

# SHRI GOVIND GURU UNIVERSITY, GODHRA



**FACULTY OF ARTS**  
Syllabus for

## **BACHELOR OF LIBRARY AND INFORMATION SCIENCE**

Choice Based Credit System

**With Effect From: 2021-22**

# SHRI GOVIND GURU UNIVERSITY, GODHRA

## **BACHELOR OF LIBRARY AND INFORMATION SCIENCE (B.Lib.I.Sc)**

### **NEW LOCF SYLLABUS FOR THE DEGREE OF BACHELOR OF LIBRARY AND INFORMATION SCIENCE**

#### **1 Year: 2 Semesters: CBCS based Programme**

**w.e.f. 2021-2022**

#### **OBJECTIVES OF THE PROGRAMME :**

1. To acquaint students with the basic philosophy and ethics of librarianship.
2. To provide students with theoretical understanding of knowledge organization and subject analysis that leads to generation of interest in further development of this subject area.
3. To develop practical skills in the subject analysis and to classify documents using standard schemes of classification.
4. To provide students with theoretical understanding of document description in the print and electronic environment.
5. To develop practical skills to catalogue print and non- print documents including electronic documents using standard cataloguing code.
6. To acquaint the students, theoretically and practically with the basics of computers, networks and major applications of existing and emerging technologies in libraries and information centers.
7. To generate awareness among students concerning the basic management principles and management techniques applicable in libraries and information centers and help them to understand library procedures.
8. To develop students' familiarity with various Reference and Information Sources including electronic resources and their evaluation; develop their skills for reference and information services.
9. To help students to acquire a deeper understanding of library development, library education and library users.
10. To develop basic computer handling skills.
11. To provide competence to the graduates in becoming good librarians catering to the needs of the wider society.
12. To develop skilled librarians who can adapt to the changing information landscape.

## **GRADUATE PROGRAMME OUTCOMES**

Students of the Degree Programme at the time of graduation will be able to

[PO: 01] ***Critical Think***: Take informed actions after identifying the assumptions that frame thinking and actions, checking out the degree to which these assumptions are accurate and valid, and looking at ideas and decisions (intellectual, organizational, and personal) from different perspectives.

[PO: 02] ***Effectively Communicate***: Speak, read, write and listen clearly in person and through electronic media in Gujarati Hindi and English, and make meaning of the world by connecting people, ideas, books, media and technology.

[PO: 03] ***Socially Interact***: Elicit views of others, mediate disagreements and help reach conclusions in group settings.

[PO: 04] ***Demonstrate Effective Citizenship***: Demonstrate empathetic social concern and equity centered national development, and the ability to act with an informed awareness of issues and participate in civic life through volunteering.

[PO: 05] ***Individual and team work***: Function effectively as an individual, and as a member or leader in diverse teams, and in multidisciplinary settings.

[PO: 06] ***Ethics***: Recognize different value systems including one's own, understand the moral dimensions of one's decisions.

[PO: 07] ***Life-long learning***: Recognize the need for, and have the preparation and ability to engage in independent and life-long learning in the broadest context of information and technological changes.

## **PROGRAMME SPECIFIC ATTRIBUTES IN LIBRARY AND INFORMATION SCIENCE**

The graduates in Library and Information Science at the time of graduation will have the following attributes:

[PSA: 01] ***Disciplinary knowledge:*** Capable of demonstrating comprehensive knowledge and understanding of major concepts, principles, theories and laws of various subjects in Library and Information Science and other related fields of study, including broader interdisciplinary subfields such as management, economics, information and communication technologies, etc.

[PSA: 02] ***Professional skills:*** Ability to classify simple, compound and complex documents using standard classification schemes; capability to catalogue all types of documents using standard catalogue codes and metadata standards; ability to carry out housekeeping operations and to provide library and information services by using information and communication technologies, ability to search information from OPAC, Internet and electronic databases.

[PSA: 03] ***Skilled communicator:*** Ability to communicate effectively in oral and written forms with users, colleagues and authorities in an effective manner.

[PSA: 04] ***Critical thinker:*** Capability to critically analyze subjects of documents to classify them properly and to derive subject headings for subject cataloguing, indexing purposes and ability to think critically for solving various problems pertaining to the management of Libraries and Information Centers at local, national, regional and global level.

[PSA: 05] ***Problem solver:*** Apply problem solving skills while providing reference and other services and for formulating search strategies for searching information from Internet and databases.

[PSA: 06] ***Team player:*** Capable of working effectively in diverse teams in classrooms, in computer laboratory and in Libraries and Information Centers.

[PSA: 07] ***Digitally literate:*** Capable of using digital technology for communication purpose, for library housekeeping operations, and for searching information from OPAC, Internet and online databases.

[PSA: 08] ***Ethical awareness/reasoning:*** Capable of demonstrating the ability to identify ethical issues related with LIS Profession, Intellectual Property Rights, copyright etc. while providing library services.

[PSA: 09] *Lifelong learners*: Capable of self-paced and self-directed learning aimed at personal development; for improving knowledge and skills and for re-skilling through continuing educational opportunities.

### **PROGRAMME SPECIFIC OUTCOMES OF BACHELOR'S DEGREE IN LIBRARY AND INFORMATION SCIENCE**

The programme specific learning outcomes of Bachelor's degree in Library and Information Science include the following. The Bachelor level graduates in Library and Information Science at the time of graduation will be able to:

[PSO: 01] Demonstrate in depth knowledge of the basic concepts, principles, theories and laws related with the broad field of Library and Information Science and its sub-fields such as types of libraries, types of information sources, library management, reference and information services.

[PSO: 02] Demonstrate understanding of rationality and procedures of (i) selection, acquisition, classification, cataloguing and physical processing of documents; (ii) using Information and Communication Technologies in Libraries and Information Centers; (iii) providing library and information services and managing other library routine activities.

