C. U. SHAH UNIVERSITY

FACULTY OF :- Library and Information Sciences

DEPARTMENT OF: Library and Information Science

BLISc SEMESTER : 1   CODE : **LIB 101**

NAME : **Knowledge Organization and Information Management – Theory**

Teaching & Evaluation Scheme:-

Teaching Scheme				Evaluation Scheme			
Th	**Tu**	**P**	**Total**	**External**	**Practical/ Seminar**	**Internal**	**Total**
3	1	-	4	70	-	30	100

Objectives: -

1. To understand knowledge classification

2. To study structure and features of formation of subjects.

3. To develop skills of subject analysis, representation and classification

Pre requisite: Knowledge of English Language

Course outline:-

Unit	Course Contents	Number of Hours
1	**Elements of Library Classification** * Definition, Need and Purpose of Classification and Features of Library Classification *Knowledge Classification and Library Classification *General Theory and Dynamic Theory of Classification *Definition, Need, Purpose and Functions of Information Organization. *Universe of Subject, Modes of formation of subjects	[15]
2	**Structure and Features of Formation of Subjects** *Works of Classification in Three Planes and Their Relationship *Multidimensional Nature of Subjects *Five Fundamental Categories, Rounds and Levels	[15]

	*Postulation Approach of Classification, Facets and Facet Analysis *Phase relation, Common Isolates, Devices in Library Classification	
3	**Normative Principles** * Five Laws of Library Science * Canons of Notational Plane * Devices and Mnemonics in Library Classification	[12]
4	**Historical Development of Classification Schemes** * Library Classification Schemes: Enumerative, Faceted and Analyti co-Synthetic * Recent Trends in the field of Classification	[12]

Learning outcomes:

1) To Learn theory of library classification, history and its developments.

2) Establishment and organized resources in the library.

Teaching and learning methodology:

Board teaching, Class interaction, group discussion, Multimedia tools, through Power Point Presentation, LCD projector, via seminar and assignments, quiz contest etc…
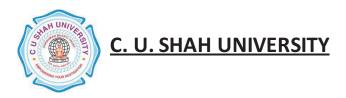
Recommended Books// Study resources:

1.Bavakutty, M.**Canons of Library Classification. Trivandrum**, Kerala Library Association, 1981

2.Krishan Kumar. **Theory of Classification**. New Delhi, Vikas, 1993

3.Ranganathan,S.R. **Descriptive Account of the Colon Classification**, Bangalore, Sarda Ranganathan Endowment for Library Science,1990

4.Ranganathan, S.R. **Prolegomena to Library Classification**, Ed.3, Bombay, Asia Publishing House, 1968

5.Sayers, W.C.B. **Manual of classification for librarians**. Revised by Arthur Malt by. Ed.5, London, Andre

Deutsch, 1975

6.Sayers, W.C.B**. Introduction to Library Classification**. Rev. by Arthur Malt by. Ed. 9. London, Grafton, 1958

7.Srivastav, A.P. **Theory of knowledge classification in Libraries**. New Delhi, Laxman Book Store, 1964

8.Shabahat Husain. **Library Classification: Facet and Analysis**. Ed. 2 Rev. Delhi, B.R.Publishing Corporation, 2004

9.Cutter. Charles A**. *Three Figure Author Table*. Available online at:

http://www.columbia.edu/cu/libraries/inside/units/bibcontrol/osmc/cutter.html

10. Wilson, Karen A. and Marylou Colver, eds. **Outsourcing Library Technical Services Operations: Practices in Academic, Public, and Special Libraries.** Chicago: ALA, 1997: Foreword, pp. vii-xii and Introduction, pp. xvii-xxi.
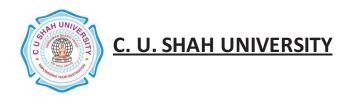
11. Library Technical Services Outsourcing: A Select Bibliography, July 1997

 www.ala.org/alcts/publications/releases.html

Recommended Books in Gujarati medium:

