SAVITRIBAI PHULE PUNE UNIVERSITY

TULJARAM CHATURCHAND COLLEGE OF ARTS, SCIENCE AND COMMERECE, BARAMATI
(AUTONOMOUS)

DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE

REVISED SYLLABUS

Choice Based Credits Systems (CBCS) Semester Pattern

Bachelor of Library and Information Science

(SEMESTER I and II)

With Effect from: June, 2022 -2023

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	UBLIS 111	Foundations of Library & Information Science	4
	UBLIS 112	Information management and Organizations	4
	UBLIS 113	Reference Service & Information Sources	4
	UBLIS 114	Information Science	4
	UBLIS 115	Knowledge Organization- I : Classification (Theory)	4
	UBLIS 116	Information Processing: Cataloguing -I (Theory)	4
	UBLIS 117	Information Communication Technologies (ICT) and Libraries (Theory and Practice)	4
		Certificate Course in Communication Skill	2
Totals Credits			**30**
II	UBLIS 121	Librarianship as a Profession	4
	UBLIS 122	Management of Library System	4
	UBLIS 123	Information Sources and System	4
	UBLIS 124	Organization of Information systems and Services	4
	UBLIS 125	Knowledge Organization :Classification-II (Theory)	4
	UBLIS 126	Information Processing : Cataloguing – II (Theory)	4
Annual	UBLIS 127	Project-work	4
	UBLIS 128	Knowledge Organization :Classification (Practical)	4
	UBLIS 129	Information Processing : Cataloguing (Practical)	4
	UBLIS 130	Information Communication Technology (Practical)	4
	UBLIS 131	Information Sources :Viva -Voce	2
II		Certificate Course	2
		Total Credits	**44**
Sem - I & Sem - II Total Credits			**74**

SYLLABUS CBCS FOR B.Lib.I.Sc. (w. e. From June, 2022)
Academic Year 2022-2023
Semester – I

Paper Code : UBLIS 111   **Title of Paper :** Foundations of Library and Information Science

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.

	Total No. of Credits = 04	
UNIT 1	**Development of Libraries: An Overview**	**(10L)**
	1.1 History of library movement in India. 1.2 Development of Libraries in India With Special Reference to Maharashtra	
UNIT 2	**Role of Libraries in Society**	**(12L)**
	2.1 Library as a Social Institution 2.2 Reading, Reading Habits 2.3 Education & Libraries 2.4 Role of Libraries in national development 2.5 Culture & Libraries	
UNIT 3	**Laws of Library Science**	**(12L)**
	3.1 Normative Principles of library and information science 3.2 The five laws library science and their implications	
UNIT 4	**Types of Libraries**	**(14L)**
	4.1 National libraries: Definition, Objectives, functions, history & brief Outline of National Library of India. 4.2 Public Libraries: Definition, Objectives, Development and Functions 4.3 Academic Libraries: School, College & University Libraries- Definitions, Objectives, Functions 4.4 Special Libraries: definition, objectives and Brief outline of the Development of Research Libraries In India.	

Paper Code : UBLIS 112   **Title of Paper :** Information Management and Organizations

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, enterprenaurship, advocacy, planning and Management of libraries and information centers (LICS) and effective leadership in the LIS field

Total No Of Credits = 04	
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 2.2 Acquisition of Serials Publications : Types of periodicals, selection tools, procurement: their pros & cons, receipt & recording of periodicals (three card, kardex), 2.3 Shelving, Routing of Periodicals, Collation of completed volumes 2.4 Good Offices Committee : History, Role in acquisition work
UNIT 3	**Circulations- Work & Methods** **(14L)** 3.1 Circulation :Concept,Meaning,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 Charging methods : History & Development , Detailed study of Browne Charging system, Newark charging system 3.4 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

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Paper Code : UBLIS 113 **Title of Paper** : Reference Service & Sources

