the students of BA

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Suggested Continuous Evaluation Methods:

**Internal Evaluation 25 Marks** :20 Marks(2 Tests –10 Marks each) 05 Marks(Assignment)

**External Evaluation 75 Marks** :The paper will be divided into Three Sections A, B and C.

**Section A** will consist of *Five* Short Answer Type questions not exceeding 75words. The examinee will attempt all questions. Each question carries 2 marks.

**Section B** will consist of *Three* questions not exceeding 200 words. The examinee will attempt *Two* questions. Each question carries 10 marks.

**Section C** will consist of *Five* questions in detail. The examinee will attempt *Three* questions. Each question carries 15 marks

Course prerequisites: To study this course, a student must have had passed XII in any combination of subjects with a minimum of 45% in aggregate.

Suggested equivalent online courses: Courses on Swayam / MOOCS/NPTEL

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Further Suggestions:

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## B.A. Library and Information Science

Programme/Class: Diploma	Year: Second	Semester: III
Subject: Library and Information Science		
Course Code: A180301T	Course Title: Library Management(Theory)	
<p><b>Course outcomes:</b> After studying the paper, students shall be able to understand the concept and scope of library management. Elaborate principles and functions of library management. Efficiently carry out various operations of Library and Information Centres. Comprehend the concept of financial management and human resource management. Designing of library and information system/MIS.Maintain the library statistics and prepare annual report</p>		
Credits: 6	<i>Core Compulsory</i>	
Max. Marks: 25+75	Min. Passing Marks: 40	
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: 6-0-0		
<b>Unit</b>	<b>Topics</b>	<b>No. of Lectures</b>
	<b>Part I</b>	
<b>I</b>	<b>General Principles of Management</b> and their Applications to Libraries,	15
<b>II</b>	<b>Functions of various sections of a library</b> : Acquisition, Circulation, Technical and Periodical	15
<b>III</b>	<b>Library Authority and Library Committee</b> , Preservation of Library Resources	10
<b>IV</b>	<b>Library Budget</b> , Recruitment, Staff Formula,	10
<b>V</b>	<b>Library Rules and Regulations</b> , Role of Librarian in the development and management of library.	10
<b>VI</b>	<b>Stock Verification</b> , Library Statistics	10
<b>VII</b>	<b>Library Building</b> and Furniture Planning	10
<b>VIII</b>	<b>Binding</b> of Library Materials, Annual Report	10
<p><b>Suggested Readings:</b></p> <ol style="list-style-type: none"> <li>1. Mittal, RL : Library and Administration : Theory and practice. New Delhi : Metropolitan Book, 1983.</li> <li>2. Ranganathan, SR : Library Book Selection. Bombay : Asia Pub. House, 1966.</li> <li>3. Mahapatra, PK and Chakrabarti, B : Preservation in Libraries. New Delhi :EssEss, 2003</li> <li>4. Adhikari, Rajiv : Library Preservation and Automation. Delhi : Rajat Publications, 2002.</li> <li>5. व्यास, एस0 डी0, पुस्तकालय प्रबन्ध, जयपुरपंचशीलप्रकाशन, 2002.</li> </ol>		



6. सिंह, कर्म; त्रिखा, सुधा एवंवलानी, किशनी. पुस्तकालय प्रबन्ध. जयपुर, रावतप्रकाशन, 2010

Suggestive digital platforms web links

4. <https://lisstudymaterials.wordpress.com/>

5. <http://egyankosh.ac.in/>

6. <http://library-soup.blogspot.com/>

This course can be opted by the students of BA

Suggested Continuous Evaluation Methods:

**Internal Evaluation 25 Marks :**20 Marks(2 Tests –10 Marks each) 05 Marks(Assignment)

**External Evaluation 75 Marks :**The paper will be divided into Three Sections A, B and C.

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**Section B** will consist of **Three** questions not exceeding 200 words. The examinee will attempt **Two** questions. Each question carries 10 marks.

**Section C** will consist of **Five** questions in detail. The examinee will attempt **Three** questions. Each question carries 15 marks

Course prerequisites: To study this course, a student must have had passed XII in any combination of subjects with a minimum of 45% in aggregate.

Suggested equivalent online courses: Courses on Swayam / MOOCS/NPTEL

Further Suggestions:

## B.A. Library and Information Science

Programme/Class: Diploma	Year: Second	Semester: IV
Subject: Library and Information Science		
Course Code: A180401T	Course Title: Information Storage and Retrieval System(Theory)	
<p><b>Course outcomes:</b> After studying the paper, the students shall be able to understand the concept and process of Information services in libraries. Understand the types and characteristics of index and indexing including Pre-Coordinate and Post Coordinate indexing. Understand the concept and types of abstract and abstracting services at the National and International Level. Understand the various Library professional associations including NISCAIR, INFLIBNET.</p>		
Credits: 6	<i>Core Compulsory</i>	
Max. Marks: 25+75	Min. Passing Marks: 40	
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: 6-0-0		
<b>Unit</b>	<b>Topics</b>	<b>No. of Lectures</b>
	<b>Part I</b>	
<b>I</b>	Information Science : Definition, Need and Functions of Information Science	10
<b>II</b>	Documentation : Definition, Importance and Objectives of Documentation	10
<b>III</b>	Current Awareness Service(CAS) and Selective Dissemination of Information (SDI)	10
<b>IV</b>	Concept of Index and Indexing, Subject Indexing, Keyword indexing	10
<b>V</b>	Pre-Coordinate Indexing: Chain Procedure; PRECIS; POPSI Post Coordinate Indexing System: UNITERM Indexing	10
<b>VI</b>	Abstract and Abstracting : Scope and Importance, Types of Abstracts	10
<b>VII</b>	Steps of Abstracting; Concept history and services of Internet; Electronic information retrieval	15
<b>VIII</b>	Brief Idea of Some important Institutions : NISCAIR, NASSDOC, DESIDOC and INFLIBNET	15
<p><b>Suggested Readings:</b></p> <ol style="list-style-type: none"> <li>1. Guha, B : Documentation and Information : services, techniques and systems. 2<sup>nd</sup> rev ed. Calcutta, World Press, 1983.</li> <li>2. Kawatra, PS : Fundamentals of Documentation with special reference to India. New Delhi, Sterling, 1983.</li> <li>3. Khanna, JK : Documentation and Information Services : systems and techniques. Agra, Y K</li> </ol>		

Publishers, 2000.

4. Ranganathan, SR : Documentation and its facets. London, Asia Pub. House, 1963.

5. Prasher, RG : Index and Indexing. New Delhi, Medallion Press, 1989.

6. त्रिपाठी, एस0 एम0 सूचना एवंसंदर्भसेवा के प्रमुख स्रोत,आगरा, वाई0 के0 पब्लिशर्स, 2010.

7. त्रिपाठी, एस0 एम0, संदर्भसेवा के नवीनआयाम, आगरा, वाई0 के0 पब्लिशर्स, 2010.

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Suggested equivalent online courses: Courses on Swayam / MOOCS/NPTEL

Further Suggestions:

## B.A. Library and Information Science

Programme/Class: Degree	Year: Third	Semester: V
Subject: Library and Information Science		
Course Code: A180501T	Course Title: Library Classification(Theory)	
<b>Course Outcome</b>		
<p>After studying this paper, the students shall be able to understand the meaning, purpose, functions, theories and canons of library classification. Analyze the characteristics, merits and demerits of different species of library classification Schemes. Highlight salient features of major classification schemes. Elucidate various facets of notation and call number. Review five fundamental categories and Mnemonics in Library Classification.</p>		
Credits: 4	<i>Core Compulsory</i>	
Max. Marks: 25+75	Min. Passing Marks: 40	
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: 4-0-0		
<b>Unit</b>	<b>Topics</b>	<b>No. of Lectures</b>
<b>I</b>	<b>Library Classification:</b> Need, functions, objectives and importance.	15
<b>II</b>	<b>Species of Classification Schemes:</b> Purely Enumerative; Almost Enumerative; Rigidly Faceted; Faceted; Almost Faceted	15
<b>III</b>	<b>Normative Principles:</b> Work in three planes, Canons of Library Classification,	10
<b>IV</b>	<b>Principles for Helpful sequence</b>	10
<b>V</b>	<b>Notation:</b> Definition, Types and Qualities of Notation,	10
<b>VI</b>	<b>Class Number,</b> Book Number, Collection Number	10
<b>VII</b>	<b>Five Fundamental Categories,</b> Salient Features of DDC and CC,	10
<b>VIII</b>	<b>Mnemonics:</b> Definition, Types of Mnemonics	10
<b>Suggested Readings:</b>		
<ol style="list-style-type: none"> <li>1. Hussain, Shabahat : Library Classification, facets and analysis. 2<sup>nd</sup> rev. ed. New Delhi : B. R. Publishing Corp., 2004.</li> <li>2. Krishan Kumar : Theory of Classification. 4<sup>th</sup> rev ed. Delhi : Vikas Publishing House, 1988.</li> <li>3. Ranganathan, SR : Elements of Library Classification. Poona : NK Publishing House, 1945.</li> <li>4. पुष्पध्यानी. पुस्तकालयवर्गीकरण. नईदिल्ली :एस. एस. पब्लिकेशन. 1999.</li> <li>5- चम्पावत, जीएस. पुस्तकालयवर्गीकरणकेसिद्धान्त.जयपुर : आर.बी.एस.ए.पब्लिशसस. 1993.</li> </ol>		

Suggestive digital platforms web links

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2. <http://egyankosh.ac.in/>
3. <http://library-soup.blogspot.com/>

This course can be opted by the students of BA

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Suggested Continuous Evaluation Methods:

**Internal Evaluation 25 Marks :**20 Marks(2 Tests –10 Marks each) 05 Marks(Assignment)

**External Evaluation 75 Marks :**The paper will be divided into Three Sections A, B and C.

**Section A** will consist of *Five* Short Answer Type questions not exceeding 75words. The examinee will attempt all questions. Each question carries 2 marks.

**Section B** will consist of *Three* questions not exceeding 200 words. The examinee will attempt *Two* questions. Each question carries 10 marks.

**Section C** will consist of *Five* questions in detail. The examinee will attempt *Three* questions. Each question carries 15 marks

Course prerequisites: To study this course, a student must have had passed XII in any combination of subjects with a minimum of 45% in aggregate.

Suggested equivalent online courses: Courses on Swayam / MOOCS/NPTEL

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Further Suggestions:

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## B.A. Library and Information Science

Programme/Class: Degree	Year: Third	Semester: V
Subject: Library and Information Science		
Course Code: A180502P	Course Title: Library Classification and Cataloguing(Practical)	
<b>Course Outcome</b>		
After studying the paper, students shall be able to classify and construct the class numbers simple titles using Dewey Decimal Classification Scheme Edition 19. Synthesize class numbers by using the tables. Understand the preparation of Catalogue entries by Anglo American Cataloguing Rules (AACR-II)		
Credits: 2	<i>Core Compulsory</i>	
Max. Marks: 25+75	Min. Passing Marks: 40	
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: 0-0-2		
<b>Unit</b>	<b>Topics</b>	<b>No. of Lectures (Lab Hours)</b>
	<b>Section-A</b>	
<b>I</b>	<b>Classification of documents (using DDC)</b> Classification of documents with the Dewey Decimal Classification 19 <sup>th</sup> Edition with the following details: Main Classes, Divisions, Auxiliary Tables.	15
	<b>Section-B</b>	
<b>II</b>	<b>Cataloguing of Documents by AACR-II</b> Cataloguing of books in accordance with the latest edition of AACR II and Subject Headings by Sears List of Subject Headings	15
<b>Suggested Readings:</b>		
<ol style="list-style-type: none"> <li>1. Dewey, Melvil: Decimal Classification and Relative Index. 19<sup>th</sup> ed. New York, Lake Placed Club, 1979.</li> <li>2. Ranganathan, SR: Elements of Library Classification. 3<sup>rd</sup> ed. Bombay, Asia Pub. House, 1962.</li> <li>3. Anglo American Cataloguing Rules (AACR-II)</li> </ol>		

This course can be opted by the students of BA

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Suggested Continuous Evaluation Methods:

**Internal Evaluation 25 Marks** :20 Marks(2 Tests –10 Marks each) 05 Marks(Assignment)

**External Evaluation 75 Marks**

**Note:** There will be Two Sections A and B.

**Section A** will consist of *Six* Titles and the examinee will classify *Four* Titles by Dewey Decimal Classification Edition 19<sup>th</sup>. Each Title carries 10 marks.

**Section B** The practical class record of the items catalogued and entries made will be maintained by each student. • The Practical examination will be conducted through a paper containing reproductions of title pages of the documents along with other information required for cataloging.

**Structure of Question Paper:** The question paper will comprise of FOUR titles of English language documents and the Examinee will prepare Two titles to be catalogued by AACR-2. Each Entry carries 17.5 marks.

**Methodology:** Lectures, self study, case studies, assignments, experimental learning exercises

Course prerequisites: To study this course, a student must have had passed XII in any combination of subjects with a minimum of 45% in aggregate.

Suggested equivalent online courses: Courses on Swayam / MOOCS/NPTEL

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Further Suggestions:

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## B.A. Library and Information Science

Programme/Class: Degree	Year: Third	Semester: V
Subject: Library and Information Science		
Course Code: A180503T	Course Title: Library Cataloguing (Theory)	
<b>Course Outcome</b>		
<p>After studying this paper, the students shall be able to understand the concept and objectives of library catalogue. To know about the normative principles of cataloguing. Comprehend various forms (inner and outer) of library catalogue. Review the features and development of different cataloguing codes. Understand various approaches of deriving subject headings. Understand the concept of co-operative and centralized cataloguing. Examine the current trends in library cataloguing. Understand the complexities in rendering of entries and alphabetization.</p>		
Credits: 4	<i>Core Compulsory</i>	
Max. Marks: 25+75	Min. Passing Marks: 40	
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: 4-0-0		
<b>Unit</b>	<b>Topics</b>	<b>No. of Lectures</b>
	<b>Part I</b>	
<b>I</b>	<b>Library Catalogue:</b> Definition, Need, Objective and Functions of Library Catalogue.	10
<b>II</b>	<b>Normative Principles of Cataloguing:</b> Forms of Library Catalogue: Physical forms and Inner forms.	10
<b>III</b>	<b>Types and Functions of Cataloguing:</b> Authore Catalogue; Title Catalogue; Dictionary Catalogue, Classified Catalogue.	10
<b>IV</b>	<b>Library Catalogue Codes –</b> Classified Catalogue Code (CCC) and AACR-II:	6
<b>V</b>	<b>Subject Cataloguing:</b> Concept, Principles. And Types	6
<b>VI</b>	<b>Chain Procedure,</b> Lists of Subject Headings. Thesaurus	6
<b>VII</b>	<b>Centralized and Cooperative Cataloguing:</b> Simplified and selective Cataloguing	6
<b>VIII</b>	<b>Union Catalogue:</b> Need, Rules for Compilation of Union Catalogue	6



**Suggested Readings:**

1. Girja Kumar & Krishan Kumar (1975). Theory of cataloguing. New Delhi: Vikas Publishing House
2. Sharma, Pandey S. K. (1986). Cataloguing Theory. New Delhi: EssEss Publication.
3. Viswanathan, C. G. (1983). Cataloguing: Theory and Practice. Lucknow: Print House.
4. Shera, Jesse H. & Eagan, Margret E. (1956). Classified Catalog: basic principles and practices. Chicago: American Library Association.
5. Sengupta, B (1974). Cataloguing: Its theory & practice. Calcutta: World Press.
7. Krishan Kumar (2001). An Introduction to AACR-2 (Anglo-American Cataloguing Rules). New Delhi: Vikas Publishing.
8. Siddiqui, JA and Husain, Mohd Sabir. Library Cataloguing with AACR-II. New Delhi, EssEss Publications, 2018. ISBN 978-93-87698-03-1
9. Siddiqui, JA; Husain, Mohd. Sabir and Sharma, BK. Hindi Granthonki Suchikaran Pirkriya. Agra, Y. K. Publishers, 2018. ISBN 978-93-80668-97
10. शर्मा, पाण्डेय एस0 के0: पुस्तकालय सूचीकरण के सिद्धान्त, नई दिल्ली, प्रभातप्रकाशन, 2015

**Suggestive digital platforms web links**

1. <https://lisstudymaterials.wordpress.com/>
2. <http://egyankosh.ac.in/>
3. <http://library-soup.blogspot.com/>

This course can be opted by the students of BA  
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**Suggested Continuous Evaluation Methods:**

**Internal Evaluation 25 Marks :** 20 Marks (2 Tests – 10 Marks each) 05 Marks (Assignment)

**External Evaluation 75 Marks :** The paper will be divided into Three Sections A, B and C.

**Section A** will consist of *Five* Short Answer Type questions not exceeding 75 words. The examinee will attempt all questions. Each question carries 2 marks.

**Section B** will consist of *Three* questions not exceeding 200 words. The examinee will attempt *Two* questions. Each question carries 10 marks.

**Section C** will consist of *Five* questions in detail. The examinee will attempt *Three* questions. Each question carries 15 marks

Course prerequisites: To study this course, a student must have had passed XII in any combination of subjects with a minimum of 45% in aggregate.

Suggested equivalent online courses: Courses on Swayam / MOOCS/NPTEL  
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Further Suggestions:  
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## B.A. Library and Information Science

Programme/Class: Degree	Year: Third	Semester: V
Subject: Library and Information Science		
Course Code: A180504R	Course Title: Project (Compilation of bibliography)	
<b>Course Outcome</b>		
<p><b>Course outcomes:</b> After doing this project, students shall be able to compile a subject annotated bibliography on a given subject. Understanding methods of searching sources on a given topic. Compilation of author index, title index, assigning subject headings to various entries and alphabetization.</p>		
Credits: 3	<i>Core Compulsory</i>	
Max. Marks: 25+75	Min. Passing Marks: 40	
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: 0-0-3		
Unit	Topics	No. of Lectures
I	<p><b>The students shall be asked to compile an annotated bibliography with not less than One Hundred Entries on a topic assigned by the concerned teacher/HOD. The compiled bibliography will be examined by an external examiner appointed by the university/Head of the Institution.</b></p>	45
<b>Suggested Readings:</b>		
<p>Suggestive digital platforms web links</p> <ol style="list-style-type: none"> <li>1. <a href="https://lisstudymaterials.wordpress.com/">https://lisstudymaterials.wordpress.com/</a></li> <li>2. <a href="http://egyankosh.ac.in/">http://egyankosh.ac.in/</a></li> <li>3. <a href="http://library-soup.blogspot.com/">http://library-soup.blogspot.com/</a></li> </ol>		
<p>This course can be opted by the students of BA            .....</p>		
<b>Suggested Continuous Evaluation Methods:</b>		
<b>Internal Evaluation 25 Marks :20 Marks(2 Tests –10 Marks each) 05 Marks(Assignment)</b>		
<b>External Evaluation 75 Marks</b>		
<p>The compiled bibliography will be examined by an external examiner appointed by the university/Head of the Institution.</p>		

Course prerequisites: To study this course, a student must have had passed XII in any combination of subjects with a minimum of 45% in aggregate.

Suggested equivalent online courses: Courses on Swayam / MOOCS/NPTEL

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Further Suggestions:

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## B.A. Library and Information Science

Programme/Class: Degree	Year: Third	Semester: VI
Subject: Library and Information Science		
Course Code: A180601T	Course Title: Computer Application in Libraries(Theory)	
<b>Course Outcome</b>		
The aim of this course is to understand the various applications of Information Technology in libraries with the concept of library automation, planning and implementation and to study different modules of library management software packages.		
Credits: 4	<i>Core Compulsory</i>	
Max. Marks: 25+75	Min. Passing Marks: 40	
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: 4-0-0		
<b>Unit</b>	<b>Topics</b>	<b>No. of Lectures</b>
<b>I</b>	<b>Introduction to Computers</b> : Parts of Computer, Hardware and Software;	10
<b>II</b>	<b>Generation of Computers</b> , MS Office : MS-Word, MS-Excel and MS-Power Point	10
<b>III</b>	<b>Application of Computers:</b> Airport, Banks, Railway Stations, Hospitals and Libraries.	10
<b>IV</b>	<b>Memory and Storage:</b> Internal Memory, External Memory, Storage Devices : Hard Disk, Portable Storage,	6
<b>V</b>	<b>Library Automation:</b> Need and importance. Application of Library Software Packages for Library Automation, SOUL, KOHA, Lybsis.	6
<b>VI</b>	Planning and implementation of Library Automation Software Packages in Libraries. In house operations	6
<b>VII</b>	<b>Internet:</b> Features, Applications, Search Engines. Digital Libraries; Repositories	6
<b>VIII</b>	<b>Networking</b> : Types of Networks, LAN, WAN	6

**Suggested Readings:**

1. Kumar, PSG : Computerization of Indian Libraries. Delhi, B. R. Publishing, 1987.
2. Pandey, SK Sharma : Library Computerization : theory and practice. New Delhi, EssEss, 1993.
3. Satyanarayana, NR : A manual of Library Automation and Networking. 2<sup>nd</sup> ed. Lucknow, New Royal Book, 2003.
4. Dhawan, A : Computers for Beginners. New Delhi, Frank Bros, 1990.
5. Sehgal, RL : An introduction to Library Networks. New Delhi, EssEss, 1996.
6. सिंह, शंकर, कम्प्युटर एंवसूचनातकनीक. नईदिल्ली. पुर्वाचलपब्लिकेशन, 2000.
7. शर्मा, बी० के० एंवठाकुर, यू० एम०. पुस्तकालय सूचनाविज्ञान एंवसूचनाप्रौद्योगिकी. आगरा, वाई० के० पब्लिशर्स, 2010

**Suggestive digital platforms web links**

1. <https://lisstudymaterials.wordpress.com/>
2. <http://egyankosh.ac.in/>
3. <http://library-soup.blogspot.com/>

This course can be opted by the students of BA  
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**Suggested Continuous Evaluation Methods:**

**Internal Evaluation 25 Marks :**20 Marks(2 Tests –10 Marks each) 05 Marks(Assignment)

**External Evaluation 75 Marks :**The paper will be divided into Three Sections A, B and C.

**Section A** will consist of **Five** Short Answer Type questions not exceeding 75words. The examinee will attempt all questions. Each question carries 2 marks.

**Section B** will consist of **Three** questions not exceeding 200 words. The examinee will attempt **Two** questions. Each question carries 10 marks.

**Section C** will consist of **Five** questions in detail. The examinee will attempt **Three** questions. Each question carries 15 marks

Course prerequisites: To study this course, a student must have had passed XII in any combination of subjects with a minimum of 45% in aggregate.

Suggested equivalent online courses: Courses on Swayam / MOOCS/NPTEL  
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Further Suggestions:  
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## B.A. Library and Information Science

Programme/Class: Degree	Year: Third	Semester: VI
Subject: Library and Information Science		
Course Code: A180602T	Course Title: Library, Information and Society(Theory)	
<b>Course Outcome</b>		
After studying the paper, students shall be able to understand the development of civilization, growth of knowledge and information. To know the society and its informational needs. Evolution of libraries and role of library in the development of the society.		
Credits: 4	<i>Core Compulsory</i>	
Max. Marks: 25+75	Min. Passing Marks: 40	
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: 4-0-0		
<b>Unit</b>	<b>Topics</b>	<b>No. of Lectures</b>
<b>I</b>	Introduction and definition of libraries. Purpose of libraries. Functions of libraries. Modern society and libraries.	10
<b>II</b>	Librarianship as a profession; Library Ethics; User Education; Public relation	10
<b>III</b>	Library Path Finders; Social functions of Libraries; Types of documents and their utility	10
<b>IV</b>	Information and library. Role of libraries in the development of society	6
<b>V</b>	Role of libraries in Higher Education. Role of UGC in the development of Libraries	6
<b>VI</b>	Role of libraries in research and development. Role of National and International Organisations such as UGC; ILA; UNESCO.	6
<b>VII</b>	Role of libraries in information dissemination. Role of libraries in promotion and development of culture.	6
<b>VIII</b>	Role of libraries in recreation and leisure. Role of libraries in moral, ideological and spiritual development	6

**Suggested Readings:**

1. Altay, Ahmet. The Role of the Libraries in the Information Society. Available at <http://www.kirklareli.edu.tr/download/by-files/31796092.html> accessed on 05.02.14 at 22:00 hours IST.
2. Khanna, J. K. (1994). Library and Society, 2nd rev. ed. New Delhi, EssEss Publication.
3. Ranganathan, S R(1990). Library Manual. Bangalore, Sarda Ranganathan Endowment for Library Science.
4. Ranganathan, S.R.(1961).Reference Service. Bangalore, SardaRanganathan Endowment for Library Science.
5. Sahai, Shrinath (1973). Library and the Community. New Delhi, Today and Tomorrow's Printer & Publishers.

Suggestive digital platforms web links

1. <https://lisstudymaterials.wordpress.com/>
2. <http://egyankosh.ac.in/>
3. <http://library-soup.blogspot.com/>

***Elective Paper***

**This course can be opted as an elective by the students of following subjects: Open for all. Moreover no additional faculty will be required to teach this paper in other faculties. The University/College librarians may teach this paper at their respective university/college.**

Suggested Continuous Evaluation Methods:

**Internal Evaluation 25 Marks :**20 Marks(2 Tests –10 Marks each) 05 Marks(Assignment)

**External Evaluation 75 Marks :**The paper will be divided into Three Sections A, B and C.

**Section A** will consist of *Five* Short Answer Type questions not exceeding 75words. The examinee will attempt all questions. Each question carries 2 marks.

**Section B** will consist of *Three* questions not exceeding 200 words. The examinee will attempt *Two* questions. Each question carries 10 marks.

**Section C** will consist of *Five* questions in detail. The examinee will attempt *Three* questions. Each question carries 15 marks

Course prerequisites: To study this course, a student must have had passed XII in any combination of subjects with a minimum of 45% in aggregate.

Suggested equivalent online courses: Courses on Swayam / MOOCS/NPTEL

Further Suggestions:

## B.A. Library and Information Science

Programme/Class: Degree	Year: Third	Semester: VI
Subject: Library and Information Science		
Course Code: A180603P	Course Title: IT Application in Libraries(Practical)	
<b>Course Outcome</b>		
<p><b>Course outcomes:</b> After studying the paper, students shall be able to familiarize with the basic introduction of computers. Understanding different library automation softwares, Creation of databases, Information searching techniques and online searching of information on given topics. Generate barcode labels and membership cards. Search online databases.</p>		
Credits: 2	<i>Core Compulsory</i>	
Max. Marks: 25+75	Min. Passing Marks: 40	
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: 0-0-2		
<b>Unit</b>	<b>Topics</b>	<b>No. of Labs</b>
<b>I</b>	<b>Library Server and its Maintenance.</b> Editing and Formatting Word Documents. Creating Presentations with PowerPoint.	10
<b>II</b>	<b>Installation, Configuration and Functions:</b> Installation of SOUL and KOHA software.	10
<b>III</b>	<b>Online and Offline Searching,</b> Web Searching, Advanced Internet Searching,	05
<b>IV</b>	<b>Search Techniques:</b> Searching through Search Engines, Offline Databases Internet and E-mail	05
<b>Suggested Readings:</b>		
<ol style="list-style-type: none"> <li>1. Kumar, PSG: Computerization of Indian Libraries. Delhi, B. R. Publishing, 1987.</li> <li>2. Pandey, SK Sharma: Library Computerization: theory and practice. New Delhi, EssEss, 1993.</li> <li>3. Satyanarayana, NR: A manual of Library Automation and Networking. 2<sup>nd</sup> ed. Lucknow, New Royal Book, 2003.</li> <li>4. Dhawan, A: Computers for Beginners. New Delhi, Frank Bros, 1990.</li> <li>5. Sehgal, RL: An introduction to Library Networks. New Delhi, EssEss, 1996.</li> <li>6. Devrajan, G and Rahelamma, AV: Library Computerization in India. New Delhi, EssEss, 1990.</li> </ol>		



7. Shiva Sukula: Information Technology: Bridge to the Wired Virtuality, New Delhi, EssEss Publications, 2008.
8. Shiva Sukula: Electronic Resource Management: What, why and how, New Delhi, EssEss Publications, 2010

Suggestive digital platforms web links

1. <https://lisstudymaterials.wordpress.com/>
2. <http://egyankosh.ac.in/>
3. <http://library-soup.blogspot.com/>

This course can be opted by the students of BA

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Suggested Continuous Evaluation Methods:

**Internal Evaluation 25 Marks** :20 Marks(2 Tests –10 Marks each) 05 Marks(Assignment)

**External Evaluation 75 Marks**

**Note:** There will be *Eight* questions. The examinee has to answer *Five* questions. Each question carries 15 marks.

- i) Documents, data, database, etc. to work on for the practical assignments will be provided by the Teacher in the computer lab
- ii) Students are required to do the practical assignment in the computer lab. Evaluation of the assignment will be done by the Teacher on the spot.
- iii) Students have to make Screen Captures for all the answers and save them in one file. The Teacher will evaluate these screen captures and give marks accordingly.

**Methodology:** Lectures, self study, case studies, assignments, experimental learning exercises

Course prerequisites: To study this course, a student must have had the Graduation in any discipline with a minimum of 45% in aggregate.

Suggested equivalent online courses: Courses on Swayam / MOOCS/NPTEL

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Further Suggestions:

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## B.A. Library and Information Science

Programme/Class: Degree	Year: Third	Semester: VI
Subject: Library and Information Science		
Course Code: A180604R	Course Title: Project (Library Survey)	
<b>Course Outcome</b>		
After doing this project, students shall be able to get the practical exposure of different types of libraries. Understanding the various functions of different types of libraries including acquisition, technical processing, management and retrieval of information.		
Credits: 3	<i>Core Compulsory</i>	
Max. Marks: 25+75	Min. Passing Marks: 40	
Total No. of Lectures-Tutorials-Practical (in hours per week): L-T-P: 0-0-3		
<b>Unit</b>	<b>Topics</b>	<b>No. of Lectures</b>
I	<b>The students shall be asked to visit a library to understand the collection, services and the human resources available for information dissemination. Students shall be asked to submit a complete report of the library survey before the commencement of sixth semester examination.</b>	45
<b>Suggested Readings:</b>		
Suggestive digital platforms web links		
<ol style="list-style-type: none"> <li>1. <a href="https://lisstudymaterials.wordpress.com/">https://lisstudymaterials.wordpress.com/</a></li> <li>2. <a href="http://egyankosh.ac.in/">http://egyankosh.ac.in/</a></li> <li>3. <a href="http://library-soup.blogspot.com/">http://library-soup.blogspot.com/</a></li> </ol>		
This course can be opted by the students of BA .....		
<b>Suggested Continuous Evaluation Methods:</b>		
<b>Internal Evaluation 25 Marks :20 Marks(2 Tests –10 Marks each) 05 Marks(Assignment)</b>		
<b>External Evaluation 75 Marks</b>		
The submitted report of library survey will be examined by an external examiner appointed by the university/Head of the Institution.		

Course prerequisites: To study this course, a student must have had the Graduation in any discipline with a minimum of 45% in aggregate.

Suggested equivalent online courses: Courses on Swayam / MOOCS/NPTEL

Further Suggestions: