

**SAVITRIBAI PHULE PUNE UNIVERSITY
TULJARAM CHATURCHAND COLLEGE OF ARTS, SCIENCE AND
COMMERCE, BARAMATI
(AUTONOMOUS)**

DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE

REVISED SYLLABUS

Choice Based Credits Systems (CBCS) Semester Pattern

Bachelor of Library and Information Science

With Effect from: June, 2019 -2020

Anekant Education Society's
**Tuljaram Chaturchand College of Arts, Science and
Commerce, Baramati**
AUTONOMOUS

Course Structure for B.Lib.I.Sc.

Semester	Papers Code	Title of Paper	No. of Credits
I	BLIS 101	Foundations of Library & Information Science	3
	BLIS 102	Information management and Organizations	3
	BLIS 103	Reference Service & Information Sources	3
	BLIS 104	Information Science	3
	BLIS 105	Knowledge Organization- I : Classification (Theory)	3
	BLIS 106	Information Processing: Cataloguing -I (Theory)	3
	BLIS 107	Information Communication Technologies (ICT) and Libraries (Theory and Practice)	3
		Certificate Course	2
Totals Credits			23
II	BLIS 201	Librarianship as a Profession	3
	BLIS 202	Management of Library System	3
	BLIS 203	Information Sources and System	3
	BLIS 204	Organization of Information systems and Services	3
	BLIS 205	Knowledge Organization :Classification-II (Theory)	3
	BLIS 206	Information Processing : Cataloguing – II (Theory)	3
Annual	BLIS 207	Term Work	2
	BLIS 208	Knowledge Organization :Classification (Practical)	4
	BLIS 209	Information Processing : Cataloguing (Practical)	4
	BLIS 210	Information Communication Technology (Practical)	4
	BLIS 211	Information Sources :Viva -Voce	3
II		Certificate Course	2
		Total Credits	37
Sem - I & Sem - II Total Credits			60

SYLLABUS CBCS FOR B.Lib.I.Sc.(w. e. From June, 2019)
Academic Year 2019-2020
Semester – I

Class : B.Lib.I.Sc.

Paper Code : BLIS 101 **Title of Paper** : Foundations of Library and Information Science
Credits : 3 **No. of Lectures**: 48

A) Learning Objectives:

1. To understand purpose, role and importance of libraries in society
2. To familiarize students with development of libraries in global and India in particular
3. To make them aware about the five laws of library science.
4. To know about various types of libraries, their objectives & functions.

B) Learning Outcome:

1. Will be learn enhance the understanding of Library and Information Science Education and Library Fields.

TOPICS/ CONTENTS:

Units	Total No Of Credits = 03
UNIT 1	<p>Development of libraries: An Overview (10L)</p> <p>1.1 Definition , Evolution & Development of libraries in the world 1.2 Development of libraries & history of library movement in India</p>
UNIT 2	<p>Role of Libraries in Society (12L)</p> <p>2.1 Library as a Social Institution 2.2 Reading, Reading Habits & Role of Libraries in developing reading habits 2.3 Education & Libraries 2.4 Library as an agency of mass communication 2.5 Culture & Libraries</p>
UNIT 3	<p>Laws of Library Science (12L)</p> <p>3.1 Normative Principles of library and information science; The five laws library science and their implications 3.2 Principles of Librarianship by D.Urquhart.</p>
UNIT 4	<p>Types of libraries (14L)</p> <p>4.1 National libraries: definition, objectives, functions, history & brief Outline of National Library of India. 4.2 Public Libraries: definition, objectives and functions including functions Of Children’s library, Library Service to Persons with Disabilities , mobile library, UNESCO Public Library Manifesto, brief outline of development of Public Libraries in global and in particular India. 4.3 Academic Libraries: School, College & University libraries-definitions, objectives, functions and brief outline of the academic libraries in India. 4.4 Special Libraries: definition, objectives and Brief outline of the development of research libraries in India.</p>

Class : B.Lib.I.Sc.

Paper Code : BLIS 102 **Title of Paper** : Information Management And Organizations
Credits : 3 **No. of Lectures** : 48

A) Learning Objectives:

1. To understand the meaning and purpose of document selection and collection development including books and non book materials in the libraries
2. To train students in the organization of library work & collection development.
3. To familiarize with various library procedures & library housekeeping activities.

B) Learning Outcome:

1. Can apply the skills and attitudes of visioning, enterpreneurship, advocacy, planning and Management of libraries and information centers (LICS) and effective leadership in the LIS field

	Total No Of Credits = 03
UNIT 1	Document Selection & Collection Development (12L) 1.1 Definition, Need, Purpose of book selection 1.2 Principles (Drury, Dewey & Mc Colvin, practices-books on approval process etc. 1.3 Book selection policy in different libraries 1.4 Book selection tools: online, reviewing tools, Publisher's catalogue, national Bibliographies in global.
UNIT 2	Technical Services –Acquisition of books & periodicals (12L) 2.1 Acquisition of books and e books: objectives, role and functions. sources of acquisition, acquisition & processing of books & non-print material : steps of selection process 2.2 Acquisition of Serials Publications : Types of periodicals, selection tools, procurement: their pros & cons, receipt & recording of periodicals (three card, kardex), shelving, routing of periodicals, collation of completed volumes 2.3 Good Offices Committee : history, study of report, role in acquisition work
UNIT 3	Circulations- Work & Methods (14L) 3.1 Circulation : definition, importance & activities in circulation work, Registration, reservation, renewal and overdue reminders etc. 3.2 Pre-requisites of a good charging and discharging system 3.3 History of development of charging methods. Detailed study of Browne charging system, Newark charging system, Use of bar-coding and RFID system
UNIT 4	Library Reporting (10L) 4.1 Library statistics: purpose, sources & Types 4.2 Library Rules and regulations: need, purpose& draft of the rules 4.3 Annual report: definition, purpose, contents & its compilation

Class : B.Lib.I.Sc.

Paper Code : BLIS 103

Title of Paper : Reference Service & Sources

Credits : 3

No. of Lectures : 48

A) Learning Objectives :

1. To familiarize students with nature & organization of reference service in libraries.
2. To develop the skills for providing reference and information services.

B) Learning Outcome:

1. Will learn skills of organizing information and recorded knowledge
2. Will be to provide traditional and modern information and reference services for users

Total No Of Credits = 03	
UNIT 1	Introduction to Reference Service (10L) 1.1 Reference Service: definition, needs, scope and objectives. (Origin and development of reference service from beginning to internet era. 1.2 Theories of reference service: James I. Wyer and Samuel Rothstein 1.3 Functions of reference service: by Dr. S.R.Ranganathan and Prof. A.K.Mukherjee
UNIT 2	Types of Reference Service. (12L) 2.1 Orientation programme, Ready- Short and Long range reference service, Reader Advisory and guiding services, Bibliographical and fact finding assistance, Literature search, Document Delivery service, User education and information literacy, Referral service, web based Information services. 2.2 Reference service in different types of libraries : Public, Academic, National and Special Libraries.
UNIT 4	Organization & Management of Reference Sources (12L) 3.1 Organization of reference sources. 3.2 Evaluation of reference sources and services 3.3 Qualities of reference Librarian. 3.4 Referral Service: concept & importance
UNIT 3	Introduction to reference sources. (14L) 4.1 Types, criteria for selection and evaluation (Authority, Scope, Arrangement, special features and utilities. Different physical formats : print, non-print, web based information resources) 4.2 Difference between general book and reference book. 4.3 Criteria, Study and evaluation of reference & electronic sources (Printed, Online, Offline, Open Access) 4.4 Study of Encyclopedias and Dictionaries (Contents, types, arrangement, scope, uses) (refer list of reference books)

Class : B.Lib.I.Sc.
Paper Code : BLIS 104
Credits : 3

Title of Paper : Information Science
No. of Lectures : 48

A) Learning Objectives:

1. To provide an overview of Information Science to the students.
2. To understand the concept of sources of the information, consolidating and repackaging
3. To familiarize the students with various Sources of Information & their Categorization.
4. To study the information needs of end users.

B) Learning Outcome:

1. Posses the skills to respect engage and collaborate with a diverse community in order to advocate for and construct inclusive, meaningful, and participatory library services programs and resources

Total No Of Credits = 03	
UNIT 1	<p>Information science (12L)</p> <p>1.1 Definition, need (historical development & factors that led to development of Documentation and Information Science) and Scope : active & passive,</p> <p>1.2 Documentation Work & Documentation Service: characteristics, steps, difference between Documentation Work & Documentation Service</p>
UNIT 2	<p>Sources of Information (10L)</p> <p>2.1 Documentary sources & their categories-primary, secondary and tertiary (Repackaging of information with diagram)</p> <p>2.2 Print and non-print sources</p> <p>2.3 Human and institutional - nature, types, characteristic and utility (human-explicit and tacit; institutional-annual report, in-house information, technical notes)</p>
UNIT 3	<p>Information & information needs of users (14L)</p> <p>3.1 Information : definition, characteristics, Properties, Information as a Resource & Commodity</p> <p>3.2 Information User and types of users: concept, types of needs, Information seeking Behavior of users.</p> <p>3.3 Techniques & methods of evaluation information needs - general & special Methods: Behavior Studies, Use Studies, & Information flow study with diagram, approaches to information.</p>
UNIT 4	<p>Information Transfer: Communication of Information (12L)</p> <p>4.1 Concept & Definition of communication</p> <p>4.2 Channels of communication: information personalization and visualization, documentary, internet and intranet</p> <p>4.3 Methods and flow of information (Diagram-Hanson)</p> <p>4.4 Barriers in free flow of information</p>

Class : B.Lib.I.Sc.

Paper Code: BLIS 106 **Title of Paper** : Knowledge Organization- I: Classification (Theory)

Credits : 3 **No. of Lectures** : 48

A) Learning Objectives:

1. To introduce various concepts, theories and principles in classification.
2. To understand the role of Library classification in knowledge organization.
3. To understand mode of formation of subjects in the universe of knowledge.
4. To understand the various classification schemes concepts such as DDC, CC and UDC to accurately classify the documents

B) Learning Outcome:

1. Will be Useful to understand the basic functions and principles of theory as well as Practical work in Library classification systems.

	Total No Of Credits = 03
UNIT 1	Classification: An Overview (10L) 1.1 Definition, need, purpose 1.2 Inductive & deductive process 1.3 Rules for division 1.4 Rules of Porphyry
UNIT 2	Library Classification (12L) 2.1 Meaning, need, purpose and function 2.2 Knowledge Organization : concept, types: Vedic classification, Greek classification, Baconian classification 2.3 Features of book classification 2.4 Knowledge classification v/s book classification 2.5 Notation- need, purpose, types, qualities, mnemonics 2.6 Call No.- structure, various parts & their functions
UNIT 3	Universe of Knowledge (14L) 3.1 Structure and attribute 3.2 Types of subjects: basic, compound & complex 3.3 Modes of formation of subjects 3.4 Universe of subject as mapped in different types of classification Schemes: CC, DDC, & UDC
UNIT 4	Normative Principles of Classification & their application (12L) 4.1 Brief introduction to Canons(Canons of characteristics and notation) 4.2 Principles of Richardson, Sayers, Browne, Bliss, Hulme and Ranganathan ,APUPA arrangement 4.3 Three planes of work

Class : B.Lib.I.Sc.

Paper Code: BLIS 106 **Title of Paper :** Information Processing: Cataloguing - I (Theory)

Credits : 3 **No. of Lectures** : 48

A) Learning Objectives:

1. To understand the role of cataloguing for retrieving library materials.
2. To introduce the fundamentals, various concepts, theories and principles in Cataloguing

B) Learning Outcome:

1. Will be Useful to understand the basic functions and principles of theory as well as Practical work in Library Cataloguing.

Total No Of Credits = 03	
UNIT 1	Parts of a book (10L) 1.1 Reading a book technically 1.2 Role of a cataloguer in library system
UNIT 2	Library catalogue and its forms (12L) 2.1 Definition, objectives, functions 2.2 Library Catalogue and bibliography, difference between library catalogue & bibliography 2.3 Kinds of catalogue: Outer(physical) forms of Library catalogue- Book, card, sheaf, printed, Web OPAC, MARC21. 2.4 Inner forms of Library catalogue - Classified, dictionary, alphabetico classed
UNIT 3	Catalogue Entries (14L) 3.1 Entries and their functions (AACR II R & CCC): main, added, analytical, reference, parts of an entry including unit card system 3.2 Filing of entries : alphabetical, classified Alphabetization- letter by letter, word by word
UNIT 4	Normative Principles of Cataloguing (12L) 4.1 Brief introduction to canons 4.2 Canons of cataloguing

Class : B.Lib.I.Sc.

Paper Code : BLIS 107 **Title of Paper** : Information Communication Technologies (ICT) in Libraries (Theory)

Credits : 3 **No. of Lectures** : 48

A) Learning Objectives:

1. Students able to understand the ICT application in libraries for providing seamless access to knowledge.
2. Students able to design and develop the library management software for application in different Libraries.

B) Learning Outcome:

1. We learn the skills of ICT application in Information environment including Network and Communication systems

	Total No Of Credits = 03
UNIT 1	Information Communication Technology (12L) 1.1 Introduction, definition, need, scope, function, components and objectives
UNIT 2	Introduction to computer system. (12L) 2.1 Computer – brief history of development and generations of computer, definition, characteristics, functions and types (Mainframe, super, hybrid, Micro-mini, personal-laptop, tab) 2.2 Components of computer Hardware (Input, output, storage devices, CPU) Software – meaning, purposes, types-system & application software – 2.3 Operating System: definition, function and types. Windows, Linux, 2.4 MS Office (Word, Excel, Power Point and Access), Antivirus, DBMS (Database Management System): an introduction
UNIT 3	Computer Application to Libraries & Information Centers (12L) 3.1 Library Operation : Concept, need and importance -In-house operations (acquisition, serials control, circulation, cataloguing) 3.2 Library software: Concept, need and application -Digitization –concept
UNIT 4	Networking and Internet. (12L) 4.1 Computer network : definition, need, types(LAN, MAN, WAN with eg.) and Application. 4.2 Library Network : concept, brief introduction to library networks –DELNET, INFLIBNET and ERNET. 4.3 History of Internet 4.3.1 Origin and development 4.3.2 Browsing and searching the internet 4.3.3 Use of general search engines & meta search engine strategies 4.3.4 Use of internet-e-mail and online communication.

SEMESTER II

Class : B.Lib.I.Sc.

Credits : 3

Paper Code : BLIS 201

No. of Lectures : 48

Title of Paper : Librarianship as a Profession

A) Learning Objectives:-

1. To introduce the philosophy of librarianship to the students
2. To introduce the students to Library legislation in India & Maharashtra in Particular.
3. to Create awareness about various Library Associations & their role in Professional Development

B) Learning Outcome:

1. Will learn the skills of organizing information and recorded knowledge in Professional Associations.

	Total No Of Credits = 03
UNIT 1	Librarianship as a Profession (12L) 1.1 Philosophy of Librarianship 1.2 Ethics of Librarianship 1.3 Public Relations –PR & the Librarian, Library Publicity , Extension Activities & Outreach work
UNIT 2	Library Legislation (10L) 2.1 General: Need and purpose 2.2 Principles of Library legislation, brief history of library legislation in India & with special reference to Maharashtra (MPLA 1967) 2.3 Intellectual Property Right (IPR) and Copyright Act- brief outline
UNIT 3	Library co-operation & Resource sharing (14L) 3.1 Concept, need & purpose 3.2 Categories (Exchange, Coalition, Entrepreneurial & one way marketing), Activities 3.3 Barriers of Resource Sharing 3.4 Consortia-concept 3.5 Knowledge Sharing activities in India
UNIT 4	Professional Associations : National & International Associations (12L) 4.1 Aims, Objectives, Functions, Programmes, Publications of ILA, IASLIC, RRRLF, IATLIS, ALA, CILIP (LA), FID, IFLA.

Class : B.Lib.I.Sc.
Paper Code : BLIS 202
Title of Paper : Management of Library System

Credits : 3
No. of Lectures : 48

A) Learning Objectives:

1. To make the students aware of principles & functions of management & their application to Librarianship
2. To understand & evaluate the library procedures & practices in libraries

B) Learning Outcome:

1. Will be able to effectively administer and manage Libraries and Information Centers.

Total No Of Credits = 03	
UNIT 1	<p>Management: An Overview (12L)</p> <p>1.1 Definition, purpose Schools of thought , history of management 1.2 Scientific management by Frederick Taylor & Principles of management by Henri Fayol 1.3 Functions of management (POSDCORB) & their application to librarianship 1.4 Qualities of a good manager</p>
UNIT 2	<p>Collection Development Strategies (10L)</p> <p>2.1 Maintenance Section :definition & importance 2.2 Stacking: methods, principles& types, shelving methods, ethics of shelving, open access v/s closed access 2.3 Binding: need& its importance 2.4 Preservation of library material: enemies of books (insects, fire, water & Human beings), care & repair of books& Building maintenance routine.</p>
UNIT 3	<p>Human resource Management (12L)</p> <p>3.1 HRM : Concept, need, UGC Staff Formula inter personal relations, recruitment procedures, motivations : training and development 3.2 Library committee : need, purpose, types functions, role of a librarian</p>
UNIT 4	<p>Financial Management (14L)</p> <p>4.1 Financial management :Budget: definition, need, kinds of budget, brief outline of financial resources 4.2 Resources Mobilization , outsourcing 4.3 Reporting : TYPES of reports : Annual report compilations, contents and style</p>

Class : B.Lib.I.Sc.
Paper Code : BLIS 203
Title of Paper : Information Sources and Systems

Credits : 3
No. of Lectures : 48

A) Learning Objectives :

1. To understand the various of information sources and system
2. students able understand information needs, user studies and Bibliographical control

B) Learning Outcome :

1. Will be able to provide traditional and modern information and reference services
For users

Total No Of Credits = 03	
UNIT 1	<p>Study and evaluation of other categories of reference sources (14L) Criteria, Study and evaluation of other categories of reference sources & electronic Sources- (Printed, Online, Offline, Open Access, Open Data, Open science) (Contents, arrangement, access, uses, scope and examples,)</p> <p>1.1 Bibliographies, Indexing & Abstracting Sources, Biographies, Geographical sources 1.2 News Summaries, Year Books, Almanac, Directories. (refer to list of reference books)</p>
UNIT 2	<p>Reference Questions (12L) 2.1 Meaning, definition, Types and related sources. 2.2 Reference Interview and search technique (Including Internet Search)</p>
UNIT 3	<p>User Education (10L) 3.1 User Studies: an overview 3.2 User Education: definition, need, objectives, methods 3.3 Information literacy: concept and brief introduction</p>
UNIT 4	<p>Bibliographic control (12L) 4.1 Bibliography: definition need and purpose 4.2. Bibliographic control :definition, need, purpose, function, tools and sources. 4.3 UBC: an introduction</p>

Class : B.Lib.I.Sc.

Credits : 3

Paper Code : BLIS 204

No. of Lectures : 48

Title of Paper : Organization of Information Systems and Services

A) Learning Objectives :

1. To introduce the students with various techniques of Information Storage & Retrieval systems.
2. Students able to understand the various indexing systems and services.
3. To introduce the National and International Information Systems and Centers.

B) Learning Outcome :

1. Will be trained in Technological knowledge and professional skills.

	Total No Of Credits = 03
UNIT 1	Information storage and retrieval (08L) 1.1 Concept, history, methods of organizing information 1.2 Steps in IS & R
UNIT 2	Indexing (Pre and Post Co-ordinate) (14L) 2.1 Index & Indexing techniques- definition, need, models (assigned & derived), history of indexing ideas 2.2 Pre Co-ordinate Indexing: Chain indexing, PRECIS, Uniterm - detailed study 2.3 Keyword indexing – KWIC, KWAC, KWOC 2.4 Citation & and its uses, citation indexing 2.5 Vocabulary Control – concept , need & tools: list of subject heading & Thesaurus
UNIT 3	Information services (14L) 3.1 Abstract and Abstracting services 3.1.1 Qualities of good abstract, kinds of abstract 3.2 Dissemination of Information : definition, need, methods(CAS & SDI) and difference between CAS & SDI, document delivery services-abstract 3.3 Translation- importance, translation services & centres 3.4 Reprography: definition, methods: dry & wet
UNIT 4	Information Systems & Information Centers (12L) 4.1 Information Systems –Definition of Information System, brief study of UNISIST, INIS, AGRIS, DEVSIS, MEDLINE, NISSAT 4.2 National Information Centers: History of documentation activities in India, objectives, functions, publications of NISCAIR, DESIDOC, SENDOC, NASSDOC, NCSI, NIC, BARC

Class : B.Lib.I.Sc.

Credits : 3

Paper Code : BLIS 205

No. of Lectures : 48

Title of Paper : Knowledge Organization- II : Classification (Theory)

A) Learning Objectives :

1. To understand the different types of theory and principles of classification.
2. To introduce the species of classification schemes

B) Learning Outcome :

1. Will be learned in Classification knowledge and practicals skills.

	Total No Of Credits = 03
UNIT 1	Species of classification schemes (12L) 1.1 Types-Enumerated, Faceted, Analytico-Synthetic: Characteristics & Examples 1.2 Postulation approach-categories, Facets ,Facet Sequence, Devices for formation and sharpening of Foci , Rounds and Levels Phase relations, Systems and Specials
UNIT 2	Standard schemes of classification and their features (14L) 2.1 Dewey Decimal Classification 2.2 Relative location & Decimal Fraction Notation 2.3 General outline-Main class order 2.4 Introduction to principle of Hierarchical Structure and three main summaries 2.5 Notation systems 2.6 Synthetic devices and introduction to seven tables (DDC 19 th ed.) 2.7 Phoenix Schedules 2.8 Maintenance & Revision
UNIT 3	Introduction to Colon Classification and Universal Decimal Classification (12L) 3.1 Colon Classification: genesis, structure, features, notation, common isolates 3.2 Universal Decimal Classification: structure, features, common & special Auxiliaries, notation index, merits & demerits, maintenance.
UNIT 4	Trends in library classification (10L) 4.1 Relation between Classification and Indexing 4.2 CRG, FID-CR, ISKO

Class : B.Lib.I.Sc.

Credits : 3

Paper Code : BLIS 206

No. of Lectures : 48

Title of Paper : Information Processing: Cataloguing - II (Theory)

A) Learning Objectives :

1. To introduce various concepts, theories and principles in cataloguing & Document Description.
2. To impart knowledge about various Library standards in document description and Bibliographic exchange of information.

B) Learning Outcome:

1. Will be learned in Information Processing skills.

	Total No Of Credits = 03
UNIT 1	Principles and practices of document description (12L) 1.1 Choice and rendering of heading 1.2 Names of persons : Indic names, corporate authors, Pseudonyms, anonymous works, Uniform titles 1.3 Cataloguing of non-print materials (maps, microforms, sound recordings, electronic resources etc)
UNIT 2	Standardization in description and bibliographic exchange (12L) 2.1 Standard codes of cataloguing : history AACR , CCC etc. 2.2 ISBD(M),ISBD(S),ISBD(NBM), ISO2709, MARC 21, CCF.
UNIT 3	Subject cataloguing (12L) 3.1 Meaning, purpose, 3.2 Principles of subject cataloguing 3.3 Subject heading list and their features Sears list of subject heading, LCSH, MESH
UNIT 4	Co-operation and Centralization in Cataloguing (12L) 4.1 Cooperative cataloguing: concept, advantages, disadvantages 4.2 Centralized cataloguing: concept, forms (CIP, CIS & Pre-natal cataloguing, MARC) 4.3 Union Catalogue: definition, need, purpose & uses, World cat 4.4 Metadata: introduction, Dublin Core elements

Semester - II

Class : B.Lib.I.Sc.
Paper Code : BLIS 207
Title of Paper : Term-work

Credits : 2
No. of Lectures : 24

	Total No Of Credits = 02														
TERM WORK	<p>The division of 25 marks reserved for the Term-Work shall be as follows:</p> <p>Details of project work and marks assigned to each item are -</p> <table><tbody><tr><td>1. Tutorials</td><td>5 marks</td></tr><tr><td>2. Compiling bibliography</td><td>4 marks</td></tr><tr><td>3. Reference diary</td><td>4 marks</td></tr><tr><td>4. Classification practical</td><td>4 marks</td></tr><tr><td>5. Preparing and arranging catalogue cards</td><td>4 marks</td></tr><tr><td>6. Newspaper clippings project</td><td>4 marks</td></tr><tr><td>7. Study Tour Report</td><td>25 marks</td></tr></tbody></table> <ul style="list-style-type: none">➤ Education Tour of National recognized Institute of LIS , Information Centers and Libraries.➤ After submission of Study Tour report the Head of the Department or Principal All of the Tour Report Marks. <p style="text-align: right;">Total = 50 marks</p>	1. Tutorials	5 marks	2. Compiling bibliography	4 marks	3. Reference diary	4 marks	4. Classification practical	4 marks	5. Preparing and arranging catalogue cards	4 marks	6. Newspaper clippings project	4 marks	7. Study Tour Report	25 marks
1. Tutorials	5 marks														
2. Compiling bibliography	4 marks														
3. Reference diary	4 marks														
4. Classification practical	4 marks														
5. Preparing and arranging catalogue cards	4 marks														
6. Newspaper clippings project	4 marks														
7. Study Tour Report	25 marks														

PRACTICALS

Class : B.Lib.I.Sc. **Credits** : 4
Paper Code : BLIS 208 **No. of Lectures** : 60
Title of Paper : Knowledge Organization: Classification: Practical

A) Learning Objective:

1. To develop skills for in using classification schemes for classifying various Documents. Steps in classification

B) Learning Outcome :

1. Will learn the practical skills of Dewey decimal classification and colon classification systems.

	Total No Of Credits = 04
	Dewey Decimal Classification 19th or 21st Edition (60 marks) <ul style="list-style-type: none">- Structure of set- Location of enumerated numbers- Use of 7 tables- “Add to” instructions
	Colon Classification (6th Rev. Edition (20 marks) <ul style="list-style-type: none">- Use of PMEST Formula: Main Class Library Science and Literature- Use of Common isolates in- periodicals, biographies.

Class : B.Lib.I.Sc.

Credits : 4

Paper Code : BLIS 209

No. of Lectures : 60

Title of Paper : Information Processing: Cataloguing: Practical

A) Learning Objective :

1. To develop skills in cataloguing documents using AACR-2R and CCC
Steps in cataloguing

B) Learning Outcome :

1. Will learn the Practical skills of Anglo American Cataloguing rules II R (AACR-II-R) and Classified catalogue Code (CCC).

Cataloguing practical According to AACT-2R will carry 60 marks and CCC 20 marks.

	Total No Of Credits = 04
	AACR-2R: (60 marks) <ul style="list-style-type: none">- Structure of Main entry- Structure of Added entry- Personal Author/s- Editor/s- Author/s and collaborator/s- Corporate body- Examples with different notes- Serials, Audio-visual materials (Audio-Video disks, Microforms etc)
	CCC: (20 Marks) <ul style="list-style-type: none">- Structure of Main entry and Added Entry- Authors/Editors- Periodicals

Class : B.Lib.I.Sc. **Credits** : 4
Paper Code : BLIS 210 **No. of Lectures** : 60
Title of Paper : Information Communication Technologies (ICT) and Libraries: Practicals

A) Learning Objective:

1. To give hands-on-experience in computer and application to library house Keeping Operations.
2. To create a database using MS Access.
3. Introduction to internet search.

B) Learning Outcome:

1. Will become competent for job opportunities in LIS and related field.
2. Will be learned in Information communication technology skills

TOPICS/ CONTENTS:

	Total No Of Credits = 04
	<ol style="list-style-type: none"> 1. Word processor - Creation of a letter (With table) 2. Access (DBMS) - Creation of a bibliographic database for 50 books. 3. Internet Search : study of URL, web page and search engine

Class : B.Lib.I.Sc.

Credits : 3

Paper Code : BLIS 211

No. of Lectures : 60

Title of Paper : Information Sources : Viva - Voice

A) Learning Objective:-

1. The main purpose of this paper is to familiarize with various reference sources in the library. Refer to list of reference books

B) Learning Outcome :

1. Can manage to the various types of Reference sources.

Total No Of Credits = 03	
	<p>Study of Reference Sources and Evaluation</p> <ul style="list-style-type: none">➤ Study of Information Sources (Print):<ul style="list-style-type: none">❖ Bibliographical Sources,❖ Geographical Sources,❖ Special Reference Sources.➤ Study of Information Sources (Electronic): Portal, Blog, Databases and Repositories.➤ Evaluation of selected standard reference sources➤ Finding information from above standard reference sources➤ Viva-Voce

LIST OF REFERENCE SOURCES

ENCYCLOPEDIAS:

1. New Encyclopedia Britannica (30Vols.)
2. Encyclopedia Americana.
3. Van Nostrand's Scientific Encyclopedia.
4. NoGraw Hill Encyclopedia of Social Science and Technology.
5. International Encyclopedia of Social Sciences.
6. Bharatiya Sanskriti Kosha.
7. Marathi Vishwakosh.
8. Encyclopedia of Library and Information Science.
9. Pear's Cyclopedia
10. Bharatiya Samajvidyan Kosha. (S.M.Garge. Ed.)

Year Book / Almanac

1. Europa Year Book.
2. Statesman's Year Book.
3. India: A Reference Annual.
4. Maharashtra (Maharashtra Gov.).
5. Maharashtra (Dastane Ramchandra & Co.)
6. Manorama Year Book.
7. Whitaker's Almanac.
8. World Almanac and Book of Facts.
9. Information Please Almanac.

