

# SHAHEED MAHENDRA KARMA VISHWAVIDYALAYA, BASTAR

## Bachelor of Library and Information Science

### 1 YEAR (2- SEMESTER PROGRAMME) CBCS BASED PROGRAMME

First Semester					
Course Code	Title	Credits	Continues Evaluation	Semester End Examination	Total Marks
BLI-01	Foundation of Library and Information Science	4	30	70	100
BLI-02	Basics of Information Communication Technology (Theory)	4	30	70	100
BLI-03	Information Sources, Systems and Services	4	30	70	100
BLI-04	Knowledge Organization – Classification (Theory)	4	30	70	100
BLI-05	Knowledge Organization – I (Practical) (Prachic)	4	30	70	100
	<b>Total</b>	<b>20</b>			<b>500</b>

Second Semester					
Course Code	Title	Credits	Continues Evaluation	Semester End Examination	Total Marks
BLI-06	Library Management	4	30	70	100
BLI-07	Basics of Information Communication Technology (Practical)	4	30	70	100
BLI-08	Library and Users	4	30	70	100
BLI-09	Knowledge Organization – Cataloguing (Theory)	4	30	70	100
BLI-10	Knowledge Organization - II (Practical) (Prachic)	4	30	70	100
	<b>Total</b>	<b>20</b>			<b>500</b>

*S. Kashyap*  
21/09/24  
(Dr. S. R. Kashyap)

*H*  
21/09/24  
(Dr. Harish Kumar Sahy)

**First Semester**  
**Course Code - BLI-01**  
**Foundations of Library and Information Science**  
TM 100 (Internal Assessment 30 + Term End Exam 70) (Credit-04)

**Unit 1: Library as a Social Institution**

- Social and Historical foundation of Library
- Different Types of Libraries-their distinguishing Feature and Functions.
- National Libraries: features and activities, National Library of India, UK, and USA
- Role of Library in Formal and Informal Education

**Unit 2: Normative Principles and Laws Relating to Libraries and Information.**

- Five Laws of Library Science and their Implication
- Library Legislations-need and essential features.
- Library Legislation in India.
- Feature of Chhattisgarh Public Library act (2008)
- Press and Registration act and Delivery of Books (Public Library) act.
- Copyright act

**Unit 3: Library Development**

- Development of Libraries with special reference to India.
- Organization and Institutions involved in the development of Library and Information
- Services.
- Commission-Committees Reports in Library Development with special reference to India

**Unit 4: Resource Sharing, Library Networks and Extension Activities**

- Resource Sharing: Concepts and Methods.
- Library and Information Networks and Consortia-concept need and purpose
- National and International Library and Information Networks and Consortia
- Publicity and Extension Services

**Unit 5: Library and Information Profession**

- Librarianship as a Profession.
- Professional Ethics
- Professional associations and their role.
- Professional, National and International associations

**Course Code - BLI-02**

**Basics of Information and Communication Technology (Theory)**

TM 100 (Internal Assessment 30 + Term End Exam 70) (Credit-04)

**Unit 1: Fundamentals of Computers**

- Concept, Generations, Types, Hardware
- Units of Computers: Arithmetic and Logic Unit, Control unit, Input and Output Unit, Memory Unit
- Software: System Software; Application Software
- Introduction to Character Recognition
- Database

**Unit 2: Library Automation**

- Definition, Purpose, Historical Development of Library automation software.
- Library Management Software: Proprietary, Free and Open Source Software (FOSS); Evaluation

**Unit 3: Telecommunication Technologies**

- Transmission Channels, Mode, and Media, ISDN, PSDN, Hubs, Router, Modem
- Wireless Communication: Media, Wi-Fi, Li-Fi, Satellite Communication, Mobile Communication

**Unit 4: Computer Networks & Security**

- Computer Networks: Concept, Need, Topologies, Types: LAN, MAN, WAN
- Internet: Web Browsers, WWW, E-mail; Search Engines; Web2.0, Web3.0
- Internet Protocols and standard
- Intranet and Extranet, Internet Security

