



# S.R.K. UNIVERSITY , BHOPAL

## Scheme B. Lib & I. Sc. I- Year

No	Subject Code	Subject Title	Marks Allotted						
			Assignment Marks		Theory Marks		Practical Marks		Total Marks
			Max	Min	Max	Min	Max	Min	
1	BLS-101	FOUNDATION OF LIBRARY & INFORMATION SCIENCE	20	8	80	32	-	-	100
2	BLS-102	MANAGEMENT OF LIBRARIES & INFORMATION CENTRES	20	8	80	32	-	-	100
3	BLS-103	KNOWLEDGE, ORGANISATION AND PROCESSING (Theory)	20	8	80	32	-	-	100
4	BLS-104	KNOWLEDGE, ORGANISATION AND PROCESSING (Classification practical)	-	-	-	-	100	40	100
5	BLS-105	KNOWLEDGE, ORGANISATION AND PROCESSING (Cataloguing practical)	-	-	-	-	100	40	100
6	BLS-106	DOCUMENTATION AND INFORMATION RETRIEVAL	20	8	80	32	-	-	100
7	BLS-107	INFORMATION TECHNOLOGY: BASIC	20	8	80	32	-	-	100
8	BLS-108	REFERENCE SERVICE AND SOURCES OF INFORMATION	20	8	80	32	-	-	100
<b>Total</b>			<b>120</b>	<b>48</b>	<b>480</b>	<b>192</b>	<b>200</b>	<b>80</b>	<b>800</b>



# S.R.K. UNIVERSITY , BHOPAL

## B. Lib & I. Sc. First Year

Course	Subject Title	Subject Code
B. Lib	FOUNDATION OF LIBRARY & INFORMATION SCIENCE	BLS- 101

### Unit - I

Social and historical of library. Five laws of Library Science types and functions of libraries with special reference to National Library (Calcutta) Library of congress (Washington) and British Library (London), Role of library in formal and informal Education.

### Unit - II

Library Movement in India: UK and USA, library development plant and programmers in India after independent Role of library in Modern Society.

### Unit - III

Library legislation in Indian status: their salient features, deliver of books, Act copy right and Censorship Act, Intellectual property Act, Right to information Act.

### Unit - IV

Library Building: Planning and designing, location, lighting and ventilation Role of librarian and architect in designing of building, furniture, ect.

### Unit - V

Cooperative & Consulate: Library co -operation and resource sharing library extension services consultancy services, Role of professional associations with special reference to ILA,LASLIC,SISRRLF role of UNESCO.



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## B. Lib & I. Sc. First Year

Course	Subject Title	Subject Code
B. Lib	MANAGEMENT OF LIBRARIES & INFORMATION CENTRES	BLS- 102

### Unit - I

Concept of Management : Principles of Scientific Management, management, management of school of thought organizational structure policy making bodies of libraries. Library authority and library committee.

### Unit - II

Human Resource Development : Job analysis, Job description, motivation in service training staff recruitment procedures, staff, formula.

### Unit - III

Collection Development : Types of documents and selection principles, different types of section tools and their importance, Acquisition procedure. Budgeting (PPBS,ZBB). Accounting Library rules and regulations. Cost effectiveness Auditing.

### Unit - IV

Technical section: Preparation of books for use routines of classification and cataloguing, filling routines, serial control. Acquisition methods. Methods of recording. Three card system and karex.

### Unit - V

Management and operation of various section, department maintenance section (Shelvin and stock verification binding), circulation section (work, system- Brows new ark).



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## B. Lib & I. Sc. First Year

Course	Subject Title	Subject Code
B. Lib	KNOWLEDGE, ORGANISATION AND PROCESSING (Theory)	BLS- 103

### Unit - I

Universe of subjects- structure attributes and modes of formation library classification. Definition need & purpose, including knowledge classification.

### Unit - II

General theory of library classification, facel analysis, fundamental categories devices phase analysis, notation.

### Unit - III

Design & development of schemes of library classification. Specifies of classification schemes introduction to CC, DDC & UDC. Trends in library classification.

### Unit - IV

Library Cataloguing: Definition need and purpose. Theory and physical form. Standard codes of cataloguing- CCC & AACR-II kind of entries and theirs function. Personal & corporate authorship.