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 = 04		
UNIT 1	**Introduction to Reference Service** 1.1 Reference Service: Definition, Needs, Scope and Objectives. 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	**(10L)**
UNIT 2	**Types of Reference Service**. 2.1 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.	**(12L)**
UNIT 4	**Organization & Management of Reference Sources** 3.1 Organization of Reference Sources. 3.2 Reference Librarian – Role , Functions 3.3 Referral Service: Concept & Importance	**(12L)**
UNIT 3	**Introduction to reference sources & their Evaluation** 4.1 Evaluation of Different types of Reference Sources. 4.2 Difference between general book and reference book. 4.3 Electronic Information sources : e-documents & Data bases (refer list of reference books) 4.4 Study of Encyclopedia & Handbook : Concept,Defination	**(14L)**

Paper Code   : UBLIS 114   **Title of Paper**   : Information Science

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 = 04
UNIT 1	**Information science** (12L) 1.1 Definition, need and Scope : Active & Passive 1.2 Documentation Work & Documentation Service: Characteristics, Steps, difference between Documentation Work & Documentation Service
UNIT 2	**Sources of Information** (10L) 2.1 Documentary Sources & Their Categories: Primary, Secondary and Tertiary 2.2 Print and Non-Print Sources: Offline and Online
UNIT 3	**Information & Information Needs of Users** (14L) 3.1 Information : Definition, Characteristics, Properties, Information as a Resource & Commodity 3.2 Information User and Types of Users: Concept, Types of Needs, Information Seeking Behavior of Users. 3.3 Techniques & Methods of Evaluation Information Needs : General & Special Methods: Behavior Studies, Use Studies & Approaches to Information.
UNIT 4	**Information Transfer: Communication of Information** (12L) 4.1 Concept & Definition of communication 4.2 Methods and flow of Information 4.3 Barriers in free flow of Information

Paper Code: UBLIS 115   **Title of Paper:** Knowledge Organization: Classification –I
(Theory)

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 = 04	
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 Concept, Meaning and Definitions	
	2.2 Need, Purpose and Features of Library Classification	
	2.3 Knowledge classification v/s book classification	
	2.4 Features of book classification	
	2.5 Knowledge Organization : concept, types: Vedic classification, Greek classification, Baconian classification	
	2.6 Notation: Meaning, Need, Types, Qualities and Mnemonics.	
	2.7 Call No: structure, various parts & their functions	
UNIT 3	**Universe of Knowledge**	**(14L)**
	3.1 Concept, Meaning and Definitions	
	3.2 Structure and attribute of Universe of knowledge	
	3.3 Types of Subjects: Basic, Compound & Complex.	
	3.4 Modes of formation of subjects	
	3.5 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,	
	4.3 Canon for Three planes: Idea, Verbal and Notational.	
	4.4 APUPA arrangement.	

Paper Code: UBLIS 116　　　**Title of Paper :** Information Processing: Cataloguing - I
(Theory)

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 = 04	
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 Library Catalogue**:** 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, 2.4 Inner forms of Library catalogue - Classified, dictionary, alphabetico 　　Classed catalogue.
UNIT 3	**Catalogue Entries**　　　　　　　　　　　　　　　　　　　　　**(14L)** 3.1 Kinds of Entries (AACRII-R & CCC) : Main, Added, Analytical, 　　Reference Entry. 3.2 Filing of Entries : alphabetical, classified Alphabetization- letter by letter, 　　word by word.
UNIT 4	**Principles of Cataloguing**　　　　　　　　　　　　　**(12L)** 　4.1 Normative Principles of Cataloguing: Canons, Laws, Principles. 　4.2 Recent Trends in Cataloguing : 　　Current developments: WebOPACs ,Z39.50 and MARC-21

Paper Code   : UBLIS 117   **Title of Paper:** ICT in Libraries (Theory)

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 = 04
UNIT 1	**Information Communication Technology** **(12L)** 1.1 Introduction, Definition, Need, Scope, Function, Components and Objectives
UNIT 2	**computer Basics** **(12L)** 2.1 Introduction to Computer – Definition, Characteristics, Components & their Functions and types, Generations of Computer 2.2 Overview of Historical development of computer 2.3 Software – meaning, purposes, types-system & application software 2.4 Operating System: definition, function and types. Windows, Linux, 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 Automation : Concept, Need and importance -In-house operations (acquisition, serials control, circulation, cataloguing) 3.2 Library software: Concept, need and application -Digitization –concept
UNIT 4	**Computer Networks** **(12L)** 4.1 Network : Types ,Topology & components 4.2 Internet : concept & services , standards (HTTP,SHTTP,FTP,SMTP,TCP/IP,URL,URI) 4.2.1 Browsing and Searching the Internet 4.2.2 Use of General Search Engines & Meta Search Engine strategies

