

PROGRAMME GUIDE

BACHELOR OF LIBRARY SCIENCE (B.LIB)

***Scheme of Examination (CBCS/ELECTIVE)**

***Detailed Structure of Syllabus**



DR. C.V.RAMAN UNIVERSITY
KARGI ROAD, KOTA, BILASPUR, CHATTISGARH(C.G.)
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VISION

To be valued as a coveted centre for nurturing talent, imparting skill based quality education and promoting research driven advancement of knowledge for creating responsible professionals who will build a programme nation.

MISSION

- To foster research oriented culture in the university.
- To provide education through extensive and innovative use of technology.
- To nurture talent, stimulate thinking, impart skills and create competent and inspired professionals for the industry.
- To forge collaborations with academic and corporate bodies across the world.
- To be recognized as a premium national university providing dedicated services for the social and economic development of the nation.

BACHELOR OF LIBRARY AND INFORMATION SCIENCE

PROGRAMME OBJECTIVES

- Make him/her alert and sharp about Surrounding Library Activity
- To be able to understand the different kinds of Library Problems
- Complete Development about Library.
- Making Research in mind and approach.
- To be able to understanding The Library.
- Complete Knowledge about Library.
- Preparing him/her for national level competitive examination

PROGRAMME OUTCOME :

- Student's expected capabilities in this area at the end of semester
- Students should be able to identify the problems and capable to decide the application for future development.
- Demonstrate a broad and coherent body of knowledge with depth in the underlying principles and concepts;
- Integrate knowledge of the diversity of cultures and people;
- Apply critical thinking , independent judgment, intercultural sensitivity and regional, national and global perspectives to identify and solve problems in the discipline of the Arts, Languages and Social Sciences;
- Demonstrate capacity for reflection, planning, ethical decision- making and inter- disciplinary team work in diverse contexts of community engagement.

BACHELOR OF LIBRARY AND INFORMATION SCIENCE

Duration: 12 Months (1 Year)

Eligibility: Graduation in any Discipline

COURSE STRUCTURE OF B.LIB SEMESTER Ist													
Course Details				External Assessment		Internal Assessment				Credit Distribution			Allotted Credits
Course Code	Course Type	Course Title	Total Marks	Major		Minor		Sessional		L	T	P	Subject wise Distribution
				Max Marks	Min Marks	Max Marks	Min Marks	Max Marks	Min Marks				
Theory Group													
3HBLS101	Core Course	Library and Society	100	50	17	20	08	30	12	4	-	-	4
3HBLS102	Core Course	Library Management	100	50	17	20	08	30	12	4	-	-	4
3HBLS103	Core Course	Library Classification Theory	100	50	17	20	08	30	12	4	-	-	4
3HBLS104	Core Course	Library Classification Practice	100	50	17	20	08	30	12	4	-	-	4
3HBLS105	Core Course	Foundation of Library and Information Science	100	50	17	20	08	30	12	4	-	-	4
	Grand Total		500							20	-	-	20

Minimum Passing Marks are equivalent to Grade D

L- Lectures T- Tutorials P- Practical

Major- Term End Theory Exam Minor- Pre University Test

Sessional weightage – Attendance 50%, Three Class Tests/Assignments 50%

BACHELOR OF LIBRARY AND INFORMATION SCIENCE

Duration: 12 Months (1 Year)

Eligibility: Graduation in any Discipline

COURSE STRUCTURE OF B.LIB IInd SEMESTER													
Course Details				External Assessment		Internal Assessment				Credit Distribution			Allotted Credits
Course Code	Course Type	Course Title	Total Marks	Major		Minor		Sessional		L	T	P	Subject wise Distribution
				Max Marks	Min Marks	Max Marks	Min Marks	Max Marks	Min Marks				
Theory Group													
3HBLS201	Core Course	Library Cataloguing Theory	100	50	17	20	08	30	12	4	-	-	4
3HBLS202	Core Course	Library Cataloguing Practice	100	50	17	20	08	30	12	4	-	-	4
3HBLS203	Core Course	Reference and Information Sources & Services	100	50	17	20	08	30	12	4	-	-	4
3HBLS204	Core Course	Information Technology: Basics	100	50	17	20	08	30	12	4	-	-	4
3HBLS205	Core Course	History of Library and Information Science	100	50	17	20	08	30	12	4	-	-	4
Practical Group				Term End Practical Exam				Sectional					
	Project/Dissertation/Internships & Viva Voce	Project/Dissertation/Internship & Viva Voce	200	100	33	-	-	100	40	-	-	8	8
Skill Courses								Sectional					
SCIT301	Skill Enhancement	Skill Enhancement Elective Course-1	50	-	-	-	-	50	20	1	-	1	2
Grand Total			750							21	-	09	30

Minimum Passing Marks are equivalent to Grade D

L- Lectures T- Tutorials P- Practical

Major- Term End Theory Exam/ Practical Exam Minor- Pre University Test

Sessional weightage – Attendance 50%, Three Class Tests/Assignments 50%

Skill Elective I – Any other course being offered in this semester as per the list given at the end of course structure.

Compulsory Project/Dissertation with choice in any Disciplinary specific elective. Compulsory Project report along with one paper presentation certificate to be attached in report in related discipline.

SKILL ENHANCEMENT ELECTIVE COURSES

Non-Technical			
Elective No.	Department/ Faculty Name		
	Faculty of Information Technology		
I	SCIT 201	Data Entry Operation	2(1+0+1)
II	SCIT 301	Multimedia	2(1+0+1)
III	SCIT 501	Web Designing with HTML	2(1+0+1)
IV	SCMIT 201	Web Development	2(1+0+1)
V	SCMIT 301	LINUX	2(1+0+1)
	Faculty of Management		
I	SMGT 201	Briefing and Presentation Skills	2(1+0+1)
II	SMGT 301	Resolving Conflicts and Negotiation Skills	2(1+0+1)
III	SMGT 802	Entrepreneurship Development	2(1+0+1)
	Faculty of Commerce		
I	SCOM 201	Tally ERP 9	2(1+0+1)
II	SCOM 302	Multimedia	2(1+0+1)
III	SCOM 803	Data Analyst	2(1+0+1)
	Faculty of Humanities		
I	SHBA 301	Pursuing Happiness	2(1+0+1)
II	SHBA302	Communication Skill and Personality Development	2(1+0+1)
III	SHMA301	Tourism in M.P	2(1+0+1)
	Faculty of Science		
I	SSBI 301	Mushroom Cultivation	2(1+0+1)
II	SSPH 301	House Hold Wiring	2(1+0+1)
III	SSPH 301	Basic Instrumentation	2(1+0+1)
IV	SSPH 301	DTP Operator	2(1+0+1)
V	SSCH 301	Graphic Designing	2(1+0+1)
	Faculty of Education		
I	SCBE 403	Understanding of ICTC (Information Communication Technology)	2(1+0+1)
II	SCPE 201	Yoga Education	2(1+0+1)



DR. C.V.RAMAN UNIVERSITY
KARGI ROAD, KOTA, BILASPUR (C.G.)

SEMESTER- 1st
Course: B.LIB
SUBJECT:LIBRARY AND SOCIETY

SubjectCode: 3HBL101
Theory Max. Marks: 50
Theory Min. Marks: 17

Course objective:

- Make him/her alert and sharp about Surrounding Library Activity
- To be able to understand the different kinds of Library Problems
- Complete Development about Library.
- Making Research in mind and approach.
- To be able to understanding The Library.
- Complete Knowledge about Library.
- Preparing him/her for national level competitive examination

Unit	Unit wise course contents	Methodology Adopted
Unit – I	Development of Libraries and their Role in Society, Role of Library and Information Centres in Modern Society, Laws of Library Science, Development Libraries in UK and USA, Library Development in Modern India – Plans and Programmes	Usage of ICT like PPT, Video Lectures, Black board.
Unit – II	Different Types of Libraries and their Functions, National Libraries: Their Function; A Descriptive Account of National Libraries of India, UK and USA, Academic Libraries: School, College and University, Public Libraries: Role and Functions, Special Libraries and Information Centres	Usage of ICT like PPT, Video Lectures, Black board.
Unit – III	Library Legislation, Library Legislation and A Model Public Library Act/Bill, Library Legislation in Indian States – Their Salient Features	Usage of ICT like PPT, Video Lectures, Black board.
Unit – IV	Resource Sharing and User Studies, User Studies, User Education, Resource Sharing– Concept, Need, Form and Selected Case Studies	Usage of ICT like PPT, Video Lectures, Black board.
Unit - V	Library Associations, Promotional Agencies and Systems, Librarianship as a Profession and Professional Ethics, Role of professional Associations, Organizations and Institutions Involved in Development of Library and Information Services	Usage of ICT like PPT, Video Lectures, Black board.

Course outcomes:

- Student’s expected capabilities in this area at the end of semester.
- Students should be able to identify the problems and capable to decide the application for future development.

REFERENCE BOOKS:

1. Learn Library And Society - Anil Kumar Dhiman - ESS ESS Publications
2. Library Education and Society - Gopinath Kaalbhor – M.P.H.G.A

Job opportunity	Employability skill developed	Local/National/UNDP Goal Achieved	Entrepreneurship Opportunity
School Librarian, Library Assistant, Library Attendant	To get knowledge about ancient Library System & Services	No poverty, Quality Education, Decent Work	Can be able to setup a new library and provide a best library Reference services



DR. C.V.RAMAN UNIVERSITY
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SEMESTER- 1st
Course: B.LIB
SUBJECT:LIBRARY MANAGEMENT

SubjectCode: 3HBLS102
Theory Max. Marks: 50
Theory Min. Marks: 17

Course objective:

- Make him/her alert and sharp about Library Management
- To be able to understand the different kinds of Library Management
- Complete Development about Library.
- Prepare him/her for Solve the Library Management.
- Making Research mind and approach.
- Complete Knowledge about Library Management
- Preparing him/her for national level competitive examination

Unit	Unit wise course contents	Methodology Adopted
Unit – I	Principles of Library Management, , General Principles of Management and their Application to Library Management, Library Organisational Structure, Management Information System (MIS), Physical Planning of Library	Usage of ICT like PPT, Video Lectures, Black board.
Unit – II	Information Resources Development, , Types of Information Resources, Selection Principles including Communication Media, Different Types of Selection Tools and Their Importance, Acquisition Procedure: Books and Non-Book Material, Acquisition of Periodicals and Serials, Technical Processing	Usage of ICT like PPT, Video Lectures, Black board.
Unit – III	Use and Maintenance of the Library, , Circulation Work, Maintenance, Shelving and Stock Verifications, etc., Elements of Binding and Preservation	Usage of ICT like PPT, Video Lectures, Black board.
Unit – IV	Human Resources Development, , Human Resource Development: Concept and Contours, Personnel Planning, Participative Management and Total Quality Management (TQM),	Usage of ICT like PPT, Video Lectures, Black board.
Unit - V	Library Finance and Budget, , Library Finance, Budgeting and Accounting	Usage of ICT like PPT, Video Lectures, Black board.

Course outcomes:

- Student's expected capabilities in this area at the end of semester.
- Students should be able to identify the problems and capable to decide the application for future development..

REFERENCE BOOKS:

- Information ethics. Smith, M. M. London Bowker-Saur.
- Handbook of information science. Venkatappaiah, V. Berlin; Boston De Gruyter Saur. & Madhusudhan, M.
- Public library legislation in the new millennium: States, and Union Territories. New Delhi: Book well. New model public library Acts for the Union,
- Library Building And Furniture Suresh C Sinha ESS ESS Publications. Design And Planning -
- Learn Library Management - Anil Kumar Dhiman ESS ESS PUBLICATIONS

Job opportunity	Employability skill developed	Local/National/UNDP Goal Achieved	Entrepreneurship Opportunity
School Librarian, Library Assistant, Library Attendant, Semi-Professional Assistant.	Student can develop Technical skills which are required for running Technical services in the Library.	No poverty, Quality Education, Decent Work	Can be able to setup a new library and provide a library services



DR. C.V.RAMAN UNIVERSITY
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SEMESTER- 1st

Course: B.LIB

SUBJECT:LIBRARY CLASSIFICATION THEORY

SubjectCode: 3HBL103

Theory Max. Marks: 50

Theory Min. Marks: 17

Course objective:

- Make him/her alert and sharp about Surrounding Library Classification
- To be able to understand the different kinds of Library Problems
- Complete Development about Library.
- Making Research in mind and approach.
- To be able to understanding The Library Classification
- Complete Knowledge about Library Classification
- Preparing him/her for national level competitive examination

Unit	Unit wise course contents	Methodology Adopted
Unit – I	Elements of Library Classification, , Basic Terminology and Historical Perspective, Need and Purpose of Library Classification	Usage of ICT like PPT, Video Lectures, Black board.
Unit – II	Theory and Development of Library Classification, , General Theory of Library Classification, Species of Schemes of Library Classification, Learning about Subjects	Usage of ICT like PPT, Video Lectures, Black board.
Unit – III	Approaches to Library Classification, , Postulational and Systems Approaches, Fundamental Categories, Facet analysis and Facet Sequence, Phase Relation and Common Isolates, Devices in Library Classification	Usage of ICT like PPT, Video Lectures, Black board.
Unit – IV	Study of Selected Schemes of Library Classification, , Dewey Decimal Classification (DDC), Comparative Study of 19th , 20th and 21st Editions of Dewey Decimal Classification,	Usage of ICT like PPT, Video Lectures, Black board.
Unit - V	Universal Decimal Classification (UDC), Colon Classification (CC), Different versions of Colon Classification, Current Trends in Library Classification	Usage of ICT like PPT, Video Lectures, Black board.

Course outcomes:

- Student's expected capabilities in this area at the end of semester.
- Students should be able to identify the problems and capable to decide the application for future development.

REFERENCE BOOKS:

- Library Classification Theory (3rd Paper Part-a) & Library - C Lal - ESS ESS Publications
- Library Organization and Administration – L S Saxena - M.P.H.G.A

Job opportunity	Employability skill developed	Local/National/UNDP Goal Achieved	Entrepreneurship Opportunity
School Librarian, Library Assistant, Library Attendant	Student can develop Classification skills which are required for running classification services in the Library.	No poverty, Quality Education, Decent Work	Can be able to setup a new library and provide a best library services



DR. C.V.RAMAN UNIVERSITY
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SEMESTER- 1st
Course: B.LIB
SUBJECT:LIBRARY CLASSIFICATION PRACTICE

SubjectCode: 3HBL104
Theory Max. Marks: 50
Theory Min. Marks: 17

Course objective:

- Make him/her alert and sharp about Surrounding Library Classification
- To be able to understand the different kinds of Library Classification
- Complete Development about Library Classification.
- Making Research in mind and approach.
- To be able to understanding The Library Classification
- Complete Knowledge about Library Classification
- Preparing him/her for national level competitive examination

Unit	Unit wise course contents	Methodology Adopted
Unit – I	Dewey Decimal Classification (19th Edition) – Part 1, , Introduction, Structure and Organisation, Definition, Notes and Instructions, Introduction to Three Summaries and Steps in Classifying Documents, Relative Index and its Use	Usage of ICT like PPT, Video Lectures, Black board.
Unit – II	Dewey Decimal Classification (19th Edition) – Part 2, , Study of Tables and Schedules, Auxiliary Tables and Devices, Practical Classifications	Usage of ICT like PPT, Video Lectures, Black board.
Unit – III	Colon Classification (6th Edition) : Preliminaries, , Introduction, Structure, and Organisation, Schedules and Techniques, Steps in Classification	Usage of ICT like PPT, Video Lectures, Black board.
Unit – IV	Colon Classification (6th Edition): Introduction to the Application of Postulates and Principles for Facet Analysis and Synthesis, , Humanities and Social Sciences, Biological Sciences, Physical Sciences and Generalia	Usage of ICT like PPT, Video Lectures, Black board.
Unit - V	Colon Classification (6th Edition) common isolates, phase predation subject device	Usage of ICT like PPT, Video Lectures, Black board.

Course outcomes:

- Student's expected capabilities in this area at the end of semester.
- Students should be able to identify the problems and capable to decide the application for future development.

REFERENCE BOOKS:

- Colon Classification S R Ranganathan - ESS ESS Publications.
- DDC 19th Ed.
- Library Classification : Theory & Practice (H) - G D Bhargav - M.P.H.G.A

Job opportunity	Employability skill developed	Local/National/UNDP Goal Achieved	Entrepreneurship Opportunity
Classifier School Librarian, Library Assistant, Library Attendant	Student can develop Classification skills which are required for running classification services in the Library.	No poverty, Quality Education, Decent Work	Can be able to setup a new library and provide a best library services



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SEMESTER- 1st

Course: B.LIB

SUBJECT: FOUNDATION OF LIBRARY AND INFORMATION SCIENCE

SubjectCode: 3HBLS105

Theory Max. Marks: 50

Theory Min. Marks: 17

Unit	Unit wise course contents	Methodology Adopted
Unit – I	Concept of Library: Definition, Need, Purpose, Functions, Five Laws of Library Science, Place of Library in Dissemination of Information: Changing role of library in socioeconomic development, education and recreation.	Usage of ICT like PPT, Video Lectures, Black board.
Unit – II	Role of Private organizations in improvement of Library Services, Working of DELNET INFLIBNET NICNET .Role of UGC in library development plans.	Usage of ICT like PPT, Video Lectures, Black board.
Unit – III	Library Associations in India Indian Association of Special Libraries and Information Centres, (IASLIC) Central Government Library Association (CGLA), Indian Library Association, (ILA) Madras Library Association – MALA, Medical Library Association of India Indian Association of Teachers of Library and Information Science (IATLIS)	Usage of ICT like PPT, Video Lectures, Black board.
Unit – IV	Library Associations in U.K and USA: ILA, IASLIC, CILIP, SLA.	Usage of ICT like PPT, Video Lectures, Black board.
Unit - V	Collection development in University Libraries . Digital libraries , Virtual Library.	Usage of ICT like PPT, Video Lectures, Black board.

TEXT BOOKS:

- Foundations of Library and Information 2nd ed. Greenwich, Conn. Ablex Publishing Jafferson, Services in the Post-Industrial Era.
- Library Cooperation. Kent, Allen. London: Andre Deutsch
- Encyclopedia of Library Ranganathan, S R. NY: Marcel Dekker and Information Science.
- Five Laws of Library Science. Ranganathan, S. R. 2nd ed. Mumbai: Asia.

REFERENCE BOOKS:

- The Five Laws of Library Science Sarada Ranganathan Endowment for Library Science.
- Library legislation in India: Problems and prospects Rout, R. K. Bangalore: Reliance Publishing House. New Delhi:
- Foundations of library and information science Rubin, Richard E. 3rd ed. New Delhi: DBS Imprints.

Job opportunity	Employability skill developed	Local/National/UNDP Goal Achieved	Entrepreneurship Opportunity
School Librarian, Library Assistant, Library Attendant	Student can develop digital library, Resources Sharing and Library Network skills which are required for running Library services in the Library.	No poverty, Quality Education, Decent Work	Can be able to setup a new library and provide a best library network services



DR. C.V.RAMAN UNIVERSITY
KARGI ROAD, KOTA, BILASPUR (C.G.)