**Course Code - BLI-03**  
**Information Sources, Systems and Services**  
TM 100 (Internal Assessment 30 + Term End Exam 70) (Credit-04)

**Unit 1: Information Sources**

- Nature, Characteristics, Types.
- Documentary and Non-Documentary Sources
- Primary, Secondary and Tertiary Sources of Information

**Unit 2: Reference Sources and Electronic Information Sources**

- Reference Sources: Characteristics, Types, Usefulness.
- Online databases, Open access resources, Internet sources, E-books, E Journals, E-Thesis, E-News papers, Blogs.
- Subject Gateways, Web Portals, Library Portals, Bulletin Boards, Multimedia Resources, Institutional repositories.

**Unit 3: Reference and Information Services**

- Reference Service: Concept, Purpose, Types, Theories.
- Documentation Services: Current Awareness Service (CAS), Selective Dissemination of Information (SDI), Translation Services, Indexing and Abstracting Services, Bibliographical Services.
- Document Delivery Services, Inter Library Loan (ILL) Service

**Unit 4: Information Systems and Networks**

- National Information Systems and Networks: NISCAIR, NASSDOC, DESIDOC, , ENVIS, NICNET; National Knowledge Network (NKN)
- Global Information Systems and Network: MEDLARS, AGRIS, INIS, INSPEC, BIOSIS, ERIC, Patent Information System (PIS).
- Library Networks and Resource Sharing: DELNET, INFLIBNET, resources sharing and Consortia, Indian Initiatives

**Unit 5: Information Sources & Services on Web**

- Web Resources: Concept and Use & types.
- Different types of Web Resources: Information Portals, Subject Directories, Subject Gateways, Online Databases
- E-resources in Science and Technology, Social Science and Humanities.

**Course Code - BLI-04**  
**Knowledge Organization - Classification (Theory)**  
TM 100 (Internal Assessment 30 + Term End Exam 70) (Credit-04)

**Unit 1: Universe of Knowledge**

- Structure and attributes
- Modes of formation of subjects
- Different types of subjects
- Universe of subjects as mapped in different schemes of classification

**Unit 2: Theory of Library Classification**

- Definition: Need, Purpose and Functions of Library Classification.
- General Theory of Library Classification
- Mapping of Subjects in different schemes of Classification (DDC, UDC, CC)

**Unit 3: Postulates and Approach to Classification**

- Postulation and their usefulness in classification-concept of fundamental categories;
- Facet analysis, facet sequence;
- Phase Relations-different types;
- Common isolates.

**Unit 4: Notational Systems**

- Notation-need, functions, and types;
- Hospitality in array & Chain;
- Devices;
- Call number and its structure.

**Unit 5: Study of selected scheme of classification**

- General V/S Special Classification ;
- Dewey Decimal classification;
- Universal decimal classification;
- Colon classification.

**Course Code - BLI-06**  
**Knowledge Organization – I (Practical) (Practice)**  
TM 100 (Internal Assessment 30 + Term End Exam 70) (Credit-04)

**Unit 1: Classification of Documents (Using latest available edition of DDC)**

- Classification of documents representing simple subject
- Classification of document having common isolates
- Classification of documents representing compound subject
- Classification of documents representing complex Subject

**Unit 2: Cataloguing of Documents (Using AACR-II)**

- Cataloguing of Works of Single Authorship, Shared Authorship, Pseudonyms, Mixed Responsibilities
- Cataloguing of Editorial Works, Composite Works, Multi-volume Works
- Cataloguing of Serial Publications, Uniform Titles
- Cataloguing of Works of Corporate Authorship

**Note:** 20 marks will be reserved for viva-voce in Semester Exam.

**Second Semester**  
**Course Code - BLI-07**  
**Library Management**

TM 100 (Internal Assessment 30 + Term End Exam 70) (Credit-04)

**Unit 1: Principles and Functions of Management**

- Management: Concept, Scope and functions
- Schools of Management Thoughts
- Principles and Elements of Management
- TQM (Total Quality Management)

**Unit 2: Resource Development**

- Information Resources ; Definition , features and types
- Different Types of Selection Tools and Their Importance
- Human Resource Management : Concept and Principles

