

**DEPARTMENT OF LIBRARY & INFORMATION SCIENCE**  
**(FACULTY OF ARTS AND LANGUAGES)**  
**KURUKSHETRA UNIVERSITY KURUKSHETRA**  
 (Established by the State Legislature Act XII of 1956)  
 (“A+” Grade, NAAC Accredited)

**SCHEME OF EXAMINATION & SYLLABUS FOR: BACHELOR OF LIBRARY & INFORMATION SCIENCE (B.Lib.I.Sc.)**

**CBCS (Choice Based Credit System)/LOCF with Mapping Matrix**

### 1. About the Program

Bachelor of Library & Information Science (**B.Lib.I.Sc.**) is a one year professional degree program spread over two semesters. Anyone having Bachelor’s or Master’s degree in any discipline from any recognized University/Institution, with atleast 50% marks or equivalent grade in aggregate is eligible for admission to this program. This program is intended to prepare professional workforce for all types of libraries at junior professional level. After completing this program, a candidate will become eligible for the positions of Librarian in public libraries and school libraries; Assistant Librarian in different types of college libraries; Library Assistant / Technical Assistant in university libraries and other libraries of higher education institutions; Librarian and/or Assistant Librarian in corporate and industrial libraries, libraries of research institutes, etc.

### 2. Program Outcomes (Faculty of Arts & Languages)

**Table-1: Program Outcomes**

PO1	Depth and Breadth of Knowledge	A systematic understanding of knowledge within the discipline and in related discipline/s, and a critical awareness of current problems and/or new insights informed by the forefront of their academic discipline.
PO2	Research and scholarship	a) A working comprehension of how established techniques of research and inquiry are used to create and interpret knowledge in the discipline. b) A treatment of complex issues and judgments based on established principles and techniques.

PO3	Level of application of knowledge	a) Knowledge of Information available in diverse media and formats, their access mechanism, retrieval techniques and evaluation for lifelong learning. b) Competence in applying an existing body of knowledge in the critical analysis of a new question or of a specific problem or issue.
PO4	Awareness of limits of knowledge	Cognizance of the complexity of knowledge and of the potential contributions of other interpretations, methods, and disciplines
PO5	Professional capacity/autonomy	Acquiring and showing qualities and transferable skills necessary for employment: exercise of initiative, personal responsibility, intellectual independence, ethical behavior and academic integrity.
PO6	Level of Communication Skills	Ability to communicate effectively in presenting ideas orally and in writing (oral communication; written communication).

### 3. Program Specific Outcomes (PSOs)

After completing the **B.Lib.I.Sc.** program, the students will be able to:

**Table-2: Program Specific Outcomes (PSOs)**

PSO1	Demonstrate 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.
PSO2	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.
PSO3	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; and (iv) educating users.
PSO4	Demonstrate skills in providing various library services such as document circulation, reference and information services, Internet and database searching.
PSO5	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.
PSO6	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.
PSO7	Demonstrate core values by honouring diversity and ensuring 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 ethical integrity which involves honest behaviour.

#### 4. Duration and Credits for B.Lib.I.Sc.

- a. The **B.Lib.I.Sc.** program is of one year duration spread over into 2 Semesters.
- b. Every student of **B.Lib.I.Sc.** program has to earn 42 Credits as described under:

**Table-3: Duration and Credits for B.Lib.I.Sc.**

<b>CORE COURSES- CREDITS</b>	<b>32</b>	<b>Semester I = 14</b> <b>Semester II = 18</b>
<b>ELECTIVE COURSE-CREDITS</b>	<b>08</b>	<b>Semester I = 04</b> <b>Semester II = 04</b>
<b>OE COURSE- CREDITS</b>	<b>02</b>	<b>Semester II = 02</b>
<b>TOTAL</b>	<b>42</b>	<b>42</b>

#### 5. Course Outcomes and Mapping Matrix

1. Each course of the **B.Lib.I.Sc.** program has two/four Course Outcomes (COs) which are mapped or associated with POs as well as PSOs.
2. Mapping of correlation between COs and POs, COs and PSOs in the scale of 1 to 3 has been done as per Table 7.

**Table 4: Scale of Mapping between COs and POs & COs and PSOs**

Scale 1	If the contents of course have Low correlation (i.e. in agreement with the particular PO/PSO to a small extent) with the particular Programme/Programme Specific outcome
Scale 2	If the contents of course have Medium correlation (i.e. in agreement with the particular PO/PSO to a reasonable extent) with the particular Programme/Programme Specific outcome
Scale 3	If the contents of course have Strong correlation (i.e. in agreement with the particular PO/PSO to a large extent) with the particular Programme /Programme Specific outcome

**Scheme of Examination and Syllabus of B.Lib.I.Sc. w.e.f. 2022-23**

**6. Semester Wise Scheme of Teaching and Examination**

**SEMESTER - I**

Paper Code	Nomenclature of Course	Total Credits			Teaching Work Load per week per group in Hours	IA Theory	Max. Marks Theory	IA Practical	Max. Marks Practical	Total Marks	Duration of Theory Exam	Duration of Practical Exam
		L	P	Total								
<b>CORE COURSES</b>												
<b>BLIS-101</b>	Library and Information Society	4	0	4	4	20	80	--	--	100	3 Hours	--
<b>BLIS-102</b>	Library Classification (Theory and Practice)	2	2	4	6*	10	40	10	40	100	2 Hours	2 Hours
<b>BLIS-103</b>	Information Sources (Theory and Practice)	2	2	4	6*	10	50	10	30	100	3 Hours	2 Hours
<b>BLIS-104</b>	Information Systems and Networks	2	0	2	2	10	40	--	--	50	2 Hours	--
<b>ELECTIVE COURSES: Select any One Course</b>												
<b>BLIS-105</b>	Information Literacy	4	0	4	4	20	80	--	--	100	3 Hours	--
<b>BLIS-106</b>	Community Information Services (CIS)	4	0	4	4	20	80	--	--	100	3 Hours	--

**Core Courses Credits:** 14

**Elective Course Credits:** 04

\* Groups will be formed on the basis of student strength.

## SEMESTER - II

Paper Code	Nomenclature of Course	Total Credits			Teaching Work Load per week per group in Hours	IA Theory	Max. Marks Theory	IA Practical	Max. Marks Practical	Total Marks	Duration of Theory Exam	Duration of Practical Exam
		L	P	Total								
<b>CORE COURSES</b>												
<b>BLIS-107</b>	Management of Libraries and Information Centers	4	0	4	4	20	80	--	--	100	3 Hours	--
<b>BLIS-108</b>	Users and Information Services (Theory and Practice)	2	2	4	6*	10	50	10	30	100	3 Hours	2 Hours
<b>BLIS-109</b>	ICT Applications in LIS (Theory and Practice)	2	2	4	6*	10	50	10	30	100	3 Hours	2 Hours
<b>BLIS-110</b>	Library Cataloguing (Theory and Practice)	2	2	4	6*	10	40	10	40	100	2 Hours	2 Hours
<b>BLIS-111</b>	Library Training/Internship	2	0	2	--	--	--	--	--	50	--	--
<b>ELECTIVE COURSES: Select any One Course</b>												
<b>BLIS-112</b>	School Library System	4	0	4	4	20	80	--	--	100	3 Hours	--
<b>BLIS-113</b>	E-Resource Management	4	0	4	4	20	80	--	--	100	3 Hours	--

**Note:** Assignments, case studies, seminars, discussions and round tables, all shall be covered under Tutorials.

### OPEN ELECTIVE COURSE

(Inter-Disciplinary Course for the students of other Departments)

<b>LIS-OE-1</b>	Introduction to Library and Information Services	2	0	2	2	10	40	--	--	50	2 Hours	--
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**Core Courses Credits:** 18

**Elective Course Credits:** 04

**Open Elective Course Credits:** 02

\* Groups will be formed on the basis of student strength

Conversion of Marks obtained in each Paper/Semester to Letter Grade and Grade Points shall be as following:

<b>Letter Grade</b>	<b>Grade Point</b>	<b>Marks</b>
O (Outstanding)	10	85-100
A+ (Excellent)	9	75-84
A (Very Good)	8	65-74
B+ (Good)	7	55-64
B (Above Average)	6	50-54
C (Average)	5	41-49
P (Pass)	4	40
F (Fail)	0	Less than 40
Ab	0	Absent

## 7. Detailed Syllabi and Mapping Matrix

### SEMESTER - I

### CORE COURSES

<b>BLIS-101: LIBRARY AND INFORMATION SOCIETY</b>		<b>Total Credit: 4</b> <b>Total Marks: 100</b> <b>Max. Marks ET Theory: 80</b> <b>Max. Marks IA Theory: 20</b> <b>Duration of Theory Exam: 3 Hrs.</b>
<b>Objectives</b> <ul style="list-style-type: none"> <li>• To introduce students to the role of Libraries in the Society.</li> <li>• To introduce students to the Laws of Library Science.</li> <li>• To provide an overview of Professional Associations.</li> <li>• To introduce students to Library Legislations in India.</li> </ul>		
<b>Course Outcomes:</b> After completing this course, students shall be able to:		
<b>BLIS-101.1</b>	Understand the roles of Libraries in Society.	
<b>BLIS-101.2</b>	Understand the implications of Five Laws of Library & Information Science.	
<b>BLIS-101.3</b>	Familiarize with Professional Associations and extension services.	
<b>BLIS-101.4</b>	Familiarise with Library Legislation in India.	
<b>Internal Assessment: 20 Marks (Presentation/Assignment/Test - 10 + Attendance - 5+ Class test/Assignment - 5)</b>		
<b>Note for the Paper Setter</b> The paper is divided into 4 Units. The examinees will be required to attempt <i>Five</i> questions in all, including Question 1, which is compulsory and selecting <i>One</i> question from each Unit (I – IV). Question 1 will consist of 8 short Answer (2 marks each) questions (having no internal choice) spread over the whole syllabi. The Examiner will set <i>Two</i> questions from each Unit.		
<b>Unit – I: Concept of Library in Society</b> <ul style="list-style-type: none"> <li>- Social and historical foundations of library</li> <li>- Development of libraries with special reference to India</li> <li>- Different types of libraries - their distinguishing features and functions</li> </ul>		
<b>Unit – II: Normative Principles of Library and Information Science</b> <ul style="list-style-type: none"> <li>- Five Laws of Library Science and their Implications on Library and Information Activities</li> </ul>		
<b>Unit – III: Laws relating to Libraries and Information Centres</b> <ul style="list-style-type: none"> <li>- Library Legislation in India: Need and essential features</li> <li>- Copyright Act and Delivery of Books (Public Libraries) Act</li> <li>- Librarianship as a Profession</li> <li>- Professional ethics</li> </ul>		

**Unit – IV: Professional Association, Public Relations, Extension Activities and Resource Sharing**

- Professional Associations and their role with particular reference to ILA, IASLIC, IFLA and UNESCO
- Definition: Facets and programmes of PR and Extension Services
- Resource Sharing and Library Networking

**Recommended Books**

1. GARDENER (Frank M). Public Library Legislation: A Comparative Study.1971. Paris, UNESCO.
2. HARRISON (Colin) and BEENHAM (Rosemary). The Basic of Librarianship.1987. London. Clive-Bengley.
3. INDIA MINISTRY OF EDUCATION, Report of the Advisory Committee for Libraries.1959.Delhi, Manager of Publications.
4. JEFFERSON (G). Libraries and Society.1969. London, James Clarks and Co.
5. KHANNA (J K). Fundamentals of Library Organisation.
6. KHANNA (J K). Library and Society.1987.Kurukshetra; Research Publication.
7. SAINI (O P). Pustakālaya aura Samāja. (Hindi medium)