News Summaries:

1. Facts on file.
2. Keesings Record of World Events.
3. Asian Recorder.

Dictionaries:

1. Oxford English Dictionary.
2. Random House Dictionary of the English Language.
3. Webster's Third New International Dictionary of the English Language.
4. Adarsha Marathi Shabdakosha. (P.N.Joshi)
5. Student's Modern English-Marathi Dictionary. (Dhavale)
6. Marathi Vyutpatti Kosh.
7. Brewer's Dictionary of Phrase & Fables.
8. Everyman's pronouncing English Dictionary.
9. Everyman's Dictionary of Dates.

10. Oxford Dictionary of Quotation.

Biographical Dictionaries:

1. Chamber's Biographical Dictionary.
2. International Who's Who.
3. MoGraw Hill Encyclopedia of World Biography.
4. Dictionary of National Biography (India)
5. Bharatavarshya Charitra Kosha (Chitrao Shastri)
6. Current Biography
7. Marathi Saraswat (A. I. Hoshi Ed.)
8. Who's Who of Indian Writers (Sahitya Academy)
9. India Who's Who

Bibliographies

1. Indian National Bibliography
2. British National Bibliography
3. Cumulative Book Index
4. Books in Print
5. British Books in Print
6. Indian Books in Print
7. Marathi Grantha Suchi (S.G.Date)
8. Ulrich's International Periodicals Directory
9. Marathi Niyatakalisanchi Suchi (Kale and others)
10. Prakashan Varshik. (Aniruddha Prakshan, Pune)

Geographical sources

1. The Columbia Lippincott Gazetteer
2. Webster's New Geographical Dictionary
3. The Gazetteer of India
4. District Gazetteer
5. Oxford Atlas
6. Fodor 's India, Nepal and Sri Lanka

Directories:

1. The World of Learning
2. Universities Handbook (India)
3. Directory of Scientific Research Institutions in India 1989. (INSDOC) Vols. 1-6
4. Kothari's Industrial Directory of India
5. Industrial and Commercial Directory of Poona. Maratha Chamber of Commerce And Industries. Poona.

Handbooks:

1. JENS Press Handbook

2. Guinness Book of Records
3. Limca Book of Records

List of Information Sources -

1. Chemical Abstracts
2. Biological Abstracts
3. Sociological Abstracts
4. Psychological Abstracts
5. Library and Information Science Abstracts
6. Dissertation Abstracts International.
7. Guide to Indian Periodical Literature
8. Index India
9. Indian Press Index.

Cataloguing Practicals

According to AACR II:

1. Works by one person.
2. Works by two persons when Principal Author not indicated.
3. Works by three persons when Principal Author not indicated. Later edition.
4. Works by more than three persons when Principal Author not indicated.
5. Works by more than three persons when Principal Author not indicated. Book published in a series with a serial number.
6. Works produced by more than one person: Principal responsibility indicated: One collaborator, size in decimal fraction.
7. Works Produced by more than one principal author and more than one collaborator. (Form of notes from page no. 43 (1.7A3 to 1.7B13) to 46 of AACR IT Sec Edition)
8. Works by editor/editors. (Title with subtitle: ISBN and Cost of the book).
9. Multivolume publications.
10. Literary works.
11. Pseudonymous Authorship.
12. Periodicals.
13. Institutions/Associations.
14. Corporate body – Whole Government.
15. Corporate body – Whole Government with Administrative Department.
16. Corporate body – Organs of the Government: Head of the State etc.
17. Judicial Organs (Court. High Court).
18. Conferences (Proceedings).
19. Sound recordings (disc/tape).
20. Microfilm.
21. Microfiche.

(According to CCC Ed. 5)

1. Simple book – Personal Author – One Author.
2. Simple book – Personal Author – Two Author.
3. Simple book – Personal Author – More than Two Author.
4. Simple book – Collaborator heading – One collaborator.
5. Simple book – Collaborator heading – Two collaborator. Later edition – Title With subtitle.
6. Simple book – Collaborator heading – More than two collaborators. Later edition. Published in a series with editor and number.
7. Periodical Publication Type Number 1 – without sponsor.
8. Periodical publication – Type number 2 – Name of the sponsor included in the

title.

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