



C. U. SHAH UNIVERSITY, Wadhwan City
Name of Program : Bachelor of Library and Information Science (B.L.I.Sc.)

Semester : I
W.E.F. – June 2014

FACULTY OF: - Arts and Humanities

DEPARTMENT OF: - Library and Information Science

SEMESTER: - I

CODE: - 4AH01KOT1

NAME – Knowledge Organization and Information Management – Theory

Subject Code	Name of the Subject	Teaching Scheme (Hours)				Credits	Evaluation Scheme							
		Th	Tu	Pr	Total		Theory				Practical (Marks)			Total
							Sessional Exam		University Exam		Internal		University	
							Marks	Hrs	Marks	Hrs	Pr/Viva	TW	Pr	
4AH01KOT1	Knowledge Organization and Information Management – Theory	4	-	-	4	4	30	1.5	70	3	-	-	---	100

Teaching and Evaluation Scheme:-

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
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1	<p>Elements of Library Classification</p> <ul style="list-style-type: none"> * 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	<p>Structure and Features of Formation of Subjects</p> <ul style="list-style-type: none"> *Works of Classification in Three Planes and Their Relationship *Multidimensional Nature of Subjects *Five Fundamental Categories, Rounds and Levels *Postulation Approach of Classification, Facets and Facet Analysis *Phase relation, Common Isolates, Devices in Library Classification 	[15]
3	<p>Normative Principles</p> <ul style="list-style-type: none"> * Five Laws of Library Science * Canons of Notational Plane * Devices and Mnemonics in Library Classification 	[12]
4	<p>Historical Development of Classification Schemes</p> <ul style="list-style-type: none"> * Library Classification Schemes: Enumerative, Faceted and Analytical-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.



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FACULTY OF: - Arts and Humanities

DEPARTMENT OF: - Library and Information Science

SEMESTER: - I

CODE: - 4AH01FLS1

NAME – Foundation of Library & Information Science

Subject Code	Name of the Subject	Teaching Scheme (Hours)				Credits	Evaluation Scheme							
		Th	Tu	Pr	Total		Theory				Practical (Marks)			Total
							Sessional Exam		University Exam		Internal		University	
							Marks	Hrs	Marks	Hrs	Pr/Viva	TW	Pr	
4AH01FLS1	Foundation of Library & Information Science	4	-	-	4	4	30	1.5	70	3	-	-	---	100

Teaching and Evaluation Scheme:-

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

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.	[09]

	* Library Movements in India	
4	<p>Library Development</p> <p>* Development of Libraries in India with Special Reference to Gujarat.</p> <p>* Role of UGC in Developing Academic Libraries: Various Commissions and Committees</p> <p>* Resource Sharing : Concept, Need and application in Libraries and Information Centers</p> <p>* Library Consortia: Definition, Purpose, Functions, Consortia in India</p>	[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 Pravrutti**, Gandhinagar Mahiti Khatu, 1981.



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FACULTY OF: - Arts and Humanities
DEPARTMENT OF: - Library and Information Science
SEMESTER: - I
CODE: - 4AH01RMT1
NAME – Record Management– Theory

Subject Code	Name of the Subject	Teaching Scheme (Hours)				Credits	Evaluation Scheme							
		Th	Tu	Pr	Total		Theory				Practical (Marks)			Total
							Sessional Exam		University Exam		Internal		University	
							Marks	Hrs	Marks	Hrs	Pr/Viva	TW	Pr	
4AH01RMT1	Record Management– Theory	4	-	-	4	4	30	1.5	70	3	-	-	---	100

Teaching and Evaluation Scheme:-

Objectives: -

1. To understand the theory and functions of catalogue and cataloguing
2. To understand standards of cataloguing

Pre requisite: Knowledge of English Language

Unit	Course Contents	Number of Hours
1	<p>Fundamental concepts and historical development of catalogue</p> <ul style="list-style-type: none"> * 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	<p>Types and Standards for document description</p> <ul style="list-style-type: none"> * 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 	[14]

3	<p>Co-operations in Cataloguing</p> <ul style="list-style-type: none"> *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	<p>Subjects Cataloguing</p> <ul style="list-style-type: none"> * 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]

Course outline:-

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



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DEPARTMENT OF: - Library and Information Science
SEMESTER: - I
CODE: - 4AH01CSS1
NAME – Communication and Soft Skills