1. BARODIYA (Navin) : **Gyanvishwa, Udhbhav ane Vikas**, 1991.

2. BAROT (C P) : **Rangnathi Vargikaran**, 1994.

3. BHAIYA (C M) : **Dvibindu Vargikaran, Parichay and Vishleshan** (Meena Granthalaya Shreni 3), 1986.

4. BHAIYA (C M) : **Granthalaya Vargikaran : Tulnatmak Abhyas** (Meena Granthalaya Shreni 16), 1990.

5. BHAVSAR (K) : **Dvibindu Vargikaran**.

6. CHARAN (S M) **: Siddhantik Vargikaran**, 1991.

7. PATEL (C R) : **Granthvargikaran na Multutvo Sanvardhit** Ed. 4, 1994.

8. RANGANATHAN (S R) : **Dvibindu Vargikaran**.

9. RAVI : Granthalaya Vargikaran : **Siddhantik (Granthalay Vighyan Pramanpatra Abhyaskramna Talimarthio Mate),** 1990.

C. U. SHAH UNIVERSITY

FACULTY OF :-Library and Information Sciences

DEPARTMENT OF :Library and Information Science

BLISc SEMESTER : 1   CODE : **LIB 102**
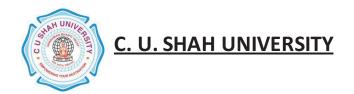
NAME : **Foundation of Library & Information Science**

Teaching & Evaluation Scheme:-

Teaching Scheme				Evaluation Scheme			
Th	**Tu**	**P**	**Total**	**External**	**Practical/ Seminar**	**Internal**	**Total**
3	1	-	4	70	-	30	100

Objectives: -

1   Provide students with an overview of the information professions and the disciplines of library and

information science

2   Present and critically reflect on the core assumptions, principles and values that inform the library and information science professions

3   Introduce the students to the major current issues in library and information science and provide them with tools to make informed choices regarding current and emerging practices.

4   The course covers the practice of librarianship and the development of information science from past to present, the place of libraries in the broader information environment, the growth of information and communication technologies, as well as intellectual organization and information policy issues in/for libraries. Various types of libraries (public, academic, and special libraries) will be examined along with the major organizational and intellectual issues they face.

Pre requisite : Knowledge of English Language

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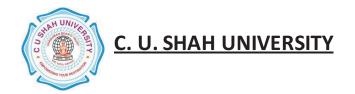
Course outline:-

Unit	Course Contents	Number of Hours
1	**Library as a Social Institution** * Social and Historical foundation of Library * Different types of Libraries and their Features and Functions : Academic, Public, Special * Libraries and National Library of India. * Role of Library in formal and informal education.	[10]
2	Normative Principles of Library and Information Science * Five Laws of Library Science * Implications of Five Laws in Library and Information Science	[20]
3	Landmarks of Library Movements * Landmarks of Library Movements in U.K and U.S.A. * Library Movements in India	[09]
4	Library Development * Development of Libraries in India with Special Reference to Gujarat. * Role of UGC in Developing Academic Libraries: Various Commissions and Committees * Resource Sharing : Concept, Need and application in Libraries and Information Centers * Library Consortia: Definition, Purpose, Functions, Consortia in India	[15]

Learning outcomes:

1) Course covers the practice of librarianship and the development of information science from past to present.

2) To aware about Present and critically reflect on the core assumptions, principles and values.

3) To know about the development of library movement in india.

Teaching and learning methodology:

Board teaching, Class interaction, group discussion, Multimedia tools, through Power Point Presentation, LCD projector, via seminar and assignments, quiz contest etc…
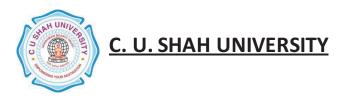
Recommended Books/ Study resources

1. BHATT (R K). **History and development of libraries in India**. 1995. Mittal Publications, New Delhi.

2. CHAPMAN (E A) and LYNDEN (F C). **Advances in librarianship. 2000**. Academic Press, San Diego.

3. CHOWDHURY (G G), BURTON (P F) and McMENEMY (D). **Librarianship: the complete introduction**. 2008. Neal-Schuman Publishers, New York.