**Unit 3: Maintenance of Library**

- Acquisition of Books and Subscription of Periodicals
- Technical Processing
- Circulation Methods and Processes
- House Keeping Operations: Stock Verification, Shelf-rectification, Binding, Preservation

**Unit 4: Financial and Human Resource Management**

- Sources of Library Finance, Estimation of Library's Financial Requirements
- Budgeting, Accounting, Auditing.
- Cost Effectiveness Analysis and Cost Benefit Analysis

**Unit 5: Library Committee, Rules, and Reports**

- Library Committee: Role and functions
- Library Statistics; Annual Report
- Library Rules and Regulations
- Library Building and Space Management

**Course Code - BLI-08**

**Basics of Information and Communication Technology (Practical)**

TM 100 (Internal Assessment 30 + Term End Exam 70) (Credit-04)

**Unit 1:** Computer Hardware: Computer Structure, Input and Output Devices, Memory Devices and their use, Use of Operating System; Application Software: Use of Word Processing Software, Spread Sheet Management Software and PowerPoint Presentation Software,

**Unit 2:** Integrated Library Management Software, Definition, Modules, Open Source ILMS-KOHA, its features and functions.

**Unit 3:** Searching and Retrieval: Search Strategy and Techniques, Keyword Search, Phrase Search, Boolean Search, Proximity Search, Field Search, Use of different search filters

**Unit 4:** Searching Information from Internet using Different Search Engines; Searching Web OPAC, WorldCat, IndCat, Sodhganga, National Digital Library (NDL), Directory of Open Access Journals (DOAJ), Directory of Open Access Books (DOAB), Google Scholar

**Note:** 20 marks will be reserved for viva-voce in Semester Exam.



**Course Code - BLI-09**

**Library and users**

TM 100 (Internal Assessment 30 + Term End Exam 70) (Credit-04)

**Unit 1: User and their Information Needs**

- Categories of Information Users
- Information Need: Definition and models
- Assessment of Information Needs of Different User Groups

**Unit 2: Information Seeking Behaviors**

- Theories of Behaviors Studies
- Concepts and Methods of Information Seeking Behaviors
- Models of Information Seeking Behaviors
- Information Searching Strategy and Principles

**Unit 3: User Educations**

- Concepts, Definition and Needs
- Methods of User Education
- Recent trends in User Educations

**Unit 4: User Studies**

- Concept, Types and Scope of user Studies
- Evaluation of User Studies: Methods, Steps and Benefits
- Methodology of User Studies

**Unit 5: Recent trends and Developments**

- Online Information Seeking Behaviors
- Information needs of Persons with Disabilities
- Techniques of Library and information Centers Survey
- Information Literacy: Definition, Objectives and importance

**Course Code - BLI-10**  
**Knowledge Organization – II (Practical)** (Practic)  
TM 100 (Internal Assessment 30 + Term End Exam 70) (Credit-04)

**Unit 1: Classification of Documents (Using Colon Classification 6<sup>th</sup> edition)**

- Classification of documents representing simple subject
- Classification of document having common isolates
- Classification of documents representing compound subject
- Classification of documents representing complex Subject

**Unit 2: Cataloguing of Documents (Using Classified Catalogue Code)**

- Cataloguing of Works of Single Authorship, Shared Authorship, Pseudonyms, Mixed Responsibilities
- Cataloguing of Editorial Works, Composite Works, Multi-volume Works
- Cataloguing of Serial Publications, Uniform Titles
- Cataloguing of Works of Corporate Authorship

**Note:** 20 marks will be reserved for viva-voce in Semester Exam.

**SHAHEED MAHENDRA KARMA VISHWAVIDYALAYA, BASTAR**  
**Master of Library and Information Science**  
**1 YEAR (2- SEMESTER PROGRAMME) CBCS BASED PROGRAMME**

Course Code	Title	Credits	Continues Evaluation	Semester End Examination	Total Marks
MLI-01	Universe of Knowledge and Research Methods	4	30	70	100
MLI-02	Information Storage and Retrieval (Theory)	4	30	70	100
MLI-03	Information Storage and Retrieval (Practical) (Practice)	4	30	70	100
MLI-04	Information Science and Knowledge Management	4	30	70	100
AEC-01	Media and Information Literacy	2	15	35	50
SEC-01	Technical Writing and Content Development	2	15	35	50
	Total	20			500