Teaching and Evaluation Scheme:-

Subject Code	Name of the Subject	Teaching Scheme (Hours)				Credits	Evaluation Scheme							
		Th	Tu	Pr	Total		Theory				Practical (Marks)			Total
							Sessional Exam		University Exam		Internal		University	
							Marks	Hrs	Marks	Hrs	Pr/Viva	TW	Pr	
4AH01CSS1	Communication and Soft Skills	4	-	-	4	4	30	1.5	70	3	-	-	---	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	<p>Effective Communication</p> <ul style="list-style-type: none"> * Types of Communication – Verbal, Non-Verbal, Written * Effective Communication Skills, Oral and Written Communication Skills * Body language and common gestures 	[12]

	<ul style="list-style-type: none"> * Meeting, Telephonic Communication and Presentation Skills * Good Questioning and Listening Skills 	
2	<p>Technical Communication</p> <ul style="list-style-type: none"> * Structure, function and types of Technical Communication * Definition, purpose, characteristics of Technical Communication * Technical papers / Articles, Review articles, Technical Reports, Monographs, Dissertations, In-House bulletins * Information analysis, Consolidation and Repackaging Products- Technical Digest, Trend * Reports, State-of-the-art Reports, Annual Reports, Manuals, Handbooks and Directories 	[14]
3	<p>Business Writing</p> <ul style="list-style-type: none"> * Business Plan and Mission Writing * Terms and Condition with Book Sellers, Publishers, Venders, Service Providers * MOUs – Licensing, Contract Writing * Effective Covering Letters - Publisher, Book Seller, Binders, Users-Patrons-Clienteles * H R policy Writing 	[14]
4	<p>Office Communication</p> <ul style="list-style-type: none"> * Report Writing : Annual Report, Daily Progress Report, Event Report, Promotion Report, Confidential Report, User Satisfaction Report * Office Writing: Notice Writing, Memo Writing, Letter Writing – Publisher, Book Seller, Binders, Users-Patrons-Clienteles, * Presentation: Body language, Book review, At the time of Library Committee meeting, Staffmeeting, Condolence meeting, Business meeting, Orientation, Conference, Seminars or Workshop – Training Programme 	[14]

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

1. Booth, V. **Communicating in Science: writing a scientific paper and speaking at scientific meetings**. Ed. 2, 1993
2. Christopher, T. **Effective writing: improving scientific, technical and business communication**, 1989
3. Hicks, T.G. Vaorie, C.M. **Handbook of effective technical communications**, 1989
4. Lanon, J.N. **Technical writing**.
5. Mills, G.H. and Walter, J.A. **Technical writing**, 2000
6. Saravanavel, P. **Research and report writing**, 1993
7. Truck, M.T. **Effective writing**, 1982
8. **Dictionary English to English / Gujarati to English/ English to Gujarati.**



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DEPARTMENT OF: - Library and Information Science
SEMESTER: - I
CODE: -4AH01KOP1
NAME – Knowledge Organization. & Information Management : Practical

Teaching and Evaluation Scheme:-

Subject Code	Name of the Subject	Teaching Scheme (Hours)				Credits	Evaluation Scheme							
		Th	Tu	Pr	Total		Theory				Practical (Marks)			Total
							Sessional Exam		University Exam		Internal		University	
							Marks	Hrs	Marks	Hrs	Pr/Viva	TW	Pr	
4AH01KOP1	Knowledge Organization. & Information Management : Practical	1	-	6	7	4	-	-	-	-	30	-	70	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	[46]
2	Assigning of Book Number * Use CC for book numbers / Standard Book Number System	[08]

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.



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SEMESTER: - I
CODE: - 4AH01RMP1
NAME – Record Management : Practical

Teaching and Evaluation Scheme:-

Subject Code	Name of the Subject	Teaching Scheme (Hours)				Credits	Evaluation Scheme							
		Th	Tu	Pr	Total		Theory				Practical (Marks)			Total
							Sessional Exam		University Exam		Internal		University	
							Marks	Hrs	Marks	Hrs	Pr/Viva	TW	Pr	
4AH01RMP1	Record Management : Practical	1	-	6	7	4	-	-	-	-	30	-	70	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	<p>Cataloguing of documents through AACR II R</p> <ul style="list-style-type: none"> * 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 	[40]
2	<p>Subject headings</p> <ul style="list-style-type: none"> * Assigning Subject Headings using Sears List of Subject Headings and Chain procedure 	[14]

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.