**Mapping Matrix of Course BLIS-101****Table 101.1: CO-PO Matrix**

Course Code	PO1	PO2	PO3	PO4	PO5	PO6
<b>BLIS-101.1</b>	3	1	3	3	2	1
<b>BLIS -101.2</b>	3	1	3	3	3	3
<b>BLIS -101.3</b>	2	2	3	2	3	3
<b>BLIS 101.4</b>	3	1	3	2	1	1
<b>Average</b>	<b>2.75</b>	<b>1.25</b>	<b>3</b>	<b>2.5</b>	<b>2.25</b>	<b>2</b>

**Table 101.2: CO-PSO Matrix**

Course Code	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6	PSO7
<b>BLIS-101.1</b>	3	1	1	1	3	3	3
<b>BLIS -101.2</b>	3	1	1	1	3	3	3
<b>BLIS -101.3</b>	3	1	1	2	3	3	3
<b>BLIS 101.4</b>	2	1	1	1	1	2	1
<b>Average</b>	<b>2.75</b>	<b>1</b>	<b>1</b>	<b>2.25</b>	<b>2.5</b>	<b>2.75</b>	<b>2.5</b>



**BLIS-102: LIBRARY CLASSIFICATION  
(THEORY AND PRACTICE)**

**Total Credit: 4**  
**Total Marks: 100**  
**Max. Marks ET Theory : 40**  
**Max. Marks IA Theory : 10**  
**Duration of Theory Exam: 2 Hrs.**  
**Max. Marks ET Practical : 40**  
**Max. Marks IA Practical : 10**  
**Duration of Practical Exam: 2 Hrs.**

**Objectives**

- To introduce the structure and attributes of Universe of Knowledge.
- To familiarize with the process of Library Classification.
- To familiarize with various provisions of major Classification Schemes.
- To introduce the provisions of classifying books using CC and DDC.

**Course Outcomes:** After completing this course, students shall be able to:

<b>BLIS-102.1</b>	Understand the nature and attributes of Universe of Knowledge.
<b>BLIS-102.2</b>	Understand the various aspects of Library Classification.
<b>BLIS-102.3</b>	Understand salient features of major Classification Schemes and Current Trends in Classification.
<b>BLIS-102.4</b>	Develop skills of Subject Analysis and classifying the documents using Classification Schemes.

**Part-I: Theory**

**Internal Assessment: 10 Marks (Attendance - 5 (includes attendance of Practical Classes also) + Assignment/Class test - 5)**

**Note for the Paper Setter**

The paper is divided into **3** Units. The examinees will be required to attempt **Four** questions in all, including Question 1, which is compulsory and selecting **One** question from each Unit (I – III). Question 1 will consist of **5** short Answer (2 marks each) questions (having no internal choice) spread over the whole syllabi. The Examiner will set **Two** questions from each Unit.

**Unit – I: Library Classification Theory - I**

- Library Classification: Definition, Need and Purpose
- Subjects: Basic, Compound and Complex
- Modes of Formation of Subjects
- Planes of Work
- Notation: Need, Type and Quality

**Unit – II: Library Classification Theory - II**

- Species of Classification Schemes
- Overview of Colon Classification: Postulates of Facet Analysis and Facet Sequence, Fundamental Categories, Principles of Helpful Sequence and Facet Sequence, Phase Relations, Devices
- Call Number: Class Number, Book Number and Collection Number

**Unit-III: Classification Schemes & Current Trends**

- Overview of Colon Classification.
- Main features of latest editions of DDC and UDC.
- Current Trends: Web Dewey, OCLC Classify and Folksonomy.

**Part – II: Practice****Total Marks: 50****Credit: 02****Internal Assessment: 10 Marks (Assignment/Test- 5 + Test- 5)****Time: 2 Hours****Practical Examination Marks: 40****Unit-I: Colon Classification (6<sup>th</sup> Rev. ed.)****Marks: 10****Note:** There will be *Seven* Titles and the examinees will be required to classify any *Five* titles only.**Syllabus**

- Simple Subject.
- Fundamental Categories.
- Facet Analysis and Facet Sequence.
- Devices.
- Common Isolates.
- Phase Relations.

**Unit-II: Dewey Decimal Classification (23<sup>rd</sup> ed.)****Marks: 30****Note:** There will be *Fifteen* Titles and the examinees will be required to classify any *Ten* titles only.**Syllabus**

- Simple Subject (Summaries).
- Introduction to Schedules.
- Use of Tables.
- Relative Index.

**Recommended Books**

1. DEWEY (Melvil). Dewey Decimal Classification and Relative Index. 23<sup>rd</sup> Ed. 2011. OCLC Online Computer Library Centre, Ohio.
2. DHYANI (Pushpa). Theory of Library Classification. 2000. VishwaPrakashan, Delhi.
3. KRISHAN KUMAR. Theory of Library Classification. 1985. Vikas, Delhi.
4. RANGANATHAN (SR). Colon Classification. Revised ed. 6. 1963. Ess Ess Publications.
5. RANGANATHAN (S R) Prolegomena to library classification. 3<sup>rd</sup>ed. 1967. Sarda Ranganathan Endowment, Bombay.
6. TRIPATHI (S M) and SHOKEEN (N S). Fundamentals of Library Classification (Hindi Medium). 1988. Y.K., Agra.

## Mapping Matrix of Course BLIS-102

**Table 102.1: CO-PO Matrix**

<b>Course Code</b>	<b>PO1</b>	<b>PO2</b>	<b>PO3</b>	<b>PO4</b>	<b>PO5</b>	<b>PO6</b>
<b>BLIS -102.1</b>	3	3	2	3	2	1
<b>BLIS -102.2</b>	3	2	3	3	2	1
<b>BLIS -102.3</b>	3	1	3	3	3	3
<b>BLIS -102.4</b>	3	3	3	3	3	3
<b>Average</b>	<b>3</b>	<b>2.25</b>	<b>2.75</b>	<b>3</b>	<b>2.5</b>	<b>2</b>

**Table 102.2: CO-PSO Matrix**

<b>Course Code</b>	<b>PSO1</b>	<b>PSO2</b>	<b>PSO3</b>	<b>PSO4</b>	<b>PSO5</b>	<b>PSO6</b>	<b>PSO7</b>
<b>BLIS -102.1</b>	3	3	3	1	2	1	1
<b>BLIS -102.2</b>	3	3	3	1	3	3	1
<b>BLIS -102.3</b>	2	3	3	1	3	3	1
<b>BLIS -102.4</b>	3	3	3	1	3	3	1
<b>Average</b>	<b>2.75</b>	<b>3</b>	<b>3</b>	<b>1</b>	<b>2.75</b>	<b>2.5</b>	<b>1</b>

**BLIS-103: INFORMATION SOURCES  
(THEORY AND PRACTICE)**

**Total Credit: 4**  
**Total Marks: 100**  
**Max. Marks ET Theory : 50**  
**Max. Marks IA Theory : 10**  
**Duration of Theory Exam: 3 Hrs.**  
**Max. Marks ET Practical : 30**  
**Max. Marks IA Practical : 10**  
**Duration of Practical Exam: 2 Hrs.**

**Objectives**

- To acquaint with various types of Information Sources.
- To familiarize with different types of Reference Books.
- To develop evaluative and practical skills in evaluating Information Sources.

**Course Outcomes:** After completing this course, students shall be able to:

<b>BLIS-103.1</b>	Know different categories of Information Sources.
<b>BLIS-103.2</b>	Understand different types of Reference Sources & criteria for their evaluation.
<b>BLIS-103.3</b>	Develop practical skills in evaluating Information Sources.
<b>BLIS-103.4</b>	Inculcate practical skills in responding to different Reference Queries.

**Part-I: Theory**

**Internal Assessment: 10 Marks (Attendance – 5 (includes attendance of Practical classes also) + Assignment/Class test - 5)**

**Note for the Paper Setter**

The paper is divided into 3 Units. The examinees will be required to attempt *Four* questions in all, including Question 1, which is compulsory and selecting *One* question from each Unit (I – III). Question 1 will consist of 7 short answer (2 marks each) questions (having no internal choice) spread over the whole syllabi. The Examiner will set *Two* questions from each Unit.

**Unit-I: Reference and Information Sources**

- Documentary Sources of Information: Print, Non-print and Electronic Resources.
- Categories: Primary, Secondary and Tertiary Sources.
- Human and Institutional: Nature, Types, Characteristics and Utility.
- Internet as a Source of Information.

**Unit-II: Types and Evaluation of Reference Sources**

- Different types of Reference Books and Criteria for their Evaluation of Encyclopaedias, Dictionaries, Geographical Sources, Biographical Sources, Reference Sources for Current Events and Ready Reference Sources.

**Unit-III: Bibliographical Sources**

- Bibliographical Sources: Functions and Types and Branches.  
Uses and Criteria for Evaluation of National Bibliography, Trade Bibliography, Subject Bibliography, Indexing and Abstracting Sources.

## Part-II: Practice

**Total Marks: 40**  
**Internal Assessment (Assignment- 10 Marks)**  
**Practical Examination Marks: 30**

**Credit: 02**  
**Time: 2 Hours**

The Distribution of Marks and Scheme of Examination will be as follows:

1. The examinees will be required to evaluate *One* Information Source as given by the examiner.  
**Marks: 10**
2. This part will consist of **10** reference Queries. The examinees must give only *one* Standard Source of Information (which according to the examinee is the most appropriate) along with Complete Bibliographical Details.  
**Marks: 20**

### Syllabus:

#### Study and Evaluation of following Information Sources:

1. **Bibliographical Sources:** Indian National Bibliography, Indian Books-in-Print, Books-in-Print (Bowker), Whitaker's Books-in-Print.
2. **Indexing and Abstracting:** Guide to Indian Periodical Literature, Library and Information Science Abstracts (LISA), Indian Science Abstracts.
3. **Encyclopaedias:** New Encyclopaedia Britannica, Encyclopaedia Americana, Encyclopaedia of Library and Information Science, International Encyclopaedia of Social Sciences, McGraw Hill Encyclopaedia of Science and Technology.
4. **Dictionaries:** Oxford English Dictionary, Webster's Third New International Dictionary, SamantarKosh: Hindi Thesaurus, Rogets International Thesaurus.
5. **Geographical Sources:** Gazetteer of India, World Geographical Encyclopaedia, Times Atlas of the World, Fodor's India.
6. **Biographical Sources:** India Who's Who, International Who's Who, Dictionary of National Biography (India).Chamber's Biographical Dictionary.
7. **Reference Sources for Current Events:** Asian News Digest, Keesing's Record of World Events.
8. **Year Books:** Europa World Yearbook, Statesman's Yearbook, India: A Reference Annual.
9. **Directories:** Universities Handbook India, Commonwealth Universities Yearbook, World of Learning.
10. **Statistical Sources:** Statistical Abstracts of India, Census of India, UNESCO Statistical Yearbook.
11. **Handbooks:** Limca Book of Records, Guinness Book of World Records.
12. **Almanacs:** Whitaker's Almanac.

#### Recommended Books

1. BUNCH (Allan). Basics of information work, 1995. Clive Bingley. London.
2. CHANDLER (G) How to find out: A guide to sources of information for all, Ed. 4. 1971. Pergamon, Oxford.

3. KATZ (William A). Introduction to reference work, Ed. 7 2V, 1996. McGraw Hill, New York.
4. KRISHAN KUMAR, Reference Service.1969.Vikas, New Delhi.
5. TRIPATHI (S M). Modern bibliographical control, Bibliography and documentation. 1992. Y.K., Agra.
6. USHA PAWAN and GUPTA (Pawan Kumar) Sandarbh Sewa: Saidhantik avom Kriyatmak. 1994. RBSA, Jaipur. (Hindi Medium).

### Mapping Matrix of Course BLIS-103

**Table 103.1: CO-PO Matrix**

Course Code	PO1	PO2	PO3	PO4	PO5	PO6
<b>BLIS -103.1</b>	3	2	3	3	3	3
<b>BLIS -103.2</b>	3	2	3	3	3	3
<b>BLIS -103.3</b>	3	2	3	3	3	3
<b>BLIS -103.4</b>	3	3	3	3	3	3
<b>Average</b>	<b>3</b>	<b>2.25</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

**Table 103.2: CO-PSO Matrix**

Course Code	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6	PSO7
<b>BLIS -103.1</b>	3	2	3	2	3	3	1
<b>BLIS -103.2</b>	3	3	3	3	3	2	2
<b>BLIS -103.3</b>	2	3	3	3	3	3	1
<b>BLIS -103.4</b>	3	3	3	3	3	3	3
<b>Average</b>	<b>2.75</b>	<b>2.75</b>	<b>3</b>	<b>2.75</b>	<b>3</b>	<b>2.75</b>	<b>1.75</b>

<b>BLIS-104: INFORMATION SYSTEMS AND NETWORKS</b>		<b>Total Credit: 2</b> <b>Total Marks: 50</b> <b>Max. Marks ET Theory: 40</b> <b>Max. Marks IA Theory: 10</b> <b>Duration of Theory Exam: 2 Hrs.</b>
<b>Objectives</b>		
<ul style="list-style-type: none"> <li>• To know the Services and Products of Information Systems.</li> <li>• To know the Techniques and Products of Library and Information Networks.</li> </ul>		
<b>Course Outcomes:</b> After completing this course, students shall be able to:		
<b>BLIS -104.1</b>	Acquaint with the products and services of Information Systems.	
<b>BLIS -104.2</b>	Understand the products and services of Library and Information Networks.	
<b>Internal Assessment: 10 Marks (Attendance - 5 + Assignment/Class test - 5)</b>		
<b>Note for the Paper Setter</b>		
<p>The paper is divided into <b>2</b> Units. The examinees will be required to attempt <i>three</i> questions in all, including Question 1, which is compulsory and selecting <i>One</i> question from each Unit (I – II). Question 1 will consist of <b>5</b> short Answer (2 marks each) questions (having no internal choice) spread over the whole syllabi. The Examiner will set <i>Two</i> questions from each Unit.</p>		
<b>Unit-I: Information Systems</b>		
<ul style="list-style-type: none"> <li>- Definitions, Types and Overview of Information Systems.</li> <li>- Services and Products of Information Systems: AGRIS, INIS, ENVIS, BTIS and MEDLARS.</li> </ul>		
<b>Unit-II: Library and Information Networks</b>		
<ul style="list-style-type: none"> <li>- Definitions, types and overview of Information Networks.</li> <li>- Description of Library and Information Networks: INFLIBNET, DELNET, CALIBNET, NICNET, MALIBNET.</li> </ul>		
<b>Recommended Books</b>		
<ol style="list-style-type: none"> <li>1. Aswal, R. S., ed. (2003). Information Network in India. New Delhi: Ess Ess Publication.</li> <li>2. Kaul, H. K. (1999). Library Resource Sharing Networks. New Delhi : Virgo Publications.</li> <li>3. Khanna, J.K. (1996). Handbook of Information Systems and Services. New Delhi: Beacon Books.</li> <li>4. Khanna, J.K. (2000). Documentation and Information Services, Systems and Techniques. Agra: Y.K. Publishers.</li> <li>5. Lithikar, Shalini R. (2012). Information Systems and Networks in India. New Delhi: Today and Tomorrow's Printers and Publishers.</li> <li>6. Neelameghan, A. and Prasad, K. N. (1998). Information Systems, Networks and Services in India: Developments and Trends. 2 vols. New Delhi: Indian Bibliographic Center.</li> <li>7. Rowley, J. E. (1996). The Basics of Information Systems. London : Facet Publishing.</li> <li>8. Sewa Singh. (1999). "Library and Information networks in India." In Vistas in Library, Information Systems and Networks. Eds. M. V. Venugopal and others. Agra: Y. K. Publisher.</li> </ol>		

## WEBSITES

- AGRIS: [www.fao.org/agris](http://www.fao.org/agris)
- BTIS: [www.btisnet.in](http://www.btisnet.in)
- CALIBNET: [www.calibnet.org](http://www.calibnet.org)
- DELNET: [www.delnet.nic.in](http://www.delnet.nic.in)
- ENVIS: [www.envis.org](http://www.envis.org)
- INFLIBNET: [www.inflibnet.ac.in](http://www.inflibnet.ac.in)
- INIS: [www.iaea.org/inis](http://www.iaea.org/inis)
- MALIBNET: [www.angelfire.com/in/malibnet](http://www.angelfire.com/in/malibnet)
- MEDLARS: [www.nlm.nih.gov](http://www.nlm.nih.gov)
- NICNET: [www.home.in](http://www.home.in)

### Mapping Matrix of Course BLIS-104

**Table 104.1: CO-PO Matrix**

Course Code	PO1	PO2	PO3	PO4	PO5	PO6
<b>BLIS -104.1</b>	3	2	3	3	2	1
<b>BLIS -104.2</b>	3	2	3	3	2	1
<b>Average</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>1</b>

**Table 104.2: CO-PSO Matrix**

Course Code	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6	PSO7
<b>BLIS -104.1</b>	3	3	3	3	2	3	2
<b>BLIS -104.2</b>	3	3	3	3	2	3	2
<b>Average</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>2</b>



## ELECTIVE COURSES

<b>BLIS-105: INFORMATION LITERACY</b>	<b>Total Credit: 4</b> <b>Total Marks: 100</b> <b>Max. Marks ET Theory : 80</b> <b>Max. Marks IA Theory : 20</b> <b>Duration of Theory Exam: 3 Hrs.</b>
<b>Objectives</b> <ul style="list-style-type: none"> <li>• To understand the concept and scope of Information Literacy.</li> <li>• To acquaint with the theoretical framework of Information Literacy.</li> <li>• To enable to plan and implement Information Literacy Programmes in different types of libraries.</li> <li>• To know the suitable techniques and products for Information Literacy.</li> </ul>	
<b>Course Outcomes:</b> After completing this course, students shall be able to:	
<b>BLIS -105.1</b>	Understand the concept of Information Literacy and its importance for lifelong learning.
<b>BLIS -105.2</b>	Know the different models, standards and framework of Information Literacy.
<b>BLIS -105.3</b>	Know the information literacy programmes in different types of libraries.
<b>BLIS -105.4</b>	Impart Information Literacy instructions and prepare significant Information Literacy products.
<b>Internal Assessment: 20 Marks (Presentation/Assignment/Test - 10 + Attendance - 5+ Class test/Assignment - 5)</b>	
<b>Note for the Paper Setter</b> <p>The paper is divided into <b>4</b> Units. The examinees will be required to attempt <b>Five</b> questions in all, including Question 1, which is compulsory and selecting <b>One</b> question from each Unit (I – IV). Question 1 will consist of <b>8</b> short Answer (2 marks each) questions (having no internal choice) spread over the whole syllabi. The Examiner will set <b>Two</b> questions from each Unit.</p>	
<b>Unit-I: Concept, Types and Importance of Information Literacy</b> <ul style="list-style-type: none"> <li>- Information Literacy: Concept, Definition, Need and Importance</li> <li>- Types of Information Literacy –Technology Literacy, Media Literacy, Computer Literacy &amp; Digital Literacy</li> <li>- Information Literacy and Lifelong Learning</li> </ul>	
<b>Unit-II: Theoretical Framework and Initiatives of Information Literacy</b> <ul style="list-style-type: none"> <li>- Models, Standards, Framework &amp; Guidelines of Information Literacy: SCONUL, ACRL, UNESCO, IFLA</li> <li>- Information Literacy competencies</li> <li>- Information Literacy: Initiatives and Forums in India</li> </ul>	
<b>Unit-III: Information Literacy Courses and Implementation</b> <ul style="list-style-type: none"> <li>- Information Literacy and LIS Education</li> <li>- Role of libraries in Information Literacy: School, College and University Libraries, Public Libraries, Special Libraries</li> </ul>	

#### **Unit-IV: Information Literacy Instruction Methods**

- Library Induction
  - Lecture, Demonstration, Practicals, Assignments
- Information Literacy Products: Library Brochure, Web based Access Instruction

#### **Recommended Books**

1. ANDRETTA (S). Ways of experiencing information literacy: Making the case for a relational approach. 2012. Oxford, Chandos.
2. GODWIN(P) and PARKER(J). Information literacy meets library 2.0.2009. Santa Barbara, Facet.
3. MACKEY(TP) and JACOBSON(TE). (2011). Teaching information literacy online. 2011. London, Neal- Schuman.
4. ASSOCIATION OF COLLEGE AND RESEARCH LIBRARIES (ACRL). Information Literacy Competency Standards for Higher Education. 2000. Chicago, American Library Association.<http://www.ala.org/ala/acrl/acrlstandards/informationliteracycompetency.htm>
5. BAWDEN (David). Information and Digital Literacy: a review of concepts. *Journal of Documentation* 57, 2; 2001; 218-259.
6. BRUCE (Christine). The Seven Faces of Information Literacy. 1997. Adelaide, Auslib Press.
7. COUNCIL OF AUSTRALIAN UNIVERSITY LIBRARIANS. Information Literacy Standards. 2001. Canberra, Council of Australian University Librarians.
8. PRESIDENTIAL COMMITTEE ON INFORMATION LITERACY, AMERICAN LIBRARY ASSOCIATION. Final Report. 1989. Chicago: American Library Association.<http://www.ala.org/ala/acrl/acrlpubs/whitepapers/presidential.htm>
9. SOCIETY OF COLLEGE, NATIONAL AND UNIVERSITY LIBRARIES (SCONUL). Information skills in higher education: a SCONUL Position Paper.1999. London, SCONUL.  
[http://www.sconul.ac.uk/activities/inf\\_lit/papers/Seven\\_pillars.html](http://www.sconul.ac.uk/activities/inf_lit/papers/Seven_pillars.html)
10. TORRAS (MC)and SAETRE (T P). (2009). Information Literacy Education. 2009. Oxford, Chandos Publishing.
11. CARDIFF UNIVERSITY LIBRARY SERVICES.2016. Handbook for Information Literacy Teaching.  
<http://sites.cardiff.ac.uk/ilrb/handbook/>

## Mapping Matrix of Course BLIS-105

**Table 105.1: CO-PO Matrix**

<b>Course Code</b>	<b>PO1</b>	<b>PO2</b>	<b>PO3</b>	<b>PO4</b>	<b>PO5</b>	<b>PO6</b>
<b>BLIS -105.1</b>	3	2	3	3	3	3
<b>BLIS -105.2</b>	3	3	3	3	3	3
<b>BLIS -105.3</b>	3	2	3	3	3	2
<b>BLIS -105.4</b>	3	3	3	3	3	3
<b>Average</b>	<b>3</b>	<b>2.5</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>2.75</b>

**Table 105.2: CO-PSO Matrix**

<b>Course Code</b>	<b>PSO1</b>	<b>PSO2</b>	<b>PSO3</b>	<b>PSO4</b>	<b>PSO5</b>	<b>PSO6</b>	<b>PSO7</b>
<b>BLIS -105.1</b>	3	2	2	3	3	3	3
<b>BLIS -105.2</b>	3	2	2	3	2	3	3
<b>BLIS -105.3</b>	3	1	1	3	3	3	3
<b>BLIS -105.4</b>	3	3	3	3	3	3	3
<b>Average</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>2.75</b>	<b>3</b>	<b>3</b>