SEMESTER- II

Course: B.LIB

SUBJECT: LIBRARY CATALOGUING THEORY

Course objective:

- Make him/her alert and sharp about Surrounding Library Activity
- To be able to understand the different kinds of Library Problems
- Complete Development about Library.
- Making Research in mind and approach.
- To be able to understanding The Library Cataloguing.
- Complete Knowledge about Library Cataloguing
- Preparing him/her for national level competitive examination

SubjectCode: 3HBLS201

Theory Max. Marks: 50

Theory Min. Marks: 17

Unit	Unit wise course contents	Methodology Adopted
Unit – I	History, Purpose and Types of Library Catalogues, Library Catalogue: Objectives, Purposes and Functions, History and Development of Library Catalogue Code, Physical Form of Catalogues, Types of Catalogues	Usage of ICT like PPT, Video Lectures, Black board.
Unit – II	Format of Catalogue Entries, Kinds of Entries, Data Elements in Different Types of Entries, Filing of Entries – Classified and Alphabetical, Centralized Cataloguing, Cataloguing – in Publication and Pre-Natal Cataloguing, Machine Formats: MARC and CCF	Usage of ICT like PPT, Video Lectures, Black board.
Unit – III	Choice and Rendering of Headings and Personal Authors (Western and Indic Names), Corporate Authors, Pseudonymous, Anonymous Works and Uniform Titles,	Usage of ICT like PPT, Video Lectures, Black board.
Unit – IV	Cataloguing of multi volume, composite Book, Non print media.	Usage of ICT like PPT, Video Lectures, Black board.
Unit - V	Subject Indexing, Vocabulary Control and Recent Developments in Cataloguing, Subject Cataloguing - Problems, Vocabulary Control: Subject Heading Lists and Thesauri, Subject Indexing Models, Techniques for Subjects Indexing, Recent Trends in Library Cataloguing	Usage of ICT like PPT, Video Lectures, Black board.

Course outcomes:

- Student's expected capabilities in this area at the end of semester.
- Students should be able to identify the problems and capable to decide the application for future development.

REFERENCE BOOKS:

- Library Cataloguing Theory (paper Iv Part-a) & Library Cataloguing - C Lal - ESS ESS Publications

Job opportunity	Employability skill developed	Local/National/UNDP Goal Achieved	Entrepreneurship Opportunity
Cataloguer School Librarian, Library Assistant, Library Attendant	Student can develop cataloguing skills which are required for running cataloguing services in the Library.	No poverty, Quality Education, Decent Work	Can be able to setup a new library and provide a best library services



DR. C.V.RAMAN UNIVERSITY
KARGI ROAD, KOTA, BILASPUR (C.G.)

SEMESTER- II

Course: B.LIB

SUBJECT: LIBRARY CATALOGUING PRACTICE

Course objective:

- Make him/her alert and sharp about Library Cataloging
- To be able to understand the different kinds of Library Catalogue
- Complete Development about Library.
- Prepare him/her for Solve the Library Catalogue.
- Making Research mind and approach.
- Complete Knowledge about Library Cataloguing
- Preparing him/her for national level competitive examination

SubjectCode: 3HBLS202

Theory Max. Marks: 50

Theory Min. Marks: 17

Unit	Unit wise course contents	Methodology Adopted
Unit – I	AACR- 2R – Part 1, , Preliminaries, Single Personal Author, Shared Responsibility and Editorial Directions, Choice Among Different Names and References, Series and Multivolumes	Usage of ICT like PPT, Video Lectures, Black board.
Unit – II	AACR- 2R – Part 2, , Subject Headings, Corporate Bodies, Uniform Titles and Serials, Cataloguing of Non-Print Media/User's Guide to AACR-2 R	Usage of ICT like PPT, Video Lectures, Black board.
Unit – III	Classified Catalogue Code – Part 1, , Preliminaries to Classified Catalogue Code, Class Index Entry and Tracing, Personal Authors, Corporate Authors	Usage of ICT like PPT, Video Lectures, Black board.
Unit – IV	Classified Catalogue Code – Part 2, , Analytical Entries and Composite Books, Series, Multivolume Publications, Periodical Publications.	Usage of ICT like PPT, Video Lectures, Black board.
Unit - V	Computerized cataloguing with Soul Software.	Usage of ICT like PPT, Video Lectures, Black board.