4. FEATHER (J**). The information society: a study of continuity and change**. Ed. 5. 2008. Facet Publishing, London.

5. KHANNA (J K). **Library and society**. 1955. Research Publication, Kurukshetra.

6. KRISHAN KUMAR. **Library organisation**. 1993. Vikas, New Delhi.

7. MARTIN (W J). **The information society**. 1988. Aslib, London.

8. PRASHER (R G). **Information and its communication**. 1991. Medallion Press, New Delhi.

9. RANGANATHAN (S R). **Five laws of library science**. Ed. 2. 1989. Sarada

Ranganathan Endowment for Library Science, Bangalore.

10. SINGH (S P). **Special libraries in the electronic environment**. 2005. Bookwell,,New Delhi.

11. VENKTAPPAIAH (V) and MADHUSUDHAN (M**). Public library legislation in the new millennium.** 2006. Bookwell, New Delhi

Recommended Books in Gujarati medium:

1. BHAYA (C M) : **Granthalaya Sahkar & Sanyojan**, Ahmedabad, Gujarat Granth Ratna Karyalaya, 1978.

2. SHUKLA (D N) : **Granthalaya Sevaoni Sangathan and Ithias**, Ahmedabad, Gujarat Pustakalaya Mandal, 1978.

3. SHAH (Vibhuti) : **Gujarat ma Pustakalaya Pravruti**, Gandhinagar Mahiti Khatu, 1981.

C. U. SHAH UNIVERSITY

FACULTY OF :-Library and Information Sciences

DEPARTMENT OF :Library and Information Science

BLISc SEMESTER : 1   CODE : **LIB 103**

NAME : **Record Management : Theory**

Teaching & Evaluation Scheme:-

Teaching Scheme				Evaluation Scheme			
Th	**Tu**	**P**	**Total**	**External**	**Practical/ Seminar**	**Internal**	**Total**
3	1	-	4	70	-	30	100

Objectives: -

1**.** To understand the theory and functions of catalogue and cataloguing

2**.** To understand standards of cataloguing

Pre requisite : Knowledge of English Language

Course outline:-

Unit	Course Contents	Number of Hours
1	**Fundamental concepts and historical development of catalogue** * Library catalogue: Definition, Purpose, Need and functions * History and development of Library Catalogue Codes * Forms of Catalogue: Types, features. OPAC and Web OPAC * Physical forms and Inner forms of catalogue	[12]
2	**Types and Standards for document description** * Kinds of entries, Data elements and different types of Entries v Filling of entries in Classified and Alphabetical catalogues v Importance of Document description - ISBDs v Bibliographic Standards : MARC, CCF, UNIMARC, MARC21, MARC XML,	[14]

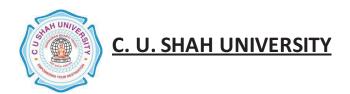|		
	Dublin Core v Standards: ISBN, ISDN, ISSN, ISO 2709	
3	**Co-operations in Cataloguing** *Co-operation Cataloguing, Centralized Cataloguing, Union Catalogue * Bibliographic Utility Networks - CIP, Pre-Natal Cataloguing * Record development * Recent trends in the field of Cataloguing: WorldCat, IndCat, FRBR, Copy Cataloguing	[14]
4	**Subjects Cataloguing** * Subject cataloguing: Concept, Purpose, and Problems * Subject Heading Lists: LCSH, SLSH and Thesaurus (Structure and Assignment) * Indexing: meaning, purpose, need, importance and characteristics * Types of Indexing: Chain Indexing * Normative Principles and Canons of Cataloguing	[14]

Learning outcomes:

1) Learn theory of library cataloguing, history and its developments.