<b>BLIS-106: COMMUNITY INFORMATION SERVICES (CIS)</b>		<b>Total Credit: 4</b> <b>Total Marks: 100</b> <b>Max. Marks ET Theory: 80</b> <b>Max. Marks IA Theory: 20</b> <b>Duration of Theory Exam: 3 Hrs.</b>
<b>Objectives</b> <ul style="list-style-type: none"> <li>• To acquaint with basic concepts related to Community Information System and Services.</li> <li>• To develop an understanding of information needs of different users group.</li> <li>• To acquaint with the various types of information sources used by the community.</li> <li>• To develop an awareness of various initiatives for social development.</li> </ul>		
<b>Course Outcomes:</b> After completing this course, students shall be able to:		
<b>BLIS -106.1</b>	Understand the basic concepts of Community Information System and Services.	
<b>BLIS -106.2</b>	Understand the information needs of different user groups.	
<b>BLIS -106.3</b>	Familiarize with the different types of Community Information Sources.	
<b>BLIS -106.4</b>	Become aware of various Govt./Non-Governmental initiatives for social development.	
<b>Internal Assessment: 20 Marks (Presentation/Test - 10 + Attendance - 5+ Class test/Assignment - 5)</b>		
<b>Note for the Paper Setter</b> The paper is divided into <b>4</b> Units. The examinees will be required to attempt <b>Five</b> questions in all, including Question 1, which is compulsory and selecting <b>One</b> question from each Unit (I – IV). Question 1 will consist of <b>8</b> short Answer (2 marks each) questions (having no internal choice) spread over the whole syllabi. The Examiner will set <b>Two</b> questions from each Unit.		
<b>Unit-I: Community Information Services (CIS)</b> <ul style="list-style-type: none"> <li>- Community Information Services – Definition, Need, Features and Objectives.</li> <li>- Libraries as Community Information Centres and their role in Social Development.</li> </ul>		
<b>Unit-II: User Groups and their information needs</b> <ul style="list-style-type: none"> <li>- Information needs and Information Services: <ul style="list-style-type: none"> <li>- Rural Community</li> <li>- Urban Community</li> <li>- Women Empowerment</li> <li>- Weaker Sections of Society</li> </ul> </li> </ul>		
<b>Unit-III: Community Information Resources</b> <ul style="list-style-type: none"> <li>- Community Information Sources: Documentary Sources; Institutional Sources; Human sources and Electronic Resources</li> <li>- Social Media as a means of Information Communication.</li> </ul>		
<b>Unit-IV: Initiatives for Social Development</b> <ul style="list-style-type: none"> <li>- Role of NGOs in the Community Information</li> <li>- E-Governance: Meaning, Scope and Purposes</li> </ul>		

- E-Governance Initiatives in India
- Right to Information: Concept and RTI Act, 2005 (Introduction only)

### Recommended Books

1. AINLEY (P). Basics of community information: an action handbook for librarians. 1980. London, Association of Assistant Librarians.
2. CHILDERS (Thomas) and POST (Jyoce A). The Information Poor in America.1975. Metuchen N.J , Scarecrow Press.
3. MUKHOPADHYAY (P). Digital community information system: a framework for India. 2011. Germany, LAP Lambert Academic Publishing.
4. SARADA (K). Rural Library Services in India.1986. New Delhi, ESS ESS Publications.
5. VASHISHTH (CP). Ed. Libraries as Rural Community Resource Centers. 2004. New Delhi, B.R.
6. WARNER (E S), MURRAY (A D) and PALMOR (V E). Information Needs of Urban Residents. 1973. Baltimore, MD, Regional Planning Council.

### Mapping Matrix of Course BLIS-106

**Table 106.1: CO-PO Matrix**

Course Code	PO1	PO2	PO3	PO4	PO5	PO6
<b>BLIS -106.1</b>	3	2	2	3	1	1
<b>BLIS -106.2</b>	3	3	3	2	3	1
<b>BLIS -106.3</b>	3	2	3	3	3	2
<b>BLIS -106.4</b>	3	1	3	3	2	1
<b>Average</b>	<b>3</b>	<b>2</b>	<b>2.75</b>	<b>2.75</b>	<b>2.25</b>	<b>1.25</b>

**Table 106.2: CO-PSO Matrix**

Course Code	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6	PSO7
<b>BLIS -106.1</b>	3	1	1	2	3	3	3
<b>BLIS -106.2</b>	1	1	1	1	2	2	3
<b>BLIS -106.3</b>	2	3	3	3	3	3	1
<b>BLIS -106.4</b>	1	1	1	1	2	2	3
<b>Average</b>	<b>1.75</b>	<b>1.5</b>	<b>1.5</b>	<b>1.75</b>	<b>2.5</b>	<b>2.5</b>	<b>2.5</b>

## SEMESTER - II

### CORE COURSES

<b>BLIS-107: MANAGEMENT OF LIBRARIES AND INFORMATION CENTRES</b>		<b>Total Credit: 4</b> <b>Total Marks: 100</b> <b>Max. Marks ET Theory: 80</b> <b>Max. Marks IA Theory: 20</b> <b>Duration of Theory Exam: 3 Hrs.</b>
<b>Objectives</b> <ul style="list-style-type: none"><li>• To introduce Environmental Factors of Libraries and Information Centres.</li><li>• To understand Organizational Structure of libraries.</li><li>• To study Functions and Routines of different Sections of libraries.</li></ul>		
<b>Course Outcomes:</b> After completing this course, students shall be able to:		
<b>BLIS -107.1</b>	Understand the Management aspects of Library & Information Centres.	
<b>BLIS -107.2</b>	Understand Library Finance and Budgeting.	
<b>BLIS -107.3</b>	Familiarize with the different Sections of the Library & Information Centres.	
<b>BLIS -107.4</b>	Understand different aspects of Library maintenance and Space Management.	
<b>Internal Assessment: 20 Marks (Library Tour reports - 10 + Attendance - 5+ Class test/Assignment - 5)</b>		
<b>Note for the Paper Setter</b> <p>The paper is divided into 4 Units. The examinees will be required to attempt <i>Five</i> questions in all, including Question 1, which is compulsory and selecting <i>One</i> question from each Unit (I – IV). Question 1 will consist of 8 short Answer (2 marks each) questions (having no internal choice) spread over the whole syllabi. The Examiner will set <i>Two</i> questions from each Unit.</p>		
<b>Unit – I: Library Environment</b> <ul style="list-style-type: none"><li>- Organisation, Management and Administration: A Conceptual Framework.</li><li>- Library Organisational Structure, Ranganathan's Staff Formula</li><li>- Library Committee: Types, functions and powers.</li></ul>		
<b>Unit – II: Library Finance and Budgeting</b> <ul style="list-style-type: none"><li>- Sources of Finance.</li><li>- Methods of Estimating Library Finance.</li><li>- Budget Preparation for different types of Libraries.</li><li>- General Administration: Annual Report, Library Statistics, Library Rules.</li></ul>		
<b>Unit – III: Sections of the Library</b> <ul style="list-style-type: none"><li>- Book Selection and Procurement: Principles, Policy, Committee, Tools and Procedure.</li><li>- Technical Processing Section.</li><li>- Periodicals Section.</li><li>- Circulation Section.</li><li>- Reference Section</li></ul>		

#### Unit – IV: Maintenance, Building and Space Management

- Maintenance Section: Stacking, Shelving, Shelf Rectification, Stock Verification, Binding etc.
- Basic elements in designing library building.
- Furniture and Equipments.

#### Recommended Books

1. Application of Management Techniques to Library and Information Systems, 12th IASLIC Conference, Roorkee, 1979.
2. MITTAL (R L). Library Administration: Theory and Practice. 5<sup>th</sup> ed. 1983. New Delhi, Metropolitan.
3. MOOKERJEE (Subodh Kumar) and SENGUPTA (Beneyendra). Library Organization and Library Administration. 1972. Calcutta, World Press.
4. PANWAR (B S) and VYAS (S D). Library Management. 1986. Delhi; R.R. Publishing Corporation.
5. RANGANATHAN (S R) Library Manual for Authorities, Librarians and Honorary Library Workers. 2nd ed. 1967. Bombay, Asia.
6. SINGH (M). Library and Information Management: Theory and Practice. 1983. Delhi, IBT.
7. SINGH (R S P). Fundamentals of Library Administration and Management. 1990. Delhi, Prabha.
8. STEUART (Robert) and EASTILICK (John T). Libraries Management. 2nd ed.1991. Colorado, Libraries Unlimited.
9. TRIPATHI (S M). Granthalyaprabandh (Hindi medium).

#### Mapping Matrix of Course BLIS-107

Table 107.1: CO-PO Matrix

Course Code	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6	PSO7
BLIS -107.1	3	3	2	2	3	3	3
BLIS -107.2	3	3	1	1	3	2	2
BLIS -107.3	3	3	3	3	3	3	2
BLIS -107.4	2	3	3	2	3	3	3
Average	2.75	3	2.25	2	3	2.75	2.5

Table 107.2: CO-PSO Matrix

Course Code	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6	PSO7
BLIS -107.1	3	3	2	2	3	3	3
BLIS -107.2	3	3	1	1	3	2	2
BLIS -107.3	3	3	3	3	3	3	2
BLIS -107.4	2	3	3	2	3	3	3
Average	2.75	3	2.25	2	3	2.75	2.5

**BLIS-108: USERS AND INFORMATION SERVICES  
(THEORY AND PRACTICE)**

**Total Credit: 4**  
**Total Marks: 100**  
**Max. Marks ET Theory: 50**  
**Max. Marks IA Theory: 10**  
**Duration of Theory Exam: 3 Hrs.**  
**Max. Marks ET Practical: 30**  
**Max. Marks IA Practical: 10**  
**Duration of Practical Exam: 2 Hrs.**

**Objectives:**

- To familiarize with various categories of Users and their Information Needs.
- To get acquainted with different types of Information Services.
- To develop practical skills in offering selected Information Services.

**Course Outcomes:** After completing this course, students shall be able to:

<b>BLIS -108.1</b>	Familiarize with different types of Users and their information needs.
<b>BLIS -108.2</b>	Know the types and purpose of Reference services.
<b>BLIS -108.3</b>	Understand the current information services.
<b>BLIS -108.4</b>	Prepare Bibliography and Current Information Services.

**Part-I: Theory**

**Internal Assessment: 10 Marks (Attendance – 5 (includes attendance of Practical Classes also) + Class test/Assignment – 5)**

**Note for the Paper Setter**

The paper is divided into **3** Units. The examinees will be required to attempt **Four** questions in all, including Question 1, which is compulsory and selecting **One** question from each Unit (I-III). Question 1 will consist of **7** short Answer (2 marks each) questions (having no internal choice) spread over the whole syllabi. The Examiner will set **Two** questions from each Unit.

**Unit – I: Information Users and their Information Needs**

- Conceptual Definitions of Data, Information, Knowledge and Wisdom.
- Information: Types and Characteristics.
- Categories of Information Users and their Characteristics.
- Information Need and Seeking Behavior: Concept and Models.
- User Studies: Need, Objectives, Plan and Methods.
- User Education: Concept, Need and Methods.

**Unit – II: Information Services-I**

- Information Services: An overview.
- Reference Service: Definition, Need, Types and Functions.
- Reference Process: Reference Question; Reference Interview.
- Referral Service
- Document Delivery Service
- Translation Services.



### Unit – III: Information Services-II

- Current Awareness type of Service (CAS).
- Selective Dissemination of Information (SDI).
- Press Clipping Service.
- Indexing & Abstracting Service,
- Web-based or Internet-based Service.

#### Part-II: Practice

**Total Marks: 40**

**Credit: 02**

**Internal Assessment (Assignment: 10 Marks)**

**Time: 2 Hours**

**Practical Examination Marks: 30**

#### Syllabus:

Preparation of Current Contents List, Newspaper Clippings, Arrangement of Bibliographic Information according to Modern Languages Association (MLA Citation Style).

*Note:* There will be *Two* questions (10 entries each) from the following for each examinee:

1. Preparation of Current Contents List. (Broad Subject Headings Arrangement) on a specified subject.
2. Arrange Bibliographic Information (MLA Citation Style).
3. Preparation of Newspaper Clippings on a specified area.

#### Recommended Books

1. ATHERTON (Pauline). Handbook for information systems and services. 1977. UNESCO, Paris.
2. BOPP (Richard E) and SMITH (Linda C), *Ed.* Reference and information services: An Introduction. Rev. ed. 1995. Libraries Un., USA.
3. CHOWDHURY (GG). Information users and usability in the digital age. 2011. Neal- Schuman Publishers, Inc., New York.
4. GUHA (B) Documentation and information. Rev. ed. 2. 1983. World Press, Calcutta. K.G. Saur, Michigan.
5. KATZ (William A). Introduction to reference work. Ed. 7. 2 V. 1996. Mc Graw Hill, New York.
6. KAWATRA (PS). Fundamentals of Documentation. 983. Sterling Pub., New Delhi.
7. KRISHAN KUMAR. Reference Service. Rev. ed. 3. 1987. Vikas, New Delhi.
8. LALOO (Bikka Tariang). Information Needs, Information Seeking Behavior and Users. 2002. Ess Ess, New Delhi.
9. PRASAD (HN). Information needs and users. Rev. ed. 2. 1991. BR Publications, New Delhi.
10. RANGANATHAN (S R). Reference Service. (1991). Sarada Ranganathan Endowment, Bangalore.
11. ROWLEY (J E). The Basics of Information Systems. 1996. Facet Publishing, London.
12. SINGH, S. Handbook on International Sources on Reference and Information. 2001. CREST Publishing, New Delhi
13. TRIPATHI (S.M.). New Dimensions on Reference and Information Services. (Hindi Medium) 1998. Y.K., Agra.
14. USHA PAWAN and GUPTA (Pawan Kumar). Sandarbh Sewa: Saidhantikavom Kriyatmak 1994. RBSA, Jaipur. (Hindi Medium).

## Mapping Matrix of Course BLIS-108

**Table 108.1: CO-PO Matrix**

Course Code	PO1	PO2	PO3	PO4	PO5	PO6
<b>BLIS -108.1</b>	3	3	3	3	3	3
<b>BLIS -108.2</b>	3	3	3	3	3	3
<b>BLIS -108.3</b>	3	3	3	3	3	3
<b>BLIS -108.4</b>	3	3	3	3	3	3
<b>Average</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

**Table 108.2: CO-PSO Matrix**

Course Code	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6	PSO7
<b>BLIS -108.1</b>	3	2	2	3	2	3	3
<b>BLIS -108.2</b>	3	2	3	3	2	3	3
<b>BLIS -108.3</b>	3	3	3	3	3	3	3
<b>BLIS -108.4</b>	3	3	3	3	3	3	3
<b>Average</b>	<b>3</b>	<b>2.5</b>	<b>2.75</b>	<b>3</b>	<b>2.5</b>	<b>3</b>	<b>3</b>

**BLIS-109: ICT APPLICATIONS IN LIS  
(THEORY AND PRACTICE)**

**Total Credit: 4**  
**Total Marks: 100**  
**Max. Marks ET Theory : 50**  
**Max. Marks IA Theory: 10**  
**Duration of Theory Exam: 3 Hrs.**  
**Max. Marks ET Practical: 30**  
**Max. Marks IA Practical: 10**  
**Duration of Practical Exam: 2 Hrs.**

**Objectives**

- To acquaint with students with the basic concepts of Computers and Networking.
- To acquaint students with various aspects of Computer Technologies.
- To develop skills in using computers and MS Office Software.

**Course Outcomes:** After completing this course, students shall be able to:

<b>BLIS -109.1</b>	Familiarize with classification of Computers and Hardware components.
<b>BLIS -109.2</b>	Understand the concept of Computer Software.
<b>BLIS -109.3</b>	Familiarize with different communication technologies.
<b>BLIS -109.4</b>	Learn practical use of MS Word, Power Point and Web Searching.

**Part-I: Theory**

**Internal Assessment: 10 Marks (Attendance – 5 (includes attendance of Practical Classes also)  
+ Class test/Assignment – 5)**

**Note for the Paper Setter**

The paper is divided into 3 Units. The examinees will be required to attempt *Four* questions in all, including Question 1, which is compulsory and selecting *One* question from each Unit (I–III). Question 1 will consist of 7 short Answer (2 marks each) questions (having no internal choice) spread over the whole syllabi. The Examiner will set *Two* questions from each Unit.

**Unit-I: Computer Hardware**

- The Evolution of Computers.
- Characteristics of Computers.
- Classification of Computers: Super Computer, Mainframe Computer, Mini Computer and Micro Computer. Digital vs. Analog Computers.
- *Computer Architecture:* Input Devices, Output Devices, Central Processing Unit. Memory (Auxiliary).

**Unit-II: Computer Software**

- System and Application Software.
- Operating Systems: Single and Multiuser.
- Basics Features of MS Windows and Linux.
- Application Software: Concept and Types.

**Unit-III: Communication Technology (Networking)**

- *Communication:* An Overview
- *Networks:* Concept and Components

- **Network Media:** Wire and Wireless.
- **Network Types:** PAN, LAN, MAN and WAN.
- **Topologies:** Bus, Star, Ring, Token Ring, Tree and Mesh.

### Part-II: Practice

**Total Marks: 40**

**Credit: 02**

**Internal Assessment: 10 Marks (Assignment – 5 + Class test/Assignment – 5)**

**Practical Examination Marks: 30**

**Time: 2 Hours**

**Note:** There will be Three Questions and the examinees will be required to attempt *Two* questions.

#### MS Office

- **MS WORD:** Standard Toolbars, Creating a Document, Editing a Document, Formatting a Document, Maintaining Mailing List.
- **MS POWER POINT:** Creating Presentation Slides, Formatting/ Adding Graphics. Animation and Slide Transition, Slide Show. Customizing and Printing.

#### Online Searching

- Basic Web Searching
- E-mail

#### Recommended Books

1. Bharathiar University. Introduction to Information Technology.  
[http://buc.edu.in/sde\\_book/bcom\\_ca.pdf](http://buc.edu.in/sde_book/bcom_ca.pdf)
2. BHARIHOKE (Deepak). Fundamentals of Information Technology. 4<sup>th</sup> Ed. Excel Books. New Delhi, 2012.
3. BOTT, Ed. Introducing Windows 10 for IT Professionals. Microsoft Press. Washington, 2015.
4. GILL (Nasib Singh). Handbook of Computer Fundamentals. Jain Book Agency. Delhi, 2016.
5. GOOKIN (Dan). Word 2016 For Dummies. Wiley & Sons, Inc., 2013.
6. Introducing Windows 10. Microsoft Press, Preview eBook.  
[http://download.microsoft.com/download/D/2/B/D2B18586-8C4F-4F40-828D-99D96489152A/Microsoft\\_Press\\_eBook\\_Introducing\\_Windows\\_10\\_Preview\\_PDF.pdf](http://download.microsoft.com/download/D/2/B/D2B18586-8C4F-4F40-828D-99D96489152A/Microsoft_Press_eBook_Introducing_Windows_10_Preview_PDF.pdf)
7. LAMBERT (Joan) and FRYE (Curtis). Microsoft Office 2016 Step by Step. Microsoft Press. Washington. 2015. <https://ptgmedia.pearsoncmg.com/images/9780735699236/samplepages/9780735699236.pdf>
8. LAMBERT (Joan) and LAMBERT (Steve). Windows 10 Step by Step. Microsoft Press, Washington, 2015. <https://ptgmedia.pearsoncmg.com/images/9780735697959/samplepages/9780735697959.pdf>
9. LEON (Alexis) and LEON (Mathews). Fundamentals of Information Technology. 2<sup>nd</sup> Ed. Vikas Publishing House Pvt. Ltd. New Delhi. 2009.
10. LEON-GARCIA (Alberto) and WIDJAJA (Indra). Communication Networks: Fundamental concepts and key architectures. 2<sup>nd</sup> Ed. McGraw-Hill, 2006.
11. LOWE (Doug). PowerPoint 2013 For Dummies. Wiley & Sons, Inc., 2013.
12. LOWE (Doug). PowerPoint 2016 For Dummies. Wiley & Sons, Inc., 2015.
13. McFedries (Paul). Teach Yourself Visually Windows 10. Wiley, 2015.

14. Nagpal (D P). Computer Fundamentals. S. Chand. New Delhi. 2008.
15. NORTON (Peter). Introduction to Computers. Tata McGraw-Hill. New York. 6<sup>th</sup> Edition. 2008. <https://onlinestudy4u.files.wordpress.com/2012/10/introduction-to-computers-by-peter-norton-6th-ed.pdf>
16. ROWLEY (Jennifer). Computers for libraries. 3<sup>rd</sup> ed. Library Association. London. 1993.
17. SALARIA (R S), Computer Fundamentals. Jain Book Agency. Delhi, 2015.
18. SINHA (P K) and Sinha (P). Foundations of computing. BPB Publications. 2008. <http://www.edutechlearners.com/computer-fundamentals-p-k-sinha-free-pdf/>
19. TANENBAUM (Andrew S) and WETHERALL (David J.). Computer networks. 5<sup>th</sup> Ed. Prentice Hall of India Pvt. Ltd. 2011. <https://inspirit.net.in/books/networking/Computer%20Networks%20-%20A%20Tanenbaum.pdf>  
<https://montes.bloomu.edu/Readings/Computer%20Networks%20-%20A%20Tanenbaum%20-%205th%20edition.pdf>
20. Umesh Kumar Singh. Fundamentals of Computer and Information Technology. Jain Book Agency. Delhi, 2013.
21. WANG (Wallace). Office 2013 For Dummies. Wiley & Sons, Inc., 2013.
22. WEVERKA (Peter). Microsoft Office Home and Student Edition 2013 All-in-One for Dummies. John Wiley & Sons, Inc., 2013.
23. WEVERKA (Peter). Windows 10 For Seniors For Dummies. Wiley & Sons, Inc., 2015.

### Mapping Matrix of Course BLIS-109

**Table 109.1: CO-PO Matrix**

Course Code	PO1	PO2	PO3	PO4	PO5	PO6
<b>BLIS -109.1</b>	2	2	3	3	3	3
<b>BLIS -109.2</b>	2	2	3	3	3	3
<b>BLIS -109.3</b>	3	3	3	3	3	3
<b>BLIS -109.4</b>	3	3	3	3	3	3
<b>Average</b>	<b>2.5</b>	<b>2.5</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

**Table 109.2: CO-PSO Matrix**

Course Code	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6	PSO7
<b>BLIS -109.1</b>	2	3	2	2	3	2	2
<b>BLIS -109.2</b>	2	3	2	2	3	2	2
<b>BLIS -109.3</b>	2	2	3	2	3	2	2
<b>BLIS -109.4</b>	3	3	3	3	3	3	3
<b>Average</b>	<b>2.25</b>	<b>2.75</b>	<b>2.5</b>	<b>2.25</b>	<b>3</b>	<b>2.25</b>	<b>2.25</b>

**BLIS-110: LIBRARY CATALOGUING  
(THEORY AND PRACTICE)**

**Total Credit: 4**  
**Total Marks: 100**  
**Max. Marks ET Theory : 40**  
**Max. Marks IA Theory: 10**  
**Duration of Theory Exam: 2 Hrs.**  
**Max. Marks ET Practical : 40**  
**Max. Marks IA Practical: 10**  
**Duration of Practical Exam: 2 Hrs.**

**Objectives**

- To understand the process of Cataloguing.
- To know various provisions of CCC and AACR - II.
- To learn preparation of Entries according to CCC and AACR - II.

**Course Outcomes:** After completing this course, students shall be able to:

<b>BLIS -110.1</b>	Know different types of Catalogue and understand the process of Library Cataloguing.
<b>BLIS -110.2</b>	Understand the concept of Subject Cataloguing and the process of deriving/assigning Subject Headings.
<b>BLIS -110.3</b>	Understand various provisions of CCC and AACR - II.
<b>BLIS -110.4</b>	Prepare Entries according to AACR – II.

**Part-I: Theory**

**Internal Assessment: 10 Marks (Attendance – 5 (includes attendance of Practical Classes also) + Class test/Assignment – 5)**

**Note for the Paper Setter**

The paper is divided into **3** Units. The examinees will be required to attempt **Four** questions in all, including Question 1, which is compulsory and selecting **One** question from each Unit (I – III). Question 1 will consist of **5** short Answer (2 marks each) questions (having no internal choice) spread over the whole syllabi. The Examiner will set **Two** questions from each Unit.

**Unit-I: Bibliographic Description-I**

- Catalogue – Definition, Need and Purpose, Types of Library Catalogue.
- Physical Forms: Conventional and Non-conventional

**Unit-II: Bibliographic Description-II**

- Kinds of Entries and their functioning according to CCC and AACR-II.

**Unit-III: Subject Cataloguing**

- Definition, Need, Purpose and problems of Subject Cataloguing, Methods of Subject Cataloguing. Chain Procedure and Sears List of Subject Headings. Latest trends in Library Cataloguing

## Part – II: Practice: AACR-II

**Total Marks: 50**

**Credit: 02**

**Internal Assessment: 10 Marks (Preparation of Cataloguing Copy)**

**Practical Examination Marks: 40**

**Time: 2 Hours**

**Note:** There will be *Five* Titles and the examinees will be required to attempt any *Three* Titles. All titles carry equal marks.

### Syllabus:

- Sections and Skeleton Card of Main and Added entries.
- Basic features, Personal Author(s), Shared Authorship, Collaborator (s).
- Cataloguing of Pseudonym Work.
- Cataloguing of Multivolume documents.
- Cataloguing of Periodical Publications (Simple Periodical Publications)

### Books Recommended

1. ALA and others. Anglo American Cataloguing Rules. Revised ed. 2. 1998.
2. Ranganathan (SR). Classified Catalogue Code.
3. Ranganathan (SR). Colon Classification. Revised ed. 6. 1963. Ess Ess Publications.
4. SEARS (ME). Sears List of Subject Headings. Latest edition.

## Mapping Matrix of Course BLIS-110

**Table 110.1: CO-PO Matrix**

Course Code	PO1	PO2	PO3	PO4	PO5	PO6
<b>BLIS -110.1</b>	3	2	3	3	3	3
<b>BLIS -110.2</b>	3	2	3	3	3	3
<b>BLIS -110.3</b>	2	2	3	3	3	3
<b>BLIS -110.4</b>	2	2	3	3	3	3
<b>Average</b>	<b>2.5</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

**Table 110.2: CO-PSO Matrix**

Course Code	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6	PSO7
<b>BLIS -110.1</b>	3	3	3	3	3	3	3
<b>BLIS -110.2</b>	3	3	3	3	2	2	2
<b>BLIS -110.3</b>	3	3	3	3	2	2	2
<b>BLIS -110.4</b>	2	3	3	3	3	2	2
<b>Average</b>	<b>2.75</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>2.5</b>	<b>2.25</b>	<b>2.25</b>

<b>BLIS-111: Library Training/Internship</b>		<b>Total Credit: 2</b> <b>Total Marks: 50</b>
<b>Objectives</b>		
<ul style="list-style-type: none"> <li>• To acquaint students with working of Libraries.</li> <li>• To perform various library operations.</li> <li>• To enable the students to provide information services in real life environment.</li> </ul>		
<b>Course Outcomes:</b> After completing this course, students shall be able to:		
<b>BLIS -111.1</b>	Perform various library operations.	
<b>BLIS -111.2</b>	Provide various information services.	
<b>Total Marks: 50</b>		<b>Credit: 02</b>
<b>Library Training/Internship for one month</b>		
(i) Report of the Librarian		<b>(10 Marks)</b>
(ii) Report of Training		<b>(25 Marks)</b>
(iii) Presentation of Report		<b>(15 Marks)</b>
<p>Every student will be required to undergo training/internship in a university/institute library assigned by the Department. All the students will inform the Department their preferred choice of institution for Internship; however, they will be assigned the institution on the basis of merit in the 1st Semester examination and their preference. Every student shall maintain a diary of his/her daily activities performed in the library. After completion of internship, he/she shall prepare and submit a report in the Department. He/she shall also make a presentation on the internship experiences and work performed before the Committee consisting of all the regular teachers of the Department. The librarian of the concerned institution will send a report on the working of the student directly to the Department, which shall be evaluated by the same Committee. The Department shall devise a standard format for presentation of report by the librarian. During the internship period each student shall be assigned to a teacher of the Department who will provide guidance to the student and maintain liaison with the librarian of the concerned institution.</p>		



## Mapping Matrix of Course BLIS-111

**Table 111.1: CO-PO Matrix**

Course Code	PO1	PO2	PO3	PO4	PO5	PO6
BLIS -111.1	3	3	3	3	3	3
BLIS -111.2	3	3	3	3	3	3
Average	3	3	3	3	3	3

**Table 111.2: CO-PSO Matrix**

Course Code	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6	PSO7
BLIS -111.1	3	3	3	3	3	3	3
BLIS -111.2	3	3	3	3	3	3	3
Average	3	3	3	3	3	3	3

## ELECTIVE COURSES

<b>BLIS-112: SCHOOL LIBRARY SYSTEM</b>	<b>Total Credit: 4</b> <b>Total Marks: 100</b> <b>Max. Marks ET Theory: 80</b> <b>Max. Marks IA Theory: 20</b> <b>Duration of Theory Exam: 3 Hrs.</b>
<b>Objectives</b> <ul style="list-style-type: none"> <li>• To provide an overview of School Library System.</li> <li>• To familiarize with the role of school library in elementary and secondary education.</li> <li>• To familiarize with the sources and services provided by school library.</li> </ul>	
<b>Course Outcomes:</b> After completing this course, students shall be able to:	
<b>BLIS -112.1</b>	Know the role and functioning of school libraries in elementary and secondary education.
<b>BLIS -112.2</b>	Understand the collection development and different types of sources in school libraries.
<b>BLIS -112.3</b>	Familiarize with different information services provided in school libraries.
<b>BLIS -112.4</b>	Familiarize with the policies and guidelines of various regulatory agencies for school libraries.
<p><b>Internal Assessment: 20 Marks (Presentation/Assignment/Test - 10 + Attendance - 5+ Class test/Assignment - 5)</b></p> <p><b>Note for the Paper Setter</b>            The paper is divided into <b>4</b> Units. The examinees will be required to attempt <b>Five</b> questions in all, including Question 1, which is compulsory and selecting <b>One</b> question from each Unit (I – IV). Question 1 will consist of <b>8</b> short Answer (2 marks each) questions (having no internal choice) spread over the whole syllabi. The Examiner will set <b>Two</b> questions from each Unit.</p> <p><b>Unit- I: School Library System: Basic Concept</b></p> <ul style="list-style-type: none"> <li>- Definition, scope &amp; objectives</li> <li>- Components: Mobile Library, Cluster Library, Classroom Library, Centralized school library, School Community Library</li> <li>- Role of School libraries in Elementary and Secondary Education</li> </ul> <p><b>Unit- II: Information Sources and Collection Development</b></p> <ul style="list-style-type: none"> <li>- Information sources for children: Illustrated books, Reference books, Newspapers and magazines, Audio-video collection, Digital resources.</li> <li>- Collection Development: Selection, Acquisition &amp; Maintenance.</li> </ul> <p><b>Unit- III: Users and Information Services</b></p> <ul style="list-style-type: none"> <li>- Users of school library and their information needs</li> <li>- Information services in school libraries: Reference Service, Circulation Service, Library hours, Internet-based services.</li> <li>- Promotion of reading habits among children</li> </ul> <p><b>Unit- IV: Initiatives for School Libraries</b></p> <ul style="list-style-type: none"> <li>- Recommendations of Commissions and Committees on school library development</li> </ul>	

- Guidelines of Educational Boards and National Bodies for School Libraries.
- Role of School Librarian
- Role of Professional Associations

### **Recommended Books**

1. AL-MISFE (AM). A combined public/school library system for the educational district of Riyadh. 1989. Saudi Arabia: A model for planning.
2. AMUCHEAZI (ON). The need for community oriented school library services for the effective implementation of the universal Basic Education Programme. *Nigeria School Library Journal*. 4, 182; 2001; 39-44.
3. BROPHY (P). The academic library. 2005. London, Facet Pub.
4. BUDD (J). The changing academic library: Operations, cultures, environments. 2005. Chicago, Association of College and Research Libraries.
5. CANAVOR (N) and KROLL (C). NASSAU School Library System & American Association of School Librarians. 2000. The school library: Where learning meets the future. New York, Nassau School Library System.
6. CHRISTIAN (A R). (2013). Academic library management: Universities, colleges and institutions. 2013. Jaipur, Vista Publishers.
7. COHEN (LB). Library 2.0 initiatives in academic libraries. 2007. Chicago, Association of College and Research Libraries.
8. DANIEL (CI). 2001. The school libraries and the librarians: making a difference in the knowledge age. Being a compendium of papers presented at the 39th National conference and AGM of the NLA held at Owerri, 2001; 109-104.
9. DIKE (VW). The role of the school library in reading promotion. *Nigerian School Librarianship: Yesterday, Today and Tomorrow*. 1998. D.F Elaturoti. Ed. Ibadan, Nigerian School Library Association.
10. DUTCHESS COUNTY BOCES SCHOOL LIBRARY SYSTEM (N.Y.). School library system notes. 1986. Red Hook, N.Y: The System.
11. ELATUROTI (DF). Learning resources and development for Nigerian school libraries. In: Elaturoti, D.F. (Ed). *Nigerian school Librarianship: Yesterday, Today and Tomorrow*. 1998. Ibadan, Nigerian school library Association.
12. ELGUINDI. Electronic resource management. Practical perspectives in a new technical services model. 2013. Stanton Harcourt, Chandos Publishing Ltd.
13. FAYOSE (PO). School Library Resource centres for Educational Excellence. 1995. Ibadan, AENL publishers.
14. FREEMAN (P). Pathfinder: An operational guide for the school librarian. 1975. New York, Haper& Row Publishers.
15. IFLA/UNESCO. The school libraries and learning for all: IFLA/UNESCO school library manifesto. 2000. IFLANET.
16. IFLA/UNESCO. IFLA/UNESCO school library manifesto: the school library in teaching and learning for all. 2002. Retrieved from <http://www.ifla.org>. 22/06/08
17. Islam, M.A. School libraries in Bangladesh: A state-of-the-art report. *School libraries Worldwide*. 4, 2; 1998; 37-38.
18. LIBRARY AND INFORMATION TECHNOLOGY ASSOCIATION (U.S.). Open source software for libraries: An open source for libraries collaboration. 2002. Chicago: LITA.
19. MORRIS (FO). Schools Library Services 1990-2000. *School Librarian*. 49, 1; 2004; 12-13.

20. PATRICK(R J). *Guidelines for library cooperation: Development of academic library consortia*. 1972. Santa Monica, Calif, System Development Corp.
21. PECK (P). *Crash course in children's services*. 2006. Westport, Conn: Libraries Unlimited.
22. RADFORD (M L) and SNELSON (P). *Academic library research: Perspectives and current trends*. 2008. Chicago, Association of College and Research Libraries.
23. RANGANATHAN (S.R.). *New Education and School Library*. 2006. New Delhi, Ess Ess Publication.
24. THANUSKODI (S). *Challenges of academic library management in developing countries*. 2013. Hershey PA, Information Science Reference.

### Mapping Matrix of Course BLIS-112

**Table 112.1: CO-PO Matrix**

Course Code	PO1	PO2	PO3	PO4	PO5	PO6
BLIS -112.1	3	2	2	2	2	2
BLIS -112.2	3	2	3	2	3	2
BLIS -112.3	3	3	3	3	3	3
BLIS -112.4	2	2	3	2	2	2
Average	2.5	2.25	2.75	2.25	2.5	2.25

**Table 112.2: CO-PSO Matrix**

Course Code	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6	PSO7
BLIS -112.1	3	3	2	2	1	1	1
BLIS -112.2	3	3	3	2	2	3	2
BLIS -112.3	3	3	3	2	2	3	2
BLIS -112.4	1	1	1	1	1	3	2
Average	2.5	2.5	2.25	1.75	1.5	2.5	1.75

**BLIS-113: E-RESOURCE MANAGEMENT**

**Total Credit: 4**  
**Total Marks: 100**  
**Max. Marks ET Theory 80**  
**Max. Marks IA Theory:20**  
**Duration of Theory Exam: 3 Hrs.**

**Objectives**

- To understand the meaning, definition and types of Electronic Resources.
- To aware about Collection development of e-resources.
- To know the activities involved in Developing Collection and Providing access to electronic resources.

**Course Outcomes:** After completing this course, students shall be able to:

<b>BLIS -113.1</b>	Understand the concept and types of E-resources.
<b>BLIS -113.2</b>	Know the various issues related to collection development and managing E-resources.
<b>BLIS -113.3</b>	Understand access management issues related to E-resources.
<b>BLIS -113.4</b>	Aware of the standard and guidelines related to usage statistics of E-resources.

**Internal Assessment: 20 Marks (Presentation/Assignment/Test - 10 + Attendance/Assignment - 5+ Class test/Assignment - 5)**

**Note for the Paper Setter**

The paper is divided into **4** Units. The examinees will be required to attempt **Five** questions in all, including Question 1, which is compulsory and selecting **One** question from each Unit (I – IV). Question 1 will consist of **8** short Answer (2 marks each) questions (having no internal choice) spread over the whole syllabi. The Examiner will set **Two** questions from each Unit.

**Unit-I: Electronic Resources**

- Concept, Need, Characteristics, Benefits and Drawbacks.
- E-Resource Life Cycle.
- Types of e-resources

**Unit-II: Collection Development**

- Collection Building Process: Formulating policy, Budgeting, Evaluation of e-resources.
- Subscription Models: Licenses and Negotiation.
- Consortia: Concept, Need , Purpose & Limitations; E- shodhsindhu.
- Preservation and Perpetual Access.

**Unit-III: Access Management**

- Access management of e-resources, Channels.
- Authentication and Authorization.
- Organization & description of resources. Metadata: Basis Concept.
- User training and awareness.

**Unit-IV: Usage Statistics and ERMS**

- Usage Statistics of E-resources.
- Standards and Guidelines (COUNTER,SUSHI).
- ERMS: Concept, Need & Features.
- Salient features of some ERMS (Exlibris VERDE)

## Recommended Books

1. BRYNJOLFSSON (ERIC) and KAHIN (BRIAN), Ed. Understanding the digital economy: data, tools and research. 2002. Massachusetts: MIT Press.
2. COLE (JIM) and others. E-serials Collection Management: Transition, Trends and Technicalities. 2003. London, CRC Press.
3. CONGER (JOAN E). Collaborative electronic resource management: From acquisitions to Assessment. 2004. Westport, Libraries Unlimited.
4. CURTIS (DONNELYN). E-journals: How to do it Manual for Building, Managing and Supporting Electronic. Journal Collection. 2005. London, Facet Publishing.
5. FECKO (MARY BETH). Electronic Resources: Access and Issues. 1997. London: Bowker-Saur.
6. HANSON (ARDIS) and LEVIN (BL). Building a Virtual Library. 2002. Hershey, P.A.: Information Science Publishing.
7. JONES(WAYNE), ed. E-Journal Access and Management. 2009. New York, Routledge.
8. KASDORF (WILLIUM E), *Ed.* The Columbia Guide to Digital Publishing. 2003. New York, Columbia University Press.
9. KATZ (LINDA S). Collection Development Policies: New Dimension for Changing Collections. 2003. London, Roultdedge Kegan Paul.
10. KATZ (LINDA S). Managing Digital Resources in Libraries. 2005. London: Routledge Kegan Paul.
11. KEMP (REBECCA). E-resource Evaluation and Usage Statistics: Selector's Choices.2008. Saarbrücken, VDM Verlag.
12. KUMBAR (TS) and KARISIDDAPPA (CR). Electronic Journals. *In: Information Technology Application in Libraries: a text book for beginners.* Edited by M.Mahapatra and D.B.Ramesh. 2004. Bhubaneswar, Reprint.
13. LEE (STUART D.) and BOYLE (FRANCES). Building an Electronic Resource Collection: A Practical Guide (2nd ed). 2004. London, Facet Publishing.
14. LEE (SUL H). Electronic Resources and Collection Development. 2003. London, Routlege Kegan Paul.
15. MAHAPATRA (M) and RAMESH (DB). Electronics Publishing and media. *In: Information Technology Application in Libraries: a text book for beginners.* Edited by M. Mahapatra and D.B. Ramesh. 2004. Bhubaneswar, Reprint.
16. MITCHELL (ANNE M) and SURRAT (BRAIN E). Cataloguing and Organizing Digital Resources: A How to do it. Manual for Librarians. 2005. London, Facet Publishing.
17. YU (HOLLY) and BREIVOLD (SCOTT). Electronic Resource Management in Libraries: Research and Practice. 2008. Information Science Reference.

## Mapping Matrix of Course BLIS-113

**Table 113.1: CO-PO Matrix**

<b>Course Code</b>	<b>PO1</b>	<b>PO2</b>	<b>PO3</b>	<b>PO4</b>	<b>PO5</b>	<b>PO6</b>
<b>BLIS -113.1</b>	3	1	3	3	3	2
<b>BLIS -113.2</b>	3	1	3	3	3	2
<b>BLIS -113.3</b>	2	2	3	3	3	2
<b>BLIS -113.4</b>	1	1	3	2	3	2
<b>Average</b>	<b>2.25</b>	<b>1.25</b>	<b>3</b>	<b>2.75</b>	<b>3</b>	<b>2</b>

**Table 113.2: CO-PSO Matrix**

<b>Course Code</b>	<b>PSO1</b>	<b>PSO2</b>	<b>PSO3</b>	<b>PSO4</b>	<b>PSO5</b>	<b>PSO6</b>	<b>PSO7</b>
<b>BLIS -113.1</b>	1	2	3	3	2	3	2
<b>BLIS -113.2</b>	3	3	3	3	3	3	2
<b>BLIS -113.3</b>	3	3	3	3	3	3	2
<b>BLIS -113.4</b>	1	1	2	2	2	2	2
<b>Average</b>	<b>2</b>	<b>2.5</b>	<b>2.75</b>	<b>2.75</b>	<b>2.5</b>	<b>2.75</b>	<b>2</b>

## OPEN ELECTIVE COURSE

<b>LIS-OE-1: INTRODUCTION TO LIBRARY AND INFORMATION SERVICES</b>	<b>Total Credit: 2</b> <b>Total Marks: 50</b> <b>Max. Marks ET Theory: 40</b> <b>Max. Marks IA Theory: 10</b> <b>Duration of Theory Exam: 2 Hrs.</b>
<b>Objectives</b> <ul style="list-style-type: none"> <li>• To introduce the students with different types of Libraries and other similar institutions.</li> <li>• To introduce the students with information organization and retrieval systems of Libraries.</li> <li>• To introduce the students with Library Collection in print as well as electronic form.</li> <li>• To introduce the students with Library Services</li> </ul>	
<b>Course Outcomes:</b> After completing this course, students shall be able to:	
<b>LIS-OE-1.1</b>	Understand the functioning of Libraries.
<b>LIS-OE-1.2</b>	Use different types of Information Sources and services.
<b>Internal Assessment: 10 Marks (Presentation/Assignment - 10)</b>	
<b>Unit-I: Introduction to Library and other Institutions</b> <ul style="list-style-type: none"> <li>- Memory Institutions and their roles: Libraries, Archives, Museums</li> <li>- Types of Libraries: Public, Academic, and Special.</li> <li>- Digital Library.</li> </ul>	
<b>Unit-II: Information Organisation and Retrieval Systems in Library</b> <ul style="list-style-type: none"> <li>- Introduction to the working of a University Library.</li> <li>- Library catalogue and Classification. Brief introduction to CC and DDC.</li> <li>- Call Number- Class Number, Book Number, Collection Number</li> <li>- OPAC and its features, Union Catalogue</li> </ul>	
<b>Unit-III: Information Sources</b> <ul style="list-style-type: none"> <li>- Introduction to Periodicals, Books. Encyclopedias, Dictionaries, Gazetteers, Yearbooks, Directories, Bibliographies.</li> <li>- E-Resources: e-Book, e-Journal, e-Thesis. Database: Full-text, Bibliographic.</li> </ul>	
<b>Unit-IV: Library and information services</b> <ul style="list-style-type: none"> <li>- Library and Information Services: Reference Service- face to face and Digital, Database Search, Inter Library Loan and Document Delivery Service</li> <li>- Institutional Repository, Library Portal, Subject Gateway, Information Literacy Instructions, etc.</li> </ul>	
<b>Recommended Books</b> (Updated List of recommended books/documents will be provided by the concerned Teacher)	



**Table LIS-OE-1.1: CO-PO Matrix**

<b>Course Code</b>	<b>PO1</b>	<b>PO2</b>	<b>PO3</b>	<b>PO4</b>	<b>PO5</b>	<b>PO6</b>
<b>LIS-OE-1.1</b>	3	3	3	2	3	2
<b>LIS-OE-1.2</b>	3	3	3	2	3	2
<b>Average</b>	3	3	3	2	3	2

**Table LIS-OE-1.2: CO-PSO Matrix**

<b>Course Code</b>	<b>PSO1</b>	<b>PSO2</b>	<b>PSO3</b>	<b>PSO4</b>	<b>PSO5</b>	<b>PSO6</b>	<b>PSO7</b>
<b>LIS-OE-1.1</b>	3	3	3	3	1	2	1
<b>LIS-OE-1.2</b>	3	3	3	3	1	2	1
<b>Average</b>	3	3	3	3	1	2	1