[PSO: 03] Apply skills in carrying out professional activities such as (i) acquisition, accessioning, classification, cataloguing, and physical processing of documents; (ii) housekeeping operations using library management software and Information and Communication Technologies; (iii) maintaining library collection (iv) educate users

[PSO: 04] Demonstrate skills in providing various library services such as document circulation, reference and information services, Internet and database searching.

[PSO: 05] Demonstrate knowledge, understanding and skills that offer job opportunities as librarians in public libraries and school libraries; as assistant librarians in different types of college libraries, as library assistants / technical assistants in university libraries and other libraries of higher education institutes, as librarians and/or assistant librarians in corporate and industrial libraries, libraries of research institutes, etc.

[PSO: 06] Demonstrate professional attitude through commitment for providing every user his/her document/information; ensuring every document/information its user; saving time of the user and enhancing use of reading material and user satisfaction through effective and efficient library services.

[PSO: 07] Demonstrate core values by honoring diversity and insuring inclusion by treating all students and colleagues with respect and dignity, showing respect for and sensitivity to gender, culture and religious differences; and challenging prejudice, biases and intolerance at the workplace etc. and displaying professional and ethical integrity which involves honest behavior.

**The Scheme of Papers & Examination Pattern for one year B.Lib.I.Sc. Programme LOCF (CBCS Semester System) shall be as follows :-**

**SEMESTER – I**

Course Code	Title of the Course	Credits	Theory	Practical	Examination Marks		Total Marks	Duration of Exam.
					Ext.	Int.		
CCT-01	Foundation of Library & Information Science	3	100	--	70	30	100	2.5 Hrs.
CCT-02	Library Management	3	100	--	70	30	100	2.5 Hrs.
CCT-03	Knowledge Organisation & Processing - 1	3	100	--	70	30	100	2.5 Hrs.
ECT-01	Library Development OR Library Education	3	100	--	70	30	100	2.5 Hrs.
PC-01	Library Classification & Cataloguing Practical -1	4	--	100	70	30	100	2.5 Hrs.
ICT-01	Information Skills	4	100	--	70	30	100	2.5 Hrs.
	<b>TOTAL FOR SEMESTER – 1</b>	<b>20</b>	<b>500</b>	<b>100</b>	<b>420</b>	<b>180</b>	<b>600</b>	

**SEMESTER - II**

CCT-04	Information Sources	3	100	--	70	30	100	2.5 Hrs.
CCT-05	Information Services	3	100	--	70	30	100	2.5 Hrs.
CCT-06	Computer Applications	3	100	--	70	30	100	2.5 Hrs.
CCT-07	Knowledge Organisation & Processing - 2	4	100	--	70	30	100	2.5 Hrs.
ECT-02	User Studies OR School Librarianship	3	100	--	70	30	100	2.5 Hrs.
PC-02	Library Classification & Cataloguing Practical-2	4	--	100	70	30	100	2.5 Hrs.
	<b>TOTAL FOR SEMESTER – 2</b>	<b>20</b>	<b>500</b>	<b>100</b>	<b>420</b>	<b>180</b>	<b>600</b>	
	<b>TOTAL FOR SEMESTER 1 AND 2</b>	<b>40</b>	<b>1000</b>	<b>200</b>	<b>840</b>	<b>360</b>	<b>1200</b>	

# SHRI GOVIND GURU UNIVERSITY

## FACULTY OF ARTS

### Syllabus

Subject: LIBRARY & INFORMATION SCIENCE  
Course Name & No.: FOUNDATIONS OF LIBRARY AND INFORMATION SCIENCE  
External Exam Time Duration: 2.5 Hours

Name of the Program	Semester	Course Group	Credit	Internal Marks	External Marks	Practical/ Viva Marks	Total Marks
B.Lib.I.Sc	1	Core	3	30	70	00	100

**[Structure of Semester-end Examination:** Total 5 Questions with internal options. Q 1 to 3 Descriptive [Essay, Analytical and Definitional type] Q 4 & 5: Short and One to two line answers] Total Marks: **70**. Time **2.5 Hours**.]

**[Structure for Internal Evaluation:** Assignment of 10 marks, Seminar of 10 marks and Test of 10 marks]

#### Objectives of the Course :

- To make students appreciate the basic philosophy and ethics of librarianship.
- To understand the role and evolution of library as a social institution.
- To know about various types of libraries, their nature, objectives and services.
- To create awareness about the role of professional library associations.
- To understand the concept of Resource Sharing and extension activities in libraries.
- To generate awareness about legal, political and ethical aspects of information and its use.

#### Course Outcomes:

##### After studying this course, students shall be able to:

CO: 01. Comprehend the concept of librarianship and the discipline of Library and Information Science

CO: 02. Comprehend the basic philosophy and ethics of librarianship.

CO: 03. Know the role of libraries in the development of various aspects of society

CO: 04. Classify libraries on the basis of their purpose and functions

CO: 05. Understand laws related to libraries and information

CO: 06. Understand librarianship as a profession and its professional ethics.

CO: 07. Assess the role of national and international library associations and organizations

CO: 08 Understand the concept of resource sharing and legal political and ethical aspect of information use.

## **Course Contents:**

### **Unit-I**

Social and historical foundations of Library  
Philosophy and ethics of librarianship  
Library as a social institution: Objectives and Functions of the library  
Role of the library in formal and informal education

### **Unit-2**

Five Laws of Library Science: Implications  
Implications of Five Laws in Library and Information Activities  
Relevance of Five Laws in present technology oriented environment

### **Unit-3**

Types of libraries: National, Public, Academic and Special: their features, objectives, functions, role and services.  
UNESCO Public Library Manifesto

### **Unit 4**

International Professional Associations: IFLA, CILIP, ASLIB, ALA: their objectives, functions and activities.  
National and Local Professional Associations: IASLIC, ILA, IATLIS, Gujarat Granthalay Sewa Sangh: their objectives, functions and activities.

### **Unit 5**

Resource sharing: Concept, Need, Purpose, Areas of resource sharing  
Resource sharing programmes; Impact of IT on resource sharing  
Intellectual Property Rights  
Copyright- Copyright Act in India  
Censorship



# SHRI GOVIND GURU UNIVERSITY

## FACULTY OF ARTS

### Syllabus

Subject: LIBRARY & INFORMATION SCIENCE  
Course Name & No.: LIBRARY MANAGEMENT  
External Exam Time Duration: 2.5 Hours

Name of the Program	Semester	Course Group	Credit	Internal Marks	External Marks	Practical/ Viva Marks	Total Marks
B.Lib.I.Sc	1	Core	3	30	70	00	100

**[Structure of Semester-end Examination:** Total 5 Questions with internal options. Q 1 to 3 Descriptive [Essay, Analytical and Definitional type] Q 4 & 5: Short and One to two line answers] Total Marks: **70**. Time **2.5 Hours**.]

**[Structure for Internal Evaluation:** Assignment of 10 marks, Seminar of 10 marks and Test of 10 marks]

#### Objectives of the Course :

- To understand basic functions of administration.
- To be familiar with housekeeping routines and work flow in libraries.
- To know about financial management in libraries.
- To be familiar with library statistics and records.

#### Course Outcomes :

**After studying this course, students shall be able to:**

CO: 01. Understand the basic concept and functions library administration.

CO: 02. Carry out housekeeping operations of Library and Information Centers

CO: 03. Manage, preserve and provide access to various print non-print information resources

CO: 04. Comprehend the concept of financial management and human resource management

CO: 05. Maintain the library statistics and prepare annual report

#### Course Contents :

##### Unit-1

Housekeeping routines and work flow in libraries

Book selection: Principles, Purpose and Methods of book selection

Book selection tools: Bibliographies, reviews, catalogues, etc.

Acquisition of books: Policies and programmes, ordering of books, Good Offices Committees (GOC)

Web based Book Shop- Identification, selection and acquisition of books. Sample URLs

## **Unit-2**

### Serials Management

Acquisition of Periodicals (including Foreign)

Problems in Acquisition

Organization of Periodicals: Methods of Recording, Shelving and Display

## **Unit-3**

### Technical Processing of Books: Classification and Cataloguing

Authority File

Maintenance: Open Access Vs Closed Access

Principles of Stacking – Shelving methods

Preservation: Concepts, Purpose and methods

Stock verification: Purpose and methods

### Circulation of Books

Gate Register; Registration of Members, Reservation of books,

Overnight issue and Inter-library loan

Charging and discharging methods: Day Book System, Ledger System, Browne System, and Newark System. Computerized circulation system

## **Unit-4**

### Financial management

Sources of finance

Budgetary control and Budgeting Techniques: Line, PPBS and ZBB

## **Unit-5**

Library Staff: Categorization and Duties

Physical Planning of Libraries, Furniture and Equipment

Library Statistics: Purpose and types

Library Reports: Types- Annual Report

Library Committee: Concept, Importance, Function, Types of committees

Library Rules and Regulations

Human Relations, Public Relations, Publicity and Extension activities

# SHRI GOVIND GURU UNIVERSITY

## FACULTY OF ARTS

### Syllabus

Subject: LIBRARY & INFORMATION SCIENCE  
Course Name & No.: KNOWLEDGE ORGANISATION & PROCESSING-1  
External Exam Time Duration: 2.5 Hours

Name of the Program	Semester	Course Group	Credit	Internal Marks	External Marks	Practical/ Viva Marks	Total Marks
B.Lib.I.Sc	1	Core	3	30	70	00	100

**[Structure of Semester-end Examination:** Total 5 Questions with internal options. Q 1 to 3 Descriptive [Essay, Analytical and Definitional type] Q 4 & 5: Short and One to two line answers] Total Marks: **70**. Time **2.5 Hours**.]

**[Structure for Internal Evaluation:** Assignment of 10 marks, Seminar of 10 marks and Test of 10 marks]

#### KNOWLEDGE ORGANISATION-1

#### Objectives of the Course :

- To understand the importance of library classification in organization of knowledge.
- To know the elements of library classification.
- To understand the formation of subjects in the Universe of Subjects.
- To be familiar with major schemes of classification.

#### Course Outcomes :

#### After studying this course, students shall be able to:

CO: 01. Understand the nature of library classification

CO: 02. Explain the nature and attributes of universe of knowledge

CO: 03. Elaborate meaning and types of subjects and modes of subject formation

CO: 04. Illustrate knowledge as mapped in different classification schemes

CO: 05. Express the meaning, purpose, functions, theories and canons of library classification

CO: 06. Elucidate various facets of notation and call number

CO: 07. Discuss the characteristics, merits and demerits of different species of library classification schemes

CO: 08. Highlight salient features of major classification schemes

CO: 09. Review current trends in library classification

## **Course Contents :**

### **Unit 1**

Library classification: Meaning, Need and Purpose  
Knowledge classification and Document classification  
Universe of Knowledge: structure and attributes  
Formation, structure and development of subjects

### **Unit 2**

Species of classification schemes: Enumerative and Faceted Schemes  
Brief study of Dewey Decimal Classification (DDC)  
Brief study of Colon Classification (CC)  
Brief study of Universal Decimal Classification (UDC)

### **Unit 3**

General Theory of classification: Descriptive theory  
Notation: Definition, types, quality and functions.  
Relevance of classification in the context of computerized / digital libraries  
Trends in Library classification

## **KNOWLEDGE PROCESSING-1**

### **Objectives of the Course :**

- To understand the objectives, functions and types of library catalogues
- To understand the fundamentals of cataloguing and catalogue entries
- To understand the principles and practices of document description
- To understand the role of cataloguing in retrieving library material

### **Course Outcomes:**

#### **After studying this course, students shall be able to:**

CO: 01. Understand the concept of library catalogue  
CO: 02. Comprehend various inner and outer forms of library catalogue  
CO: 03. Understand the main and added entries of library catalogue  
CO: 04. Understand various approaches of deriving subject headings  
CO: 05. Know about the normative principles of cataloguing and standard cataloguing codes  
CO: 06. Understand the concept of co-operative and centralized cataloguing

## **Course Contents:**

### **Unit 4**

Library Catalogue: Definition, Need, Objectives and Functions

Types of Library catalogues: Physical/Outer forms: Conventional & Non-Conventional Forms including OPAC

Internal Forms of Library Catalogue

Different types of catalogue entries their parts and functions in AACR-2

**Unit 5**

Normative Principles of Cataloguing: Canons, Laws, Principles.

Standard Codes of Cataloguing: AACR-2 Revised.

**Unit 6**

Centralized Cataloguing: Meaning, Objectives and Forms of centralization

Limited Cataloguing: Selective and Simplified Cataloguing

Union Catalogue: Definition, Functions and Compilation.

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**SHRI GOVIND GURU UNIVERSITY**  
**FACULTY OF ARTS**  
**Syllabus**

Subject: LIBRARY & INFORMATION SCIENCE  
Course Name & No.: LIBRARY DEVELOPMENT  
External Exam Time Duration: 2.5 Hours

Name of the Program	Semester	Course Group	Credit	Internal Marks	External Marks	Practical/ Viva Marks	Total Marks
B.Lib.I.Sc	1	Elective-1	3	30	70	00	100

**[Structure of Semester-end Examination:** Total 5 Questions with internal options. Q 1 to 3 Descriptive [Essay, Analytical and Definitional type] Q 4 & 5: Short and One to two line answers] Total Marks: **70. Time 2.5 Hours.]**

**[Structure for Internal Evaluation:** Assignment of 10 marks, Seminar of 10 marks and Test of 10 marks]

**Objectives of the Course :**

- To be familiar with the development of libraries in general.
- To highlight the development of libraries in India.

**Course Outcomes :**

**After studying this course, students shall be able to:**

- CO: 01. Understand the development of libraries in India  
CO: 02. Know about various existing laws regarding books and press in India  
CO: 03. Understand the development of public libraries in Gujarat, India U.S.A and U.K  
CO: 04. Comprehend the basics of library legislations and compare various state library legislations.  
CO: 05. Highlight role of various national level library organisation in India  
CO: 06. Highlight role of various library promoters at the national and international level

**Course Contents :**

**Unit 1**

Library development in India  
Press and Registrations Act  
Delivery of Books and Newspapers Act (Public Libraries)  
Public library movement in India with special reference to Gujarat  
Promoter of Public Library in India: RRLF

## **Unit 2**

Public library development in U.S.A  
Public library development in U.K

## **Unit 3**

National Organizations in India: NASSDOC, NISCAIR, DESIDOC, objectives, programmes and activities.  
International Organizations - Role of UNESCO in promoting library activities

## **Unit 4**

Library Legislation: Need and essential features  
Library Legislation in India

## **Unit 5**

Overview of Library Acts in the different states of India  
Detailed study of Gujarat Public Library Act (2001)

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# SHRI GOVIND GURU UNIVERSITY

## FACULTY OF ARTS

### Syllabus

Subject: LIBRARY & INFORMATION SCIENCE  
Course Name & No.: LIBRARY EDUCATION  
External Exam Time Duration: 2.5 Hours

Name of the Program	Semester	Course Group	Credit	Internal Marks	External Marks	Practical/ Viva Marks	Total Marks
B.Lib.I.Sc	1	Elective-1	3	30	70	00	100

**[Structure of Semester-end Examination:** Total 5 Questions with internal options. Q 1 to 3 Descriptive [Essay, Analytical and Definitional type] Q 4 & 5: Short and One to two line answers] Total Marks: **70**. Time **2.5 Hours**.]

**[Structure for Internal Evaluation:** Assignment of 10 marks, Seminar of 10 marks and Test of 10 marks]

#### Objectives of the Course :

- To understand and appreciate the library and information profession.
- To become familiar with Library Science education in general.
- To highlight the status of Library and Information Science education in India.

#### Course Outcomes :

**After studying this course, students shall be able to:**

- CO: 01. Understand the nature and core of library and information profession.  
CO: 02. Comprehend concepts of Library Science education in general.  
CO: 03. Profile the discipline of Library and Information Science  
CO: 04. Understand development of Library and Information Science education in India.  
CO: 05. Understand development of Library and Information Science education in U.S.A and U.K  
CO: 06. Grasp and appreciate the role of UGC in development of LIS education in India.  
CO: 07. Know about the status, levels and types of various programmes in LIS education.  
CO: 08. Comprehend current research trends and effect of ICT on LIS education

#### Course Contents :

##### Unit 1

Profession: Librarianship as a profession.



Historical Development and Status

**Unit 2**

Profile of the discipline of LIS  
Library education in U.S.A. and U.K

**Unit 3**

Library education in India: Historical development  
Status of Library Education  
Levels of courses

**Unit 4**

Efforts of UGC in developing LIS education and curriculum in India  
Continuing education and distance education in LIS

**Unit 5**

Present research trends  
Impact of IT on LIS education

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# SHRI GOVIND GURU UNIVERSITY

## FACULTY OF ARTS

### Syllabus

Subject: LIBRARY & INFORMATION SCIENCE  
Course Name & No.: LIBRARY CLASSIFICATION & CATALOGUING PRACTICAL -1  
External Exam Time Duration: 2.5 Hours

Name of the Program	Semester	Course Group	Credit	Internal Marks	External Marks	Practical/ Viva Marks	Total Marks
B.Lib.I.Sc	1	Practical	4	30	00	70	100

[Structure of Semester-end Examination: Library classification and cataloguing practical]

[Structure for Internal Evaluation: Library classification and cataloguing practical]

#### LIBRARY CLASSIFICATION PRACTICAL-1

#### Objectives of the Course :

- To develop skills of classification.
- To develop skills in subject analysis.
- To develop proficiency in using Dewey Decimal Classification to construction Class Numbers for documents of different disciplines / subjects.

#### Course Outcomes :

##### After studying this course, students shall be able to:

CO: 01. Construct class numbers for documents with simple, compound and complex subjects

CO: 02. Synthesize class numbers by using the standard subdivisions/common isolates/auxiliary tables

CO: 03. Compile book numbers and be able to use index of the classification scheme

#### Course Contents :

Construction of Class Numbers for documents of different disciplines / subjects using Dewey Decimal Classification

#### Unit 1

Steps in classification

Introduction to the use of the DDC

Analysis of a work; direct approach; Main classes, Divisions and Sections

## **Unit 2**

Use of notes like “scope”, “Inclusion”, “Class here” “Optional provision” etc.  
Using synthetic features: Add from schedules

## **Unit 3**

Use of Table 1 ‘Standard Subdivisions’, and Table 2 ‘Geographic Areas, Historical periods, Biography’

LIBRARY CATALOGUING PRACTICAL -1

### **Objectives of the Course :**

- To develop skills of cataloguing.
- To understand the rules and practices of document description for Books (Monographs) according to Anglo American Cataloguing Rules-2
- Preparing Catalogue Entries (Main, Added and Reference Entries) for Book (Monographs) using Anglo American Cataloguing Rules- Second revised edition and assigning subject headings using list of subject headings.

### **Course Outcomes :**

**After studying this course, students shall be able to:**

CO: 01. Use the catalogue codes and standards

CO: 02. Prepare catalogue entries for various types of information sources

CO: 03. Derive subject headings using various methods and tools

### **Course Contents :**

Preparing Catalogue Entries (Main, Added and Reference Entries) for Books (Monographs) using Anglo American Cataloguing Rules -2 revised edition & Assigning Subject Headings (Using SLSH)

## **Unit 4**

Single Personal Authorship and Joint Authorship  
Works of more than three Authors

## **Unit 5**

Collaborative Works, Series, Multivolume Works  
Pseudonymous Authors  
Composite Works

## **Unit 6**

Corporate Authorship  
- Government Publications

- Proceedings of Conferences, Seminars, Workshops, etc
- Other Corporate Bodies: Organizations, Institutions, Societies, etc.

Uniform Titles

- Sacred Scripture
- Anonymous Works

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# SHRI GOVIND GURU UNIVERSITY

## FACULTY OF ARTS

### Syllabus

Subject: LIBRARY & INFORMATION SCIENCE  
Course Name & No.: INFORMATION SKILLS  
External Exam Time Duration: 2.5 Hours

Name of the Program	Semester	Course Group	Credit	Internal Marks	External Marks	Practical/ Viva Marks	Total Marks
B.Lib.I.Sc	1	ICT	4	30	70	00	100

**[Structure of Semester-end Examination:** Total 5 Questions with internal options. Q 1 to 3 Descriptive [Essay, Analytical and Definitional type] Q 4 & 5: Short and One to two line answers] Total Marks: **70**. Time **2.5 Hours**.]

**[Structure for Internal Evaluation:** A detail report on information search practical based on an approved topic]

#### Objectives of the Course :

- To make students appreciate basics of information landscape.
- To develop skills in understanding information needs.
- To develop proficiency in using information sources.
- To generate awareness about information literacy and make students information literate.
- To develop skills of effective information searching.

#### Course Outcomes:

**After studying this course, students shall be able to:**

CO: 01. Understand the basics of information landscape.

CO: 02. Comprehend information needs and acquire skill to articulate such needs

CO: 03. Proficiently use various types of information sources.

CO: 04. Understand the concept of information literacy and be an information literate learner

CO: 05. Effectively searches, evaluates needed information and use it ethically and legally.

CO: 06. Understand and use information organisation and citation style

## **Course Contents :**

### **Unit 1**

Information; Characteristics, Nature, Value and Use of Information  
Conceptual difference between Data, Information and Knowledge  
Information generation, communication and use

### **Unit 2**

Information needs- definition and models  
Information seeking behaviour

### **Unit 3**

Information Sources: Meaning, Definition and Evaluation  
Kinds of Information Sources: Documentary Sources - Print and Non Print; Primary, Secondary and Tertiary sources  
Non-Documentary; Human and Institutional

### **Unit 4**

Information Literacy: Meaning, Definitions and models.  
Information Search Techniques  
Internet Search Techniques  
Information Organisation and Citations Skills  
Information Evaluation Techniques

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**SHRI GOVIND GURU UNIVERSITY**  
**FACULTY OF ARTS**  
**Syllabus**

Subject: LIBRARY & INFORMATION SCIENCE  
Course Name & No.: INFORMATION SOURCES  
External Exam Time Duration: 2.5 Hours

Name of the Program	Semester	Course Group	Credit	Internal Marks	External Marks	Practical/ Viva Marks	Total Marks
B.Lib.I.Sc	2	Core	3	30	70	00	100

**[Structure of Semester-end Examination:** Total 5 Questions with internal options. Q 1 to 3 Descriptive [Essay, Analytical and Definitional type] Q 4 & 5: Short and One to two line answers] Total Marks: **70. Time 2.5 Hours.**]

**[Structure for Internal Evaluation:** Reference Viva of 30 marks]

**Objectives of the Course :**

- To understand the different types of information sources
- To develop familiarity with standard reference sources.
- To develop skills of critical evaluation of reference sources.

**Course Outcomes :**

**After studying this course, students shall be able to:**

CO: 01. Understand, identify and explore the different types of information sources

CO: 02. Critically evaluate various types of information sources

CO: 03. Explore, collate and facilitate access to the electronic resources

**Course Contents :**

## **Unit 1**

Information Sources: Meaning and Definition

Kinds of Information Sources: Non-Documentary; Human and Institutional

Documentary Sources - Print and Non Print; Primary, Secondary and Tertiary sources

## **Unit 2**

Reference Sources: Meaning and Definition

Kinds of Reference Sources: Dictionaries, Encyclopedias, Almanacs, Yearbooks

Directories, Handbooks, Manuals, Statistical, News Summaries,

Biographical and Geographical Sources

## **Unit 3**

Evaluation of different types of Reference Sources

## **Unit 4**

Bibliography: Meaning, Scope, Functions and Kinds

Types: Retrospective and Current, General, Special, National (INB and BNB), Trade, Subject

Bibliographic Control: Meaning, Purpose, UBC and UAP

## **Unit 5**

Web/Internet as a Reference Source

Browsing of various types of reference and information resources and writing a report (taking a sample in each type) about the type of information and its organization

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**SHRI GOVIND GURU UNIVERSITY**  
**FACULTY OF ARTS**  
**Syllabus**

Subject: LIBRARY & INFORMATION SCIENCE  
Course Name & No.: INFORMATION SERVICES  
External Exam Time Duration: 2.5 Hours

Name of the Program	Semester	Course Group	Credit	Internal Marks	External Marks	Practical/ Viva Marks	Total Marks
B.Lib.I.Sc	2	Core	3	30	70	00	100

**[Structure of Semester-end Examination:** Total 5 Questions with internal options. Q 1 to 3 Descriptive [Essay, Analytical and Definitional type] Q 4 & 5: Short and One to two line answers] Total Marks: **70**. Time **2.5 Hours**.]

**[Structure for Internal Evaluation:** A report based on Educational Tour]

**Objectives of the Course :**

- To understand the nature and purpose of reference and information services.
- To develop skills for reference and information services.

**Course Outcomes :**

**After studying this course, students shall be able to:**

- CO: 01. Understand the nature and purpose of different types of reference and information services
- CO: 02. Comprehend Ranganathan's views regarding reference service
- CO: 03. Conduct reference interview as explained in the reference process

CO: 04. Design a user education programme.

CO: 05. Effectively provide various library services to different types of library users

**Course Contents :**

**Unit 1**

Reference Service: Definition, Need, Purpose and Functions  
Ranganathan's Theory of Reference Service; Ready Reference Service and Long Range Reference Service

**Unit 2**

Reference Process: Reference questions and their categories  
Techniques and methods of answering reference questions  
User Education: Objectives, techniques and methods

**Unit 3**

Information Services: Definition, Need and Scope  
Difference between information service and reference service  
Literature Search, Bibliographic Service, Reprographic Service  
Translation Service

**Unit 4**

Current Awareness Service  
Selective Dissemination of Information  
Referral and Document Delivery Service  
Internet Services

**Unit 5**

Abstracting Services  
Abstract: Meaning, Use, Parts of abstract, Types: Indicative and Informative  
Abstracting Service/Products  
Indexing Services  
Index: Meaning, Use  
Indexing Services/Products

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# SHRI GOVIND GURU UNIVERSITY

## FACULTY OF ARTS

### Syllabus

Subject: LIBRARY & INFORMATION SCIENCE  
Course Name & No.: COMPUTER APPLICATIONS  
External Exam Time Duration: 2.5 Hours

Name of the Program	Semester	Course Group	Credit	Internal Marks	External Marks	Practical/ Viva Marks	Total Marks
B.Lib.I.Sc	2	Core	3	30	70	00	100

**[Structure of Semester-end Examination:** Total 5 Questions with internal options. Q 1 to 3 Descriptive [Essay, Analytical and Definitional type] Q 4 & 5: Short and One to two line answers] Total Marks: **70**. Time **2.5 Hours**.]

**[Structure for Internal Evaluation:** Practical test of 30 marks]

#### Objectives of the Course :

- To acquaint the students with the basic concepts of computers technology.
- To acquaint the students with the basic concept of computer networks.
- To develop familiarity with some library management software.
- To understand various aspects of library automation.
- To know how computers can be used in libraries.
- To discuss impact of computer technology in libraries.

#### Course Outcomes :

##### After studying this course, students shall be able to:

CO: 01. Understand the basics of computer technology

CO: 02. Understand the structure of computer and functions of its various units

CO: 03. Comprehend nature and components of computer networks, their protocols and standards

CO: 04. Understand, plan and implement automation in library housekeeping operations and services

CO: 05. Evaluate various library management software

CO: 06. Be aware of the impact of computer technology in Library and Information work

CO: 07. Create, edit and manage files using Word Processing, and PPT

CO: 08. Carry out basic library housekeeping operations using library management software

#### Course Contents :

##### Unit 1

Introduction to Computer Technology

Computer Technology: Meaning and Features

Types of Computers: Analogue, Digital and Hybrid

Super, Mainframe, Mini, and Micro, Laptop and PDA

## **Unit 2**

Components of Computer :

Hardware: CPU, Input, Output and Storage devices, Ports, Multimedia

Software: Meaning and purpose

Types of software: System, Application and programming software, Open Source.

System Software: Operating system- DOS, UNIX, LINUX and WINDOWS-basic features

## **Unit 3**

Application Software: Meaning and purpose

MS Word and MS-Excel & MS-Access-features

## **Unit 4**

Computer Networking

Networking: Concept, Need

Network Topologies

Types of Network

## **Unit 5**

Application software for library management

Features of any one Library Management Software package: LIBSYS, ALICE, SOUL, CDS/ISIS-WINISIS

Selection criteria for Library management software

## **Unit 6**

Application of Computers in Library and Information Centers

Library Automation: Meaning and Need

Areas of Library Automation: Acquisition and Ordering, Catalogue, Circulation, Serials control and Administration

Problems and prospects of library automation

Impact of computer technology in library and information work

## **Practical Experience :**

1. Hands on experience with any one operating system
2. Hands on experience with any one word processing package
3. Preparation of Power Point
4. Introduction to any one Library Application Software

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# SHRI GOVIND GURU UNIVERSITY

## FACULTY OF ARTS

### Syllabus

Subject: LIBRARY & INFORMATION SCIENCE  
Course Name & No.: KNOWLEDGE ORGANISATION & PROCESSING-2  
External Exam Time Duration: 2.5 Hours

Name of the Program	Semester	Course Group	Credit	Internal Marks	External Marks	Practical/ Viva Marks	Total Marks
B.Lib.I.Sc	2	Core	4	30	70	00	100

**[Structure of Semester-end Examination:** Total 5 Questions with internal options. Q 1 to 3 Descriptive [Essay, Analytical and Definitional type] Q 4 & 5: Short and One to two line answers] Total Marks: **70**. Time **2.5 Hours**.]

**[Structure for Internal Evaluation:** Assignment of 10 marks, Seminar of 10 marks and Test of 10 marks]

#### KNOWLEDGE ORGANISATION- 2

#### Objectives of the Course :

- To understand the dynamic theory of classification
- To highlight the importance of canons, principles and postulates in the design of classification scheme.
- To familiarize the students with the devices those provide autonomy to a classifier.

#### Course Outcomes :

#### After studying this course, students shall be able to:

CO: 01. Understand the dynamic theory of classification

CO: 02. Familiarized with the isolates, devices systems, specials rounds and levels of classification schemes.

CO: 03. Comprehend the canons principles and postulates of library classification

#### Course Contents :

#### Unit 1

Dynamic theory of classification: Ranganathan's contribution

Main Class- Canonical Class and Basic Class

Isolates & Devices

Systems and Specials, Rounds and Levels

## **Unit 2**

Facet analysis- Postulates

Phase analysis- phase, intra-facet and intra- array relations.

Principles of facet sequence

Principles of helpful sequence

## **Unit 3**

Canons for classification:

Canons for Idea, Verbal & Notational plane

## **KNOWLEDGE PROCESSING-2**

### **Objectives of the Course :**

- To understand the different methods of providing subject access.
- To develop skills of subject analysis and representation.
- To understand the process of subject cataloguing.
- To develop familiarity with standard subject heading lists.
- To appreciate the need for standardization in cataloguing and subject approach to documents.

### **Course Outcomes :**

#### **After studying this course, students shall be able to:**

CO: 01. Understand methods of providing subject access.

CO: 02. Comprehend nature and process of subject analysis, representation and subject cataloguing.

CO: 03. Effectively use standard subject heading list.

CO: 04. Appreciate the need for standardization in cataloguing.

CO: 05. Understand the concept of Indexing and types of Indexing systems.

CO: 06. Explain the current trends in library cataloguing

CO: 07. Know the standards for bibliographic interchange and communication

### **Course Contents :**

## **Unit 4**

Subject cataloguing and Indexing: Meaning, Need, Purpose and Objectives.

Different types of subject catalogues

Problems in alphabetical subject indexing

## **Unit 5**

Introduction to Indexing Systems: Pre-Co-ordinate indexing – Chan indexing; Post-Coordinate indexing – Uniterm Indexing

Standard Lists of Subject Headings and their features: LCSH & SLSH

## **Unit 6**

Rules for filing of catalogue entries

Standardization in cataloguing – Need, Purpose

Standards for bibliographic description – MARC, MARC 21, CCF, ISBD

OPAC, Web Based Catalogues.

Impact of IT on Cataloguing – use of Internet in cataloguing

Advances in cataloguing: FRBR and RDA

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# SHRI GOVIND GURU UNIVERSITY

## FACULTY OF ARTS

### Syllabus

Subject: LIBRARY & INFORMATION SCIENCE  
Course Name & No.: USER STUDIES  
External Exam Time Duration: 2.5 Hours

Name of the Program	Semester	Course Group	Credit	Internal Marks	External Marks	Practical/ Viva Marks	Total Marks
B.Lib.I.Sc	2	Elective-1	3	30	70	00	100

**[Structure of Semester-end Examination:** Total 5 Questions with internal options. Q 1 to 3 Descriptive [Essay, Analytical and Definitional type] Q 4 & 5: Short and One to two line answers] Total Marks: **70**. Time **2.5 Hours**.]

**[Structure for Internal Evaluation:** Assignment of 10 marks, Seminar of 10 marks and Test of 10 marks]

#### Objectives of the Course :

- To understand the techniques of library survey.
- To understand the categories of information users and their information needs.
- To understand the concept, nature and techniques of user studies.

#### Course Outcomes :

#### After studying this course, students shall be able to:

- CO: 01. Understand the types of information users and their information needs.  
CO: 02. Understand their information seeking behaviour.  
CO: 03. Comprehend the concept, nature and techniques of user studies.  
CO: 04. Plan and execute library and user surveys

#### Course Contents :

##### Unit 1

Information users and their information needs:  
Categories of information users  
Information needs- definition and models  
Information seeking behaviour

##### Unit 2

User studies:



Concept of user studies, Importance of user studies, Types of user studies

**Unit 3**

Methods and techniques of user studies: Questionnaire, interview, observation, diary

**Unit 4**

Library Surveys

Techniques of library and information centres survey

Proforma method, Interview method, Record analysis method

**Unit 5**

Planning a library or user survey

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**SHRI GOVIND GURU UNIVERSITY**  
**FACULTY OF ARTS**  
**Syllabus**

Subject: LIBRARY & INFORMATION SCIENCE  
Course Name & No.: SCHOOL LIBRARIANSHIP  
External Exam Time Duration: 2.5 Hours

Name of the Program	Semester	Course Group	Credit	Internal Marks	External Marks	Practical/ Viva Marks	Total Marks
B.Lib.I.Sc	2	Elective-1	3	30	70	00	100

**[Structure of Semester-end Examination:** Total 5 Questions with internal options. Q 1 to 3 Descriptive [Essay, Analytical and Definitional type] Q 4 & 5: Short and One to two line answers] Total Marks: **70**. Time **2.5 Hours**.]

**[Structure for Internal Evaluation:** Assignment of 10 marks, Seminar of 10 marks and Test of 10 marks]

**Objectives of the Course :**

- To Understand the nature and functions of School Library
- To Understand the development of School Libraries in India and Gujarat.
- To know about collection development in school libraries.
- To develop strategies to create reading interest among school students.
- To understand school library organization, functions and services.

**Course Outcomes :**

**After studying this course, students shall be able to:**

CO: 01. Understand the nature and functions of School Library

CO: 02. Understand the development of School Libraries in India and Gujarat

CO: 03.Highlight the role of School Library in inculcating reading habit among school students

CO: 04.Select, acquire organize and manage collection of School Library

CO: 05.Promote reading among children and young adults.

CO: 06.Provide various types of library services to school students

CO: 07. Organize library orientation programmes for school students

CO: 08.Automate school library and be part of resource sharing initiatives.

**Course Contents :**

**Unit 1**

School library: Definition, Objectives, Function  
History and development of school libraries in India and Gujarat  
Role of school library in inculcating reading habits

**Unit 2**

School library organization, planning and equipment  
Standards for the school libraries  
Types of school library users: Information needs and user orientation.

**Unit 3**

Collection development in school libraries: Organisation and management  
Print and Electronic information sources: Selection, Acquisition, and Evaluation  
Information sources for children: Books, Illustrated books, Reference books, Magazines, Comics, AV Collection, Internet resources, Websites, Subject portals, Digital library resources

**Unit 4**

School library services: Circulation, Reference, Reading programmes  
School library financial management, statistics and reports  
School library staff: Skills and competencies

**Unit 5**

School library automation  
School library resource sharing and library networking  
Current Development of School libraries in India

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# SHRI GOVIND GURU UNIVERSITY

## FACULTY OF ARTS

### Syllabus

Subject: LIBRARY & INFORMATION SCIENCE  
Course Name & No.: LIBRARY CLASSIFICATION & CATALOGUING PRACTICAL -2  
External Exam Time Duration: 2.5 Hours

Name of the Program	Semester	Course Group	Credit	Internal Marks	External Marks	Practical/ Viva Marks	Total Marks
B.Lib.I.Sc	2	Elective	4	30	00	70	100

[Structure of Semester-end Examination: Library classification and cataloguing practical]

[Structure for Internal Evaluation: Library classification and cataloguing practical]

#### LIBRARY CLASSIFICATION PRACTICAL-2

#### Objectives of the Course :

- To develop skills of classification.
- To develop skills in subject analysis and synthesis of different facets.
- To develop proficiency in using Dewey Decimal Classification to construct Class Numbers for documents of different disciplines / subjects.
- To develop proficiency in using Colon Classification 6th revised edition to construct Class Numbers for documents of different disciplines / subjects.

#### Course Outcomes :

#### After studying this course, students shall be able to:

CO: 01. Construct class numbers for documents with simple, compound and complex subjects

CO: 02. Synthesize class numbers by using the standard subdivisions/common isolates/auxiliary tables

CO: 03. Compile book numbers and be able to use index of the classification scheme

#### Course Contents :

Construction of Class Numbers for documents of different disciplines / subjects using Dewey Decimal Classification and Colon Classification

#### Unit 1

Use of Table 3 'Subdivisions for the Arts, for Individual Literatures, for Specific Literary Forms' Table 4 'Subdivisions of Individual Languages and Language Families', Table 5 'Ethnic and National Groups', and Table 6 'Languages' in DDC23

## **Unit 2**

Introduction to the use of CC

Basic subjects (including canonical classes)

Systems and specials, Compound subjects

Fundamental categories, Facet sequence, Rounds and Levels, and synthesis of class number

## **Unit 3**

Use of Anteriorising and Posteriorising Common isolates, Language isolates, Space isolates, Time isolates, & different Devices

## **LIBRARY CATALOGUING PRACTICAL -2**

### **Objectives of the Course :**

- To develop skills of cataloguing.
- To understand the rules and practices of document description for non-book materials according to Anglo American Cataloguing Rules-2.
- Preparing Catalogue Entries (Main, Added and Reference Entries) for Non-Book Materials including electronic resources using Anglo American Cataloguing Rules- Second revised edition.

### **Course Outcomes :**

#### **After studying this course, students shall be able to :**

CO: 01. Use the catalogue codes and standards

CO: 02. Prepare catalogue entries for various types of non book materials including e-resources

CO: 03. Derive subject headings using various methods and tools

### **Course Contents :**

Preparing Catalogue Entries (Main, Added and Reference Entries) for Non-Book Materials using Anglo American Cataloguing Rules -2 revised edition

## **Unit 4**

Serials

## **Unit 5**

Cartographic Materials

Graphic Materials

Printed Music

## **Unit 6**

Sound Recordings

Motion Pictures & Video Recordings

Micro Forms

Electronic Resources

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