SEMESTER II

Paper Code   : UBLIS 121   **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 = 04		
UNIT 1	**Librarianship as a Profession** 1.1 Philosophy of Librarianship 1.2 Ethics of Librarianship 1.3 Public Relations : Concept, Definition and Scope 1.4 Extension Activities & Outreach Activities	**(12L)**
UNIT 2	**Library Legislation** 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	**(10L)**
UNIT 3	**Library Co-operation & Resource sharing** 3.1 Concept, need & purpose 3.2 Resource sharing: Concept, Need and Application in Libraries and Information Centers 3.3 Barriers of Resource Sharing 3.4 Library Consortia : Concept, Definition, Purpose , Consortia in India	**(14L)**
UNIT 4	**Professional Associations** 4.1 National Associations: ILA, RRRLF, IASLIC and IATLIS 4.2 International Associations : UNESCO, IFLA, FID, ALA and CILIP(LA)	**(12L)**

Paper Code : UBLIS 122   **Title of Paper** : <mark>Library Management</mark> System

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 = 04	
UNIT 1	**Management: An Overview** **(12L)** 1.1 Definition, 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
UNIT 2	**Collection Development Strategies** **(10L)** 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.
UNIT 3	**Human resource Management** **(12L)** 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
UNIT 4	**Financial Management** **(14L)** 4.1 Financial Management : Definition, need, Brief outline of Financial resources 4.2 Resources Mobilization , outsourcing 4.3 Reporting : Types of reports , Annual report compilations, contents & style <mark>4.4 Budgeting techniques: Definition, Concept</mark>

Paper Code   : UBLIS 123   Title of Paper   : Information Sources and Systems

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 = 04	
UNIT 1	**Study and evaluation of other categories of reference sources**	**(14L)**
	1.1 Criteria, Study and evaluation of other categories of reference sources & electronic Sources (Printed, Online, Offline) , (Contents, arrangement, access, uses, scope and examples)	
	1.2 Study of Reference sources : Almanacs, Year Book , Manuals , Bibliographies ,Geographical reference sources .	
UNIT 2	**Reference Questions**	**(12L)**
	2.1 Meaning, Definition, Types and related sources.	
	2.2 Reference Interview and search technique (Including Internet Search)	
UNIT 3	**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	
UNIT 4	**Bibliographic Control**	**(12L)**
	4.1 Bibliography: Definition Need and purpose	
	4.2. Bibliographic Control :Definition, Need, Purpose, Function, tools and sources.	
	4.3 UBC: Concept , Definition, History	

Paper Code : UBLIS 124   **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 = 04	
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) 2.2 Pre Co-ordinate Indexing: Chain indexing, PRECIS and Uniterm 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 3.1.2 Abstracting Products: LISA, LISTA and CAS 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 : UNISIST, INIS, AGRIS, DEVSIS, MEDLINE, and NISSAT 4.2 : National Information Centers: NISCAIR, DESIDOC, SENDOC, NASSDOC, NCSI, NIC and BARC

Paper Code : UBLIS 125   **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 practical's   skills.
2.

Total No of Credits = 04	
UNIT 1	**Species of Classification Schemes** **(12L)** 1.1 Species of Classification Schemes: 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 19th ed.) 2.7 Phoenix Schedules 2.8 Maintenance & Revision
UNIT 3	**Introduction to Colon Classification and Universal Decimal** **(12L)** **Classification** 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	**Recent Trends in Library Classification** **(10L)** 4.1 BSO, Thesaurofacet, Classaurus. 4.2 CRG, FID-CR, ISKO.