Course Code	Title	Credits	Continues Evaluation	Semester End Examination	Total Marks
MLI-05	Information Analysis, Repackaging and Consolidation	4	30	70	100
MLI-06	Information Communication Technology for Libraries (Theory)	4	30	70	100
MLI-07	Information Communication Technology for Libraries (Practical)	4	30	70	100
MLI-08	Preservation and Conservation of Library Materials	4	30	70	100
MLI-9	Internship Based-Project Work/ Field work/ Survey Report/ Literature Survey*	4	30	70	100
	Total	20			500

\* Student may opt any one MOOC Course (current/upcoming) available at SWAYAM and notified by the department.

## **MLI-01**

### **Universe of Knowledge and Research Methods**

TM 100 (Internal Assessment 30 + Term End Exam 70) (Credit-04)

#### **Unit - 1: Universe of Knowledge**

- Definition, Source of Knowledge, Types of Knowledge
- Characteristics of the Universe of Knowledge
- Subjects having Knowledge as their field of Study
- Modes of thinking: Authoritative, Speculative, Tenacious and Positivistic

#### **Unit - 2: Modes of Formation of Subjects**

- Fission, Fusion, Distillation, Lamination, Loose Assemblage
- Spiral of Scientific Method

#### **Unit - 3: Research Methods**

- Research –Definition, Nature, Characteristics, Purpose and Kinds of Research
- Scientific Methods: Features
- Research Methods – Historical, Survey and Experimental
- Formulation of Research Design: Exploratory, Descriptive, Diagnostic and Experimental
- Sampling Technique

#### **Unit - 4: Methods of Data Collection & Representation**

- Collection of Data: Questionnaire, Interview and Case Study
- Presentation of Data: Table, Diagram, Graphs etc.
- Research Ethics and Plagiarism
- Technical Writing & Writing Skills

#### **Unit - 5: Statistical Methods & Metrics in Library and Information Science**

- Statistical Measures: Measures of Central Tendency; Measure of Variability; Correlation; Chi-square Test
- Bibliometrics, Scientometrics & Webometrics: Meaning, Scope Parameters
- Bibliometric Laws & their Applications
- Citation and Referencing Style

## MLI-02

### Information Storage and Retrieval (Theory)

TM 100 (Internal Assessment 30 + Term End Exam 70) (Credit-04)

#### Unit - 1: Subject Analysis and Representation

- Fundamentals of Retrieval Systems: Nature & Characteristics
- Problems of Subject Analysis & Representation: Contribution of Cutter, Kaiser, Ranganathan, Farradane & Coates Subject
- Thesaurus: Definition, Types, Function, Structure & Construction, Thesaurofacet

#### Unit - 2: Abstracting

- Abstracting : Definition, Types, Slant in Abstracting
- Principles & Canons of Abstracting

#### Unit - 3: Subject Indexing

- Subject Indexing : Concept & Development
- Assigned Indexing: Pre-coordinate Indexing System – Chain Indexing, PRECIS, POPSI, Post Coordinate Indexing System – Uniterm
- Derived Indexing : KWIC, KWOC, Citation Indexing and Full text

#### Unit - 4: Information Searching & Retrieval

- IR models: Cognitive, Probabilistic etc.
- IR Performance Evaluation
- Search Techniques: Boolean, Proximity, Truncation etc
- Web-based Retrieval
- XML Retrieval

#### Unit - 5: Modern IR Applications

- Artificial Intelligence & Man-Machine Interface
- Natural Language Processing
- Concept Maps & Ontology
- Data Mining
- Semantic Web, Linked Data & Big Data

**MLI-03**

**Information Storage and Retrieval (Practical) (Prachia)**  
TM 100 (Internal Assessment 30 + Term End Exam 70) (Credit-04)

**Unit - 1: Preparation of Class Number for Micro-Document using UDC.**

**Unit - 2: Preparation of cataloguing entries for Complex Continuing Resources and Non-book Materials.**

**Unit - 3: Preparation of Indexes and Abstracts**

**Note:** 20 marks will be reserved for viva-voce in Semester Exam.

**MLI-04**  
**Information Science and Knowledge Management**  
TM 100 (Internal Assessment 30 + Term End Exam 70) (Credit-04)

**Unit 1: Information Science**

- Data: Definition, Scope and Types
- Information: Definition, Scope, Type, Nature and property
- Conceptual difference between Data, Information and Knowledge
- Representation of Information: Sign, Signal, and Symbol
- Information Science: Definition Scope and Objectives I
- Information Science as a Discipline and its Relationship with other Subject

**Unit 2: Information Systems and Communication**

- Communication Process, Channels, Models and Barriers
- Information Generation: Modes and Forms
- Information Communication: Theories & Models
- Information System: MIS, DSS, and Expert System

**Unit 3: Library, Information and Society**

- Information Society: Genesis, Characteristics and Implications
- Changing role of Libraries and Information Centres in Society
- Concepts of Freedom, Censorship, Fair Use, Creative Commons
- Policies Relating to Information: Intellectual Property Rights, Right to Information Act, SHEPRA/RoMEO Project, COPE

**Unit 4: Information Economics and Information Industry**

- Information as an Economic Resource
- Information Industry: Primary, Secondary etc.
- LIS Products and Services as a Marketable Commodity
- National Information Policy

**Unit 5: Knowledge Management**

- Knowledge Management: Concept and Scope
- KM System, Information Management Vs Knowledge Management
- Stage and Process of Knowledge Management
- Tools of Knowledge Management

**Ability Enhancement Compulsory Course –AEC-01**  
**Media and Information Literacy**  
TM 100 (Internal Assessment 15 + Term End Exam 35) (Credit-02)

**Unit 1: Media and Information Literacy**

- Media and Information literacy (MIL) definition, need and purpose,
- Role of MIL in the Society
- Theories and models of MIL
- MIL policies and strategies

**Unit-2: Information Literacy**

- Information Literacy Standards: Foundations & Implications
- Information Literacy Guideline :UNESCO, IFLA and ALA
- Data Literacy: Definition, Importance and scope
- Digital Literacy: emerging web service

**Unit 3: Ethics and Laws**

- Media and information ethics: cyber laws and ethics
- Social Media Platforms and Tools
- Media Ethics



**Skill Enhancement Course – SEC-01**  
**Technical Writing and Content Development**  
TM 100 (Internal Assessment 15 + Term End Exam 35) (Credit-02)

**Unit 1: Structure and Functions of Technical Communication**

- Structure : Definition, Purpose, Characteristics and Functions
- Collection, Organization and Presentation of Data including Illustration
- Characteristic Features of Technical Writing
- Linguistic as medium of Expression of Thought

**Unit 2: Content Analysis**

- Concept and Scope
- Technical Quantitative and Qualitative
- Content Analysis-Applications (generation of Information Services and products)

**Unit 3: Content Developments**

- Content Development: Context setting, Norms and Guidelines
- Content Development software: JOOMALA, DRUPAL etc.
- Abstract Development, Citation styles

**MLI-05**  
**Information Analysis, Repackaging and Consolidation**  
TM 100 (Internal Assessment 30 + Term End Exam 70) (Credit-04)

**Unit 1: Repackaging and Consolidation**

- Packaging and Re-Packaging: Concept, Need, Purpose and Criteria
- Content Analysis
- Information Consolidation Products: Concept, Types, Design and Development
- Information Intermediaries

**Unit 2: Information Analysis and Consolidation Centre's**

- Genesis of Information Analysis and Consolidation(IAC) centre's
- Planning and Management of IAC centre's
- Data centre and Referral Centre
- IAC Centre's in India

**Unit 3: Tools for IAR**

- Indexes, Abstracts, Reviews, Digests, Markets, Surveys
- Different Types of Abstracts
- Guidelines in Preparing Abstracts
- Canons of Abstracting

**Unit 4: Information Products**

- Nature Concept and Type
- Design and Development
- Information Newsletter, House Bulletin, In-House communications,
- Trade Reports, Technical Digest, and Trend Reports, state-of- the –art- reports

**Unit 5: Trends in Information Analysis, Repackaging and Consolidation**

- Electronic Content Creation
- Online Information System and Information Networks
- International standards for Database Design and Development

## **MLI-06**

### **Information Communication Technology for Libraries (Theory)**

TM 100 (Internal Assessment 30 + Term End Exam 70) (Credit-04)

#### **Unit 1: Library Automation**

- Planning and Implementation of Library Automation.
- Housekeeping Operation of Library.
- Evaluation of Library Automation Software

#### **Unit 2: Internet Basics Features and Tools**

- Internet: Definition, application and Tools
- Internet Connectivity
- E-mail
- Internet Protocol:
- OSI Network Model and TCP/IP Reference Model
- Network Based Information Services

#### **Unit 3: Web Page Designing & Content Management**

- Hypertext and Hyperlink, Hypermedia
- Basic Code of HTML5.
- Web Based Content Development,
- Content Development software: JOOMALA /Word Press etc

#### **Unit 4: Open Access to Scholarly Communication**

- Scholarly Communication: Concept and Types
- Open Access: Overview, Definitions. Open access publishing .
- Types of Open Access- Gold, Green, and Hybrid

#### **Unit 5: Digital Libraries**

- Genesis, Definition, Objectives, Scope of Digital Libraries
- Study of digital Library Software: Greenstone, D-Space
- File Format :Text, Audio, Video and Image
- Software and Hardware for Digital libraries: OCR, Image editing software,
- Input Capture Devices: Scanners, Digital Movie Cameras

## **MLI-07**

### **Information Communication Technology for Libraries (Practical)** TM 100 (Internal Assessment 30 + Term End Exam 70) (Credit-04)

#### **Unit 1: Integrated Library Management Software**

- Integrated Library Software packages: SOUL/ Koha
- Modules such as Acquisitions, Cataloguing, Circulation, Serial Control, Administration and OPAC
- Installation and Customization of ILMS Software

#### **Unit 2: Digital Library Software**

- Overview of Digital Library Software: D-Space, Greenstone, e-prints,
- Creation of Digital Repository through D-Space and/or Greenstone

#### **Unit 3: Web designing**

- Creation of web page using HTML
- Creation of blogs

#### **Unit 4: Content Management Software**

- Function and use of any Content Management Software: Joomla / Drupal / Wordpress

**Note:** This is only a broad outline; the coverage of topics in this paper will be elaborated by the concerned teacher.

- 20 marks will be reserved for viva-voce in Semester Exam.

## **MLI-08**

### **Preservation and Conservation of Library Materials**

TM 100 (Internal Assessment 30 + Term End Exam 70) (Credit-04)

#### **Unit 1: Library Materials: Preservation and Conservation**

- Need for Preservation and Conservation
- Evolution of Writing Materials
- Palm leaves and Birch Bark: Their Nature and Preservation
- Manuscripts, books, Periodicals, Newspapers, Pamphlets etc
- Non-Book Materials

#### **Unit 2: Hazards to Library Materials and Control Measures**

- Environmental Factors
- Biological Factors
- Chemical Factors
- Disaster Management

#### **Unit 3 Binding**

- Different Types of Binding for Library Documents
- Binding Materials
- Binding Process
- Standards for Library Binding

#### **Unit 4 Restoration and Reformatting**

- Material Repair
- Microfilming and Digitization
- Preservation of digital documents

**MLI-09**

**Project Work/ Dissertation/ Group Seminar**

**TM 100 (Dissertation Assessment 70 + Viva voce 30) (Credit-04)**

The Work for Paper shall start in the beginning of the second semester for which each student will be allotted a topic for writing the Project Report.

Each Student has to prepare a Dissertation by Using Proper Research Methodology. The topic of the Dissertation will be jointly decided by the Student and the Teacher who will also be the guide for dissertation.

Typed, bound with CD and with certificate of originality, plagiarism free, declaration etc. Two copies