**Table-5: CO-PO MAPPING**

<b>Course Code</b>	<b>PO1</b>	<b>PO2</b>	<b>PO3</b>	<b>PO4</b>	<b>PO5</b>	<b>PO6</b>
<b>BLIS-101</b>	2.75	1.25	3	2.5	2.25	2
<b>BLIS-102</b>	3	2.25	2.75	3	2.5	2
<b>BLIS-103</b>	3	2.25	3	3	3	3
<b>BLIS-104</b>	3	2	3	3	2	1
<b>BLIS-105</b>	3	2.5	3	3	3	2.75
<b>BLIS-106</b>	3	2	2.75	2.75	2.25	1.25
<b>BLIS-107</b>	2.5	2.5	3	3	3	2.75
<b>BLIS-108</b>	3	3	3	3	3	3
<b>BLIS-109</b>	2.5	2.5	3	3	3	3
<b>BLIS-110</b>	2.5	2	3	3	3	3
<b>BLIS-111</b>	3	3	3	3	3	3
<b>BLIS-112</b>	2.5	2.25	2.75	2.25	2.5	2.25
<b>BLIS-113</b>	2.25	1.25	3	2.75	3	2

**Table-6: CO-PSO MAPPING**

<b>Course Code</b>	<b>PSO1</b>	<b>PSO2</b>	<b>PSO3</b>	<b>PSO4</b>	<b>PSO5</b>	<b>PSO6</b>	<b>PSO7</b>
<b>BLIS-101</b>	2.75	1	1	2.25	2.5	2.75	2.5
<b>BLIS-102</b>	2.75	3	3	1	2.75	2.5	1
<b>BLIS-103</b>	2.75	2.75	3	2.75	3	2.75	1.75
<b>BLIS-104</b>	3	3	3	3	2	3	2
<b>BLIS-105</b>	3	2	2	3	2.75	3	3
<b>BLIS-106</b>	1.75	1.5	1.5	1.75	2.5	2.5	2.5
<b>BLIS-107</b>	2.75	3	2.25	2	3	2.75	2.5
<b>BLIS-108</b>	3	2.5	2.75	3	2.5	3	3
<b>BLIS-109</b>	2.25	2.75	2.5	2.25	3	2.25	2.25
<b>BLIS-110</b>	2.75	3	3	3	2.5	2.25	2.25
<b>BLIS-111</b>	3	3	3	3	3	3	3
<b>BLIS-112</b>	2.5	2.5	2.25	1.75	1.5	2.5	1.75
<b>BLIS-113</b>	2	2.5	2.75	2.75	2.5	2.75	2

**Table-7: CO-PO-PSO MAPPING**

<b>Course Code</b>	<b>PO1</b>	<b>PO2</b>	<b>PO3</b>	<b>PO4</b>	<b>PO5</b>	<b>PO6</b>	<b>PSO1</b>	<b>PSO2</b>	<b>PSO3</b>	<b>PSO4</b>	<b>PSO5</b>	<b>PSO6</b>	<b>PSO7</b>
<b>BLIS-101</b>	2.75	1.25	3	2.5	2.25	2	2.75	1	1	1.25	2.5	2.75	2.5
<b>BLIS-102</b>	3	2.25	2.75	3	2.5	2	2.75	3	3	1	2.75	2.5	1
<b>BLIS-103</b>	3	2.25	3	3	3	3	2.75	2.75	3	2.75	3	2.75	1.75
<b>BLIS-104</b>	3	2	3	3	2	1	3	3	3	3	2	3	2
<b>BLIS-105</b>	3	2.5	3	3	3	2.75	3	2	2	3	2.75	3	3
<b>BLIS-106</b>	3	2	2.75	2.75	2.25	1.25	1.75	1.5	1.5	1.75	2.5	2.5	2.5
<b>BLIS-107</b>	2.5	2.5	3	3	3	2.75	2.75	3	2.25	2	3	2.75	2.5
<b>BLIS-108</b>	3	3	3	3	3	3	3	2.5	2.75	3	2.5	3	3
<b>BLIS-109</b>	2.5	2.5	3	3	3	3	2.25	2.75	2.5	2.25	3	2.25	2.25
<b>BLIS-110</b>	2.5	2	3	3	3	3	2.75	3	3	3	2.5	2.25	2.25
<b>BLIS-111</b>	3	3	3	3	3	3	3	3	3	3	3	3	3
<b>BLIS-112</b>	2.5	2.25	2.75	2.25	2.5	2.25	2.5	2.5	2.25	1.75	1.5	2.5	1.75
<b>BLIS-113</b>	2.25	1.25	3	2.75	3	2	2	2.5	2.75	2.75	2.5	2.75	2

## Attainment of COs:

The attainment of COs will be measured on the basis of the results of Internal Assessment and end Semester Examination. The attainment is measured on scale of 3 as per the target for COs attainment.

**Following table** shows the CO attainment levels at the set target of 60%.

**Table-8: CO Attainment Levels for Internal Assessment**

Attainment Level	
1 (low level of attainment)	60% of students score more than 60% or higher grade in Class Tests/ Assignments of <b>B.Lib.I.Sc.</b> course.
2 (Medium level of attainment)	70% of students score more than 60% or higher grade in Class Tests/ Assignments of <b>B.Lib.I.Sc.</b> course.
3 (High level of attainment)	80% of students score more than 60% or higher grade in Class Tests/ Assignments of <b>B.Lib.I.Sc.</b> course.

The questions in tests/assignments for Internal Assessment will be based on COs. Class Test-I/Assignment-I will be based on first two COs (e.g. **BLIS-101.1** and **BLIS -101.2** in case of **Library and Information Society**) with equal weightage given to both COs. Similarly, Class Test-II/Assignment-II will be based on next two COs (e.g. **BLIS-101.3** and **BLIS-101.4** in case of **Library and Information Society**) with equal weightage given to these two COs. For each Internal Assessment Test/Assignment, the percentage of students attaining the target level of CO will be estimated and averaged percentage will decide the attainment level of COs. Following steps will be taken for determining the attainment level in Internal Assessment of **B.Lib.I.Sc.** course:

- (i) The %age of students scoring set target i.e. 60% marks or more in the question(s) of Test-I/Assignment-I will be estimated based on first CO e.g. **BLIS-101.1**.
- (ii) The %age of students scoring set target i.e. 60% marks or more in the question(s) of Test-I/Assignment-I will be estimated based on second CO e.g. **BLIS -101.2**.
- (iii) The %age of students scoring set target i.e. 60% marks or more in the question(s) of Test-II/Assignment-II will be estimated based on third CO e.g. **BLIS -101.3**.
- (iv) The %age of students scoring set target i.e. 60% marks or more in the question(s) of Test-II/Assignment-II will be estimated based on fourth CO e.g. **BLIS -101.4**.
- (v) The average of the percentages obtained above will be calculated.
- (vi) The attainment level i.e. 3, 2 or 1 will be determined as per scale defined in **the above table**.

For determination of attainment levels for End Semester Examination, it is considered that the questions in the End Term Examination will be based on all COs of BLIS courses. Attainment levels for End Semester

Examination of BLIS will be determined after the declaration of the results. The CO attainment levels for End Semester Examination are given **in the following Table-9:**

**Table-9: CO Attainment Levels for End Semester Examination (ESE)**

Attainment Level	
1 (Low level of attainment)	60% of students obtained letter grade of B+ or above.
2 (Medium level of attainment)	70% of students obtained letter grade of B+ or above.
3 (High level of attainment)	80% of students obtained letter grade of B+ or above.

### **Overall CO Attainment level of B.Lib.I.Sc. Course:**

The overall CO attainment level of the course will be obtained as:

Overall CO attainment level = 50% of CO attainment level in Internal Assessment + 50% of CO attainment level in End Semester Examination.

The overall COs attainment level will be obtained for all the courses of the programme in a similar manner.

### **Attainment of POs:**

The overall attainment level of POs will be based on the values obtained using direct and indirect methods in the ratio of 80:20. The direct attainment of POs is obtained through the attainment of COs. The overall CO attainment value as estimated above and CO-PO mapping value as shown in **Table 7** will be used to compute the attainment of POs. PO attainment values obtained using direct method will be written as shown **in the following Table-10:**

**Table-10: PO Attainment Values using Direct Method**

Course Code	PO1	PO2	PO3	PO4	PO5	PO6
BLIS-101						
BLIS-102						
BLIS-103						
BLIS-104						
BLIS-105						
BLIS-106						
BLIS-107						
BLIS-108						
BLIS-109						
BLIS-110						
BLIS-111						
BLIS-112						
BLIS-113						
<i>Average of Direct PO Attainment</i>						

The PO attainment values to be filled in above table can be obtained as follows:

**For BLIS -101-PO1 Cell:**

PO1 attainment value = (Mapping factor of **BLIS -101-PO1** from **Table 7** × Overall CO attainment value for the course **BLIS -101**)/3

**For BLIS -101-PO1 Cell:**

PO1 attainment value = (Mapping factor of **BLIS -101-PO1** from **Table 7** × Overall CO attainment value for the course **BLIS -101**)/3

Similarly, values for each cell of the above **Table-10** can be obtained. The direct attainment of POs is average of individual PO attainment values.

In order to obtain the PO attainment using indirect method, a student exit survey based on the questionnaire of POs will be conducted at end of last semester of the program. The format for the same is given in the following **Table-11**. Average of the responses from the outgoing students for each PO will be estimated. The

overall PO attainment values are obtained by adding attainment values estimated using direct and indirect methods in the proportion of 80:20 as follows:

Overall attainment value for PO1 =  
 $0.8 \times$  average attainment value for PO1 using direct method (**from Table 5**) +  
 $0.2 \times$  average response of outgoing students for PO1  
 Similarly, overall attainment value can be obtained for each PO.

**Table-11: Questionnaire for indirect measurement of PO attainment (For outgoing students)**

At the end of my degree programme I am able to do:

Programme Outcome			Please tick any one		
PO1	Depth and Breadth of Knowledge	A systematic understanding of knowledge within the discipline and in related discipline/s, and a critical awareness of current problems and/or new insights informed by the forefront of their academic discipline.	3	2	1
PO2	Research and scholarship	a) A working comprehension of how established techniques of research and inquiry are used to create and interpret knowledge in the discipline. b) A treatment of complex issues and judgments based on established principles and techniques.	3	2	1
PO3	Level of application of knowledge	a) Knowledge of Information available in diverse media and formats, their access mechanism, retrieval techniques and evaluation for lifelong learning. b) Competence in applying an existing body of knowledge in the critical analysis of a new question or of a specific problem or issue.	3	2	1
PO4	Awareness of limits of knowledge	Cognizance of the complexity of knowledge and of the potential contributions of other interpretations, methods, and disciplines.	3	2	1
PO5	Professional capacity/autonomy	Acquiring and showing qualities and transferable skills necessary for employment: exercise of initiative, personal responsibility, intellectual independence, ethical behavior and academic integrity.	3	2	1
PO6	Level of Communication Skills	Ability to communicate effectively in presenting ideas orally and in writing (oral communication; written communication).			
3: Strongly Agree; 2: Agree; 1: Average					

Overall PO attainment values can be written as shown in the following **Table-12:**

**Table-12: Overall PO attainment Values**

	PO1	PO2	PO3	PO4	PO5	PO6
Direct PO attainment						
Indirect PO attainment						
Overall PO attainment						
Target	2	2	2	2	2	2

The overall PO attainment values obtained above are compared with set target. The set target for each PO may be different and will be finalized by the staff councils of the departments/institutes. If overall PO attainment value is less than the set target value then an action plan may be prepared for improvement in the subsequent academic session.

The overall PSO attainment level based on CO-PSO mapping values and overall CO attainment values will be obtained in a similar manner.