Course outcomes:

- Student's expected capabilities in this area at the end of semester.
- Students should be able to identify the problems and capable to decide the application for future development.

REFERENCE BOOKS:

- Practical Cataloguing Ccc (pb) - C Lal - ESS ESS Publications
- Practical Cataloguing Aacr-2 (pb) - C Lal - ESS ESS Publications
- Cataloguing Of Non Book Materials - Anil Kumar Dhiman ESS ESS Publications
- Advanced Cataloguing Practice : CCC & AACR-2 (Pbk) - J N Gautam - Y.K.Publishers

Job opportunity	Employability skill developed	Local/National/UNDP Goal Achieved	Entrepreneurship Opportunity
Cataloguer School Librarian, Library Assistant, Library Attendant	Student can develop cataloguing skills which are required for running cataloguing services in the Library.	No poverty, Quality Education, Decent Work	Can be able to setup a new library and provide a best library services



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SEMESTER- II

Course: B.LIB

SUBJECT: REFERENCE AND INFORMATION SOURCES & SERVICES

Subject Code: 3HBLS203

Theory Max. Marks: 50

Theory Min. Marks: 17

Course objective:

- Make him/her alert and sharp about Surrounding Library Activity
- To be able to understand the different kinds of Library Problems
- Complete Development about Library.
- Making Research in mind and approach.
- To be able to understanding The Library Services
- Complete Knowledge about Library Reference and Information Sources and Services
- Preparing him/her for national level competitive examination

Unit	Unit wise course contents	Methodology Adopted
Unit – I	Study of Reference Sources, Reference and Information Access Tools: An Overview, Types of Reference and Information Access Tools, Kinds of Bibliographies, Indexing and Abstracting Periodicals, Reviews, State-of-Art Reports, Trends Reports, etc.	Usage of ICT like PPT, Video Lectures, Black board.
Unit – II	Categories of Reference Source – Part 1, Dictionaries, Encyclopedias, Hand Books, Manuals, Year Books, etc., Standards, Patents, Trade Catalogues, etc. Categories of Reference Source – Part 2, Geographical Sources, Biographical Sources, Statistical Information Sources, Sources for Current Affairs	Usage of ICT like PPT, Video Lectures, Black board.
Unit – III	Non-Documentary Sources, Human Resources and Referral Systems, Institutional Information Sources, Mass Media	Usage of ICT like PPT, Video Lectures, Black board.
Unit – IV	Information Services and Organisation, Concept and Need for Information, Information Services : An Overview, Users of Information Services, Organisation of Information Services	Usage of ICT like PPT, Video Lectures, Black board.
Unit - V	Information Services and Techniques, Reference Services, Current Awareness Services, Literature Search and Data Base Services, Document Delivery Services	Usage of ICT like PPT, Video Lectures, Black board.

Course outcomes:

- Student's expected capabilities in this area at the end of semester.
- Students should be able to identify the problems and capable to decide the application for future development.

REFERENCE BOOKS:

- Reference Services And The Digital Sources Of Information - Amjad Ali -ESS ESS Publications.
- Reference Services And Sources Of Information - Jagdish S Sharma - ESS ESS Publications

Job opportunity	Employability skill developed	Local/National/UNDP Goal Achieved	Entrepreneurship Opportunity
Information Officer School Librarian, Library Assistant, Library Attendant	Student can develop Ready Reference services skills which are required for running Reference services in the Library.	No poverty, Quality Education, Decent Work	Can be able to setup a new library and provide a best library Reference services



DR. C.V.RAMAN UNIVERSITY
KARGI ROAD, KOTA, BILASPUR (C.G.)

