C. U. SHAH UNIVERSITY, Wadhwan City
Name of Program : Bachelor of Library and Information Science (B.Lib.I.Sc.)
Semester : I
W.E.F. – June 2016

FACULTY OF: - Arts and Humanities
DEPARTMENT OF: - Library and Information Science
SEMESTER: - I
CODE: - 4AH01LIS2
NAME – Library and Information Society

Teaching and Evaluation Scheme:-

Subject Code	Name of the Subject	Teaching Scheme (Hours)				Credits	Evaluation Scheme							Total
							Theory				Practical (Marks)			
		Th	Tu	Pr	Total		Sessional Exam		University Exam		Internal		University	
							Marks	Hrs	Marks	Hrs	Pr/Viva	TW	Pr	
4AH01LIS2	Library and Information Society	4	-	-	4	4	30	1.5	70	3	-	-	---	**100**

Objectives: -

1. To provide overview of the information professions and the disciplines of library and information science.

2. 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.

3. The course covers the practice of librarianship in different types of libraries (public, academic, and special libraries)

Pre requisite: Knowledge of English Language

Course outline:-

Unit	Course Contents	Number of Hours
1	**Emergence of Libraries and their Role in Society** * Concept of modern library * Role of library in society * Five laws of library science * Ethics of Librarianship.	[12]

2	**Different Types of Libraries and their Functions** * Types and functions of different libraries * National Libraries * Academic Libraries * Public Libraries and Special Libraries	[12]
3	**Library Legislation** * History of library movements in Orissa and India * Library Legislation: Concept need and purpose * Library legislation in Indian states	[12]
4	**Resource Sharing and User Studies** * Library Resource Sharing : Objectives, Concepts and areas of applications * Developments of resource sharing in India. * User Studies: Need and methods * User Education: Definition, need and methods	[12]
5	**Library Association, Promotional Agencies and Systems** *Library Associations : Their aims, objectives and functions * Activities of ILA, IASLIC, IFLA, ALA	[06]

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. . Library and Society- Khanna, J.K. (Research Publication)

2. Sociology of Librarianship- Rath, P.K. & Rath, M.M. (Pratibha Prakashan)

3. Encyclopedia of Library and information Science- Kent, Allen [et al] (Dekkar, New York)

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FACULTY OF: - Arts and Humanities
DEPARTMENT OF: - Library and Information Science
SEMESTER: - I
CODE: - **4AH01KOT2**
NAME – **Knowledge Organization. & Information Management : Theory**

Teaching and Evaluation Scheme:-

Subject Code	Name of the Subject	Teaching Scheme (Hours)				Credits	Evaluation Scheme							
							Theory				Practical (Marks)			
		Th	Tu	Pr	Total		Sessional Exam		University Exam		Internal		University	Total
							Marks	Hrs	Marks	Hrs	Pr/Viva	TW	Pr	
4AH01KOT2	Knowledge Organization. & Information Management : Theory	4	-	-	4	4	30	1.5	70	3	-	-	---	**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** * Basic Terminology and Historical Perspective * Library Classification: Definition, Need and Purpose * Species of Classification Schemes	[12]
2	**Theory and Development of Library Classification** * Theory of Classification * Introduction to major schemes of Classification: Type and structure *Modes of formation of subject	[12]

3	**Approaches to Library Classification**	[12]
	* Fundamental categories	
	* Postulates, facet sequence, Phase relations	
	* Common isolates, devices, facet analysis	
4	**Study of Selected Schemes of Library Classification**	[12]
	* Notation : Notation: Definition, function and qualities	
	* Notational structure: Types, hospitality in array and chain Design of call number	
	* Book number and collection number	
5	**Comparative studies** :	[06]
	*Comparative studies of CC, DDC and UDC	
	*Recent trends in library classification	

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) Theory of Classification- Krishan Kumar (Vikash publication, New Delhi)

2) Elements of Library Classification- Ranganathan, S.R. (Asia Pubi. House)

3) Modern Outlines of Library Classification- Mills, J.A. (Asia Pubi. House)

4) A New Manual of Classification-Marcella, Rita and N. Robert (Jaico, New Delhi)

5) Library Classification-Ohedar, A.K. and Sengupta, B. (World Press, Kolkata)

FACULTY OF: - Arts and Humanities
DEPARTMENT OF: - Library and Information Science
SEMESTER: - I
CODE: - 4AH01RMT2
NAME – Record Management– Theory

Teaching and Evaluation Scheme:-

Subject Code	Name of the Subject	Teaching Scheme (Hours)				Credits	Evaluation Scheme							
							Theory				Practical (Marks)			
		Th	Tu	Pr	Total		Sessional Exam		University Exam		Internal		University	Total
							Marks	Hrs	Marks	Hrs	Pr/Viva	TW	Pr	
4AH01RMT2	Record Management– Theory	4	-	-	4	4	30	1.5	70	3	-	-	---	**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	**History, Purpose and Types of Library Catalogues** * Library Catalogue: Definition, Need and Purpose * Types of library Catalogues and theirs functions * Physical forms of Library Catalogue * Development of Library Catalogue Codes	[12]

2	**Format of Catalogue Entries**	[14]
	* Kinds of Entries and theirs functions,	
	* Parts of Entries, Multiple Card System and Unit Card System,	
	*Subject Headings and Cross References	
	* Techniques for Subject Indexing: PRESIS and POPSI	
3	**Choice and Rendering of Headings and Cataloguing of Non-Print Media**	[10]
	*Comparative study of CCC and AACR-2 with regards to	
	1) Personal Authors 2) Corporate Authors 3) Pseudonyms 4) Anonymous Work 5) Uniform Titles	
	* Cataloguing of Non-print media	
4	**Subject Indexing, Vocabulary Control and Recent Developments in Cataloguing**	[10]
	* Co-operative Cataloguing, Centralized Cataloguing,	
	* Pre - netal Catalogue, Union catalogue,	
	* Development of Cataloguing-in-Publication (CIP)	
5	**Filling of Catalogue Entries** *Classified and Alphabetical, *Recent Trends in Cataloguing, *Machine Format: MARC, CCF and OPAC	[08]

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) Cataloguing- Krishan Kumar (Har Anand publ., New Delhi)

2) Cataloguing- Hunter, Eric J. and Blackwell, K.G.B. (LA, London)

3) Cataloguing: It's Theory and Practice-Sengupta, B.(World press, Kolkata)

4) Cataloguing Theory and Practice-Viswanathan, C.G. (Print House, Lucknow)

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FACULTY OF: - Arts and Humanities
DEPARTMENT OF: - Library and Information Science
SEMESTER: - I
CODE: - **4AH01CSS2**
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	
4AH01CSS2	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	**Effective Communication** * Types of Communication – Verbal, Non-Verbal, Written * Effective Communication Skills, Oral and Written Communication Skills * Body language and common gestures * Meeting, Telephonic Communication and Presentation Skills * Good Questioning and Listening Skills	[12]
2	**Technical Communication** * 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	[14]

	* Information analysis, Consolidation and Repackaging Products- Technical Digest, Trend *Reports, State-of-the-art Reports, Annual Reports, Manuals, Handbooks and Directories	
3	**Business Writing** * 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	**Office Communication** * 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 specking 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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SEMESTER: - I
CODE: -4AH01KOP2
NAME – Knowledge Organization. & Information Management : Practical

Teaching and Evaluation Scheme:-

Subject Code	Name of the Subject	Teaching Scheme (Hours)				Credits	Evaluation Scheme							
							Theory				Practical (Marks)			
		Th	Tu	Pr	Total		Sessional Exam		University Exam		Internal		University	Total
							Marks	Hrs	Marks	Hrs	Pr/Viva	TW	Pr	
4AH01KOP2	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

<u>Pre requisite</u> : Knowledge of English Language

Course outline:-

Unit	Course Contents	Number of Hours
1	**Dewey Decimal Classification (19th Edition) - Part 1** * Introduction, sttucture and organization * Definition, Notes and Illustrations * Introduction to three Summaries and steps in classifying documents Relatives Index and its use	[24]
2	**Dewey Decimal Classification (19th Edition)-Part 2**	[03]

	* Study of Tables and Schedules	
	*Auxilary Tables and Devices	
	*Practical Classification	
3	**Colon Classification (6th Edition) Preliminaries**	[24]
	**Introduction, Structure and Organization	
	*Schedules and Techniques	
	*Steps in Classification	
4	**Humanities and Social Sciences:**	[03]
	*Biological Science, Physical Science and Generalia	

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: - **4AH01RMP2**
NAME – Record Management: Practical

Teaching and Evaluation Scheme:-

Subject Code	Name of the Subject	Teaching Scheme (Hours)				Credits	Evaluation Scheme							
							Theory				Practical (Marks)			
		Th	Tu	Pr	Total		Sessional Exam		University Exam		Internal		University	Total
							Marks	Hrs	Marks	Hrs	Pr/Viva	TW	Pr	
4AH01RMP2	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	**AACR-2R-Part 1** * Preliminaries, Single Personal Author, * Shared Responsibility and Editorial Directions * Cataloguing of complex documents * Choice among different names and references series and multivolume	[20]
2	**AACR-2R-Part 2** * Subject Headings, Corporate Bodies, * Uniform Titles and Serials * Cataloguing of Non-print media	[07]

3	**Classified Catalogue Code (CCC)**	[20]
	Classified Catalogue Code - Part 1	
	* Preliminaries, Class Index Entry and Tracing	
	* Presonal Authors, Corporate Authors	
4	**Classified Catalogue Code - Part 2**	[07]
	* Analytical Entries and Composite Books	
	* Series, Multivolume publications, Periodical publications	

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:

Reference Books:
   1) Colon Classification Practical – S.R. Ranganathan

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.