Paper Code : UBLIS 126   **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 = 04		
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 History and Development of Cataloguing Codes: AACR, CCC etc. 2.2 Resource Description Standards: ISBD(M), ISBD(S), ISBD(NBM),ISO2709, CCF, BIBFRAME and FRBR.	
UNIT 3	**Subject Cataloguing**	**(12L)**
	3.1 Meaning, Purpose, Definition. 3.2 Design and Construction of subject cataloguing 3.3 Subject heading list and their features: (SLSH, LCSH.)	
UNIT 4	**Co-operative and Centralization Cataloguing**	**(12L)**
	4.1Cooperative Cataloguing : concept, advantages, disadvantages 4.2 Centralized Cataloguing : concept, forms Cataloguing at Source (CIP, CIS & Pre-natal Cataloguing.) 4.3 Union Catalogues: definition, need, purpose & uses. 4.4 Metadata: introduction, Dublin Core elements	

Paper Code : UBLIS 127   **Title of Paper** : Project-work

Total No of Credits = 04	

Project-Work	The division of 100 marks reserved for the Project-Work shall be as follows:
	
	Details of project work and marks assigned to each item are -
	
	1. Compiling bibliography 10 marks
	2. Information Sources Report 10 marks
	3. Accession Register 15 marks
	4. Newspaper clippings project 15 marks
	5. Library Study Tour Report 50 marks
	
	              Total = 100 marks
	Note :
	    ➢ 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.

PRACTICALS

Paper Code: UBLIS 128   **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

Classification of Documents According to Dewey Decimal Classification (DDC) 19th or 21st Edition   (60 marks)
 	
Unit 1: • Introduction: Structure and Organization of DDC
 	
      • Classification of Documents Representing Simple Subjects.
 	
Unit 2: • Classification of Documents with Standard Sub-divisions.
 	
Unit 3: • Classification of Documents Representing Compound Subjects
      .
 	
Unit 4: • Classification of Documents Representing Complex Subjects.
 	
      • Assigning Book Number.

Colon Classification (6th Rev. Edition   (20 marks)   - Use of PMEST Formula : Main Class Library Science and Literature   - Use of Common isolates in- periodicals, biographies.

Paper Code : UBLIS 129   **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 AAACT-2R will carry 60 marks and CCC 20 marks.

Total No Of Credits = 04
AACR-II-R : (Anglo American Cataloguing Rules –II-R)   (60 marks) • 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) • Cataloguing of Single Author and Joint Authored Books. • Cataloguing of Edited Books, Multivolume Books, and Pseudonymous Authors. • Cataloguing of Serials Publications. • Cataloguing of Corporate Authors: Government Publications, Institutional Publications, Society Publications, Conference/Seminar Proceedings, and Workshop Materials etc. • Cataloguing of Non-books material • Assigning Subject Headings
CCC : Classified Catalogues Code   (20 Marks) • Structure of Main entry and Added Entry • Authors/Editors • Periodicals

Paper Code   : UBLIS 130
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

Unit 1: Word Processors – MS-Word
 	
   • Word processor - Creation of a letter (With table)
 	
Unit 2: Presentation packages - MS-Power Point
 	
   • Power Point Presentation (PPP) - MS-Power Point
 	
Unit 2: Database creation using (MS- Access)
 	
   • Access (DBMS) - Creation of a bibliographic database for 50 books.
 	
Unit 3 : Internet Search
   • Study of URL, Web sites ,Web page and search engines

Paper Code   : UBLIS 131   **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 = 02

Unit 1: Study and Evaluation of Various Reference Sources
 	
    • Study of Information Sources (Print)
 	
    • Bibliographical Sources
 	
    • Geographical Sources
 	
    • Special Reference Sources.
 	
    • Study of Information Sources (Electronic): Portal, Blog, Databases and Repositories.
 	
Unit 2: Exercises based on Reference Questions
 	
Unit 3: Compilation of Types of Bibliography
 	
Unit 4: Finding Information from Standard Reference Sources

LIST OF REFERENCE SOURCES

ENCYCLOPEDIAS:

1. New Encyclopedia Britannica (30Vols.)
2. Encyclopedia Americana.
3. McGraw Hill Encyclopedia of Social Science and Technology.
4. International Encyclopedia of Social Sciences.
5. Bharatiya Sanskriti Kosha.
6. Marathi Vishwakosh.
7. Encyclopedia of Library and Information Science.
8. 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. Everyman's pronouncing English Dictionary.
8. Everyman's Dictionary of Dates.
9. Oxford Dictionary of Quotation.

Biographical Dictionaries:

1. Chamber's Biographical Dictionary.
2. International Who's who.
3. McGraw 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

Directories:

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