SEMESTER- II

Course: B.LIB

SUBJECT: INFORMATION TECHNOLOGY: BASICS

Course objective:

- Make him/her alert and sharp about Surrounding Library Automation and Information Technology
- To be able to understand the different kinds of Library Problems
- Complete Development about Library Automation.
- Making Research in mind and approach.
- To be able to understanding The Library Software
- Complete Knowledge about Library Automation and Networking
- Preparing him/her for national level competitive examination

SubjectCode: 3HBLS204

Theory Max. Marks: 50

Theory Min. Marks: 17

Unit	Unit wise course contents	Methodology Adopted
Unit – I	Information Technology: Concepts and Basics, Introduction to Information Technology, Introduction to Computers, Telecommunications: Basics	Usage of ICT like PPT, Video Lectures, Black board.
Unit – II	Applications Software, Introduction to Applications Software, Library and Information Software packages, Features of Indian Software Packages	Usage of ICT like PPT, Video Lectures, Black board.
Unit – III	Library Automation, Library House Keeping Operations, Computerised Information Services, Management of Computerised Library	Usage of ICT like PPT, Video Lectures, Black board.
Unit – IV	Information System and Networks, Basic Concepts and Contours of Computer Based Information Systems, Library Information Networks, Resource Sharing Networks, Internet and Its Services.	Usage of ICT like PPT, Video Lectures, Black board.
Unit - V	Soul Library Software: Introduction, Object.	Usage of ICT like PPT, Video Lectures, Black board.

Course outcomes:

- Student's expected capabilities in this area at the end of semester.
- Students should be able to identify the problems and capable to decide the application for future development.

REFERENCE BOOKS:

- Computers @ Libraries - V K J Jeevan - ESS ESS Publications
- Learn Computer Basics And Its Application In Libraries - Anil Kumar Dhiman - ESS ESS Publications

Job opportunity	Employability skill developed	Local/National/UNDP Goal Achieved	Entrepreneurship Opportunity
Information Officer School Librarian, Library Assistant, Library Attendant Semi-Professional Assistant. Senior Library Information Assistant	Student can develop ICT skills which are required for running Reference services in the Library.	No poverty, Quality Education, Decent Work	Can be able to setup a new library and provide a best ICT services in our library.



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SEMESTER- II
Course: B.LIB
SUBJECT:HISTORY OF LIBRARY AND INFORMATION SCIENCE

SubjectCode: 3HBL205
Theory Max. Marks: 50
Theory Min. Marks: 17

Unit	Unit wise course contents	Methodology Adopted
Unit – I	History of Library and Information Science Education in India. Library and Information Policy at the National Level. Growth and Development of LIS Education in India. Before Independence, After Independence	Usage of ICT like PPT, Video Lectures, Black board.
Unit – II	LIS Education Development in Central India. Five Laws of Library Science and their implications in library and information activities.	Usage of ICT like PPT, Video Lectures, Black board.
Unit – III	Libraries development programs in India after independence. Role of the library in the modern society. Role of Library in education (formal and non formal).Publicity and extension activities.	Usage of ICT like PPT, Video Lectures, Black board.
Unit – IV	Library Movement in India: Contribution of S.R. Ranganathan, Melvil Dewey in library science , Role of Union and State Government in improvement of Library Services.	Usage of ICT like PPT, Video Lectures, Black board.
Unit - V	Attributes of Profession: Librarianship as a profession. Professional Ethics. Philosophy of Library Science. Freedom of access to Information: IPR.	Usage of ICT like PPT, Video Lectures, Black board.

REFERENCE BOOKS:

- Library Organisation By Krishan Kumar Vikas Publication, New Delhi
- History & Development of Libraries in India by R K Bhatt, Mittal Publication , New Delhi
- Theory of classification.by. Krishan Kumar Vikas Publication , New Delhi.
- Prolegomena to library classification .by S R Ranganathan Ed.6. Sarada Ranganathan Endowment for Library Science, Bangalore.
- Colon classification By RANGANATHAN (S R). Ed.6..Sarada Ranganathan

Job opportunity	Employability skill developed	Local/National/UNDP Goal Achieved	Entrepreneurship Opportunity
School Librarian, Library Assistant, Library Attendant	To get knowledge about ancient Library System & Services	No poverty, Quality Education, Decent Work	Can be able to setup a new library and provide a best library Reference services