2) To understand standards of cataloguing
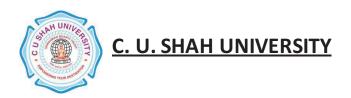
Teaching and learning methodology:

Board teaching, Class interaction, group discussion, Multimedia tools, through Power Presentation, LCD projector, via seminar and assignments, quiz contest etc…

Recommended Books/ Study resources:

1. American Library Association, et al. **Anglo American Cataloging rules**, Rev. Ed., London, Library

Association, 1998

2. Bowman, J.H. **Essential cataloguing**, London, Facet Publishing, 2003

3. Hunter, E.J. and Bakewell, K.G.B. **Advanced cataloging**. London, Clive Bingley, 1989

4. Kumar, G. and Kumar, K. **Theory of Cataloguing**. Rev. Ed., New Delhi, South Asia Books, 1993

5. Miller, J. *Ed.* **Sear's List of Subject Headings**. Ed. 15. New York, Wilson, 1994

6. Ranganathan, S.R**. Classified Catalogue Code with additional rules for dictionary catalogue code**. Ed. 5 (with amendments). Bangalore, Sarada Ranganathan Endowment for Library Science, 1989

7. Read, J. **Cataloguing without tears: managing knowledge in the information society**. Oxford, Chandos Publishing, 2003

8. Taylore, A.G. and Miller, David P. **Wynar's introduction to cataloguing and classification**. Ed. 10. London, Libraries Unlimited,2006

9. Vishvanathan, C.G. **Cataloguing Theory and Practice**, New Delhi. Today and Tomorrow, 1970

C. U. SHAH UNIVERSITY

FACULTY OF :-Library and Information Sciences

DEPARTMENT OF: Library and Information Science

BLISc SEMESTER : 1   CODE : **LIB 104**

NAME : **Communication & Soft Skills**

Teaching & Evaluation Scheme:-

Teaching Scheme				Evaluation Scheme			
Th	**Tu**	**P**	**Total**	**External**	**Practical/ Seminar**	**Internal**	**Total**
3	1	-	4	70	-	30	100

Objectives: -

1. To aware student with written communication skills

2. To built up confidence relating effective communication skills

3. Students will get enrich with vocabulary

4. To built up expressive power among students

Pre requisite: Knowledge of English Language

Course outline:-

Unit	Course Contents	Number of Hours
1	**Features of Indian English Communication** Correction of sentences – Informal conversation Vs Formal expression – Verbal and non-verbal communication, barriers to effective communication – kinesics – Types of communication–Listening, Speaking, Reading and Writing, Telephone etiquette.	[5]
2	**Technical presentations** Types of presentation–video conferencing–participation in meeting–chairing sessions–Formal and informal interviews–interviewing in different setting and for different purposes performance appraisal, Public Speaking, Debate and Group Discussion* Information analysis, Consolidation and Repackaging Products - Technical Digest, Trend*Reports, State-of-the-art	[5]

	Reports, Annual Reports, Manuals, Handbooks and Directories	
3	**Written communication** Differences between spoken and written communication – features of effective writing such as clarity and brevity.	[6]
4	**Letter-writing** Business letters–pro-forma culture–format – style – effectiveness, promptness - Analysis of sample letters collected from industry – email, fax.	[6]
5	**Technical Report writing** Business and Technical Reports Types of reports – progress reports, routine reports – Annual reports – format – Analysis of sample reports from industry – Synopsis and Dissertation writing.	[12]
6	**Personality development, personal grooming and soft skills**	[6]
7	**Employability skills**	[6]
8	**Interviews**	[6]
9	**Resume Writing**	[6]

Learning outcomes:

1)To make familiar student with written communication skills
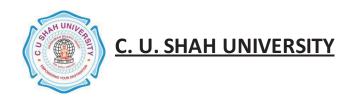
2) Students will learn and enrich with vocabulary

Teaching and learning methodology:

Board teaching, Class interaction, group discussion, Multimedia tools, through Power Point Presentation LCD projector, via seminar and assignments, quiz contest etc…

Recommended Books/ Study resources

Books Recommended:-

1"Essentials of Business Communication", Rajendra Pal, JS KorlahaHi: Sultan Chand & Sonn

2:Basic Communication Skills for Technology", Andrea J. Rutherford: Pearson Education Asia

3"Business Communication", RK Madhukar, Vikas Publishing House Pvt. Ltd.

4"English for Technical Communication – vols. 1 and 2", K.R. Lakshminarayana, SCITECH Publications (India) Pvt. Ltd., T. Nagar, Chennai

5"Writing Remedies: Practical Exercises for Technical Writing", Edmond H Weiss, Universities Press, Hyderabad.

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FACULTY OF :-Library and Information Sciences

DEPARTMENT OF :Library and Information Science

BLISc SEMESTER : 1   CODE **: LIB 105**

NAME : **Knowledge Organization and Information Management : Practical**

Teaching & Evaluation Scheme:-

Teaching Scheme				Evaluation Scheme			
Th	**Tu**	**P**	**Total**	**External**	**Practical/ Seminar**	**Internal**	**Total**
-	-	4	4	-	70	30	100

Objectives: -

1. To learn and get acquainted at least one International and one National level Classification Scheme

2. To develop skills of subject analysis and representation

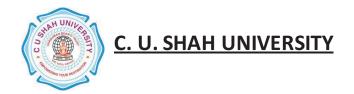3. To understand different methods of providing subject access

Pre requisite : Knowledge of English Language

Course outline:-

Unit	Course Contents	Number of Hours
1	**Classification of Documents (using DDC and CC)** * Classification of document representing simple subject * Classification of document representing compound subject * Classification of document representing complex subject	[60]
2	**Assigning of Book Number** * Use CC for book numbers / Standard Book Number System	[48]

Learning outcomes:

1) To learn different library classification systems.

2) Establishment and organized resources in the library.

Teaching and learning methodology:

Board teaching, , Practical assignments, Through classification schedules (DDC,CC) etc…

Recommended Books /Study resources:

1. **Dewey Decimal Classification 23rd Ed.**

2. **Colon Classification**

Recommended Books in Gujarati medium:

1. BHAVSAR (K K) : **Dewey Decimal Classification**, 19th ed., Vargikaran Prayogik, 1996.

C. U. SHAH UNIVERSITY

FACULTY OF:-Library and Information Sciences

DEPARTMENT OF: Library and Information Science

BLISc SEMESTER : 1   CODE : **LIB 106**

NAME : **Record Management : Practical**

Teaching & Evaluation Scheme:-

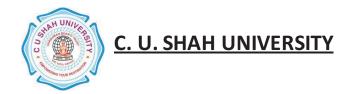| Teaching Scheme				Evaluation Scheme			
Th	**Tu**	**P**	**Total**	**External**	**Practical/ Seminar**	**Internal**	**Total**
-	-	4	4	-	70	30	100

Objectives: -

1. To get acquainted with at least one standard scheme of Cataloguing Code with latest edition.

2. To develop skills of cataloguing and subject indexing of print, non print and web resources.

Pre requisite : Knowledge of English Language

Course outline:-

Unit	Course Contents	Number of Hours
1	**Cataloguing of documents through AACR II R** * Cataloguing documents using at least one standard scheme of cataloguing with latest edition * Cataloguing of simple documents * Cataloguing of complex documents * Cataloguing of non print materials * Cataloguing of web resources	[60]
2	**Subject headings** * Assigning Subject Headings using Sears List of Subject Headings and Chain procedure	[48]

Learning outcomes:

1)To know about library cataloguing .

2)To learn different types of catalogue online /offline

Teaching and learning methodology:

Board teaching, , Practical assignments, Through AACR-2,Sears List of Subject Headings etc…

Recommended Books/Study resources:

1. AACR – II R

2. Sear's List of Subject Headings

Recommended Books in Gujarati medium:

1. BHAIYA (C) : **Granthalaya Suchikaran, Maulik Prakashan**, Ahmedabad, 1984.

2. BAROT (R P) : **Suchikaran Itihas, Siddhant and Vyavahar**, Ahmedabad, Gujarat Pustakalaya Mandal, 1987.

3. GANDHI (R) **: Granthalaya Suchikaran (Two Parts),** Gujarat University, Ahmedabad, 1977.

4. SOOD (S P) : **Suchikaran Prakriya, RBSA** Pub., Jaipur, 1994.