### Unit - V

Principles of subjects cataloguing. Current trends in standardization in description & exchange AACR-II,ISBD,MARC ISO 2709,CCF. Introduction to ISBN & ISSN.



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## **B. Lib & I. Sc. First Year**

<b>Course</b>	<b>Subject Title</b>	<b>Subject Code</b>
<b>B.Lib</b>	<b>KNOWLEDGE, ORGANISATION AND PROCESSING (Classification practical)</b>	<b>BLS- 104</b>

Practical classification of books and periodicals according to colon classification ( Rev 6<sup>th</sup> Ed.) and Dewey Decimal classification (19<sup>th</sup> Ed.) adequate number of titles will be given from disciplines will candidates will be required to classify 20 titles in all. Classified by CC and five by DDC only.



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## B. Lib & I. Sc. First Year

Course	Subject Title	Subject Code
B.Lib	<b>KNOWLEDGE,ORGANISATION AND PROCESSING (Cataloguing practical)</b>	<b>BLS- 105</b>

Practical cataloguing according to classified catalogues code with Amendment and Anglo-American Cataloguing Rules-1998 ( Rev, AACR-2) in CCC, Class index entries will be prepared though chain procedure, In AACR-2 subject entries will be prepared according to sear's list of subject headings. Candidates will be required to catalogue fully five in all minimum to by CCC and two by AACR-2.



# S.R.K. UNIVERSITY , BHOPAL

## B. Lib & I. Sc. First Year

Course	Subject Title	Subject Code
B.Lib	DOCUMENTATION AND INFORMATION RETRIEVAL	BLS- 106

### Unit - I

Documentation: Meaning genesis and scopes, facet of documentation, documentation list, documentation in India, Reprographic, Micrographic and translation services.

### Unit - II

Index and indexing: types of indexes per and post co- ordinate indexing, UNITERM, keyword indexing (KWIC-KWOC, KWAC, KWWC) chain indexing.

### Unit - III

Abstracting: Characteristics, elements types, Ranganathan's canon of abstracting. Important abstracting services, Indian science, Biological abstraction.

### Unit - IV

National system: NISSAT, National Documentation centre of India: MSCARE, NASSDOC, And DELNET.

### Unit - V

Information storage and retrieval system: Meaning, purpose and evaluation. Search strategies, concepts of vocabulary control. Theories.



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## B. Lib & I. Sc. First Year

Course	Subject Title	Subject Code
B.Lib	INFORMATION TECHNOLOGY: BASIC	BLS- 107

### Unit - I

Introduction of computer, historical background of computer and generation of computer, Architecture- CPU, input/output devices, Basic hardware's.

### Unit - II

Software aspect: Types of Software types and generation of computer operating system- MSDOS/MS Windows.

### Unit - III

Information Technology: Definition, scope and history, CD-ROM, technology, DVD.

### Unit - IV

DBMS- Introduction to database management system (DBMS) with special reference to CDS/SIS. Introduction to library automation software package, SOUL.

### Unit - V

Library Automation: Meaning- brief history, factors and goals. Area of library automation, bar code.





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## B. Lib & I. Sc. First Year

Course	Subject Title	Subject Code
B.Lib	REFERENCE SERVICE AND SOURCES OF INFORMATION	BLS- 108

### Unit - I

Documentary sources of information: Print, non print including. Electronic media, nature, characteristics, Utility and evaluation of different types of information sources. Non documentary information sources. Categories primary, secondary and tertiary information sources. Internet as source of information.

### Unit - II

Reference service: Meaning scope. Types of reference service: Short range and long ranges reference service. Reference service v/s information service. Reference service in public-academic and special libraries Reader's initiation/ orientation user education.

### Unit - III

Bibliographies definition need and purpose. Types of bibliographies. Methods of compilation of a bibliography, Evaluation of Bibliographies.

### Unit - IV

Encyclopedias, yearbooks and almanac, names as almanac.

### Unit - V

Dictionaries, Directories, geographical sources, Bibliographical sources. Definition purpose and importance.

Notes: - List of reference and information source for purpose of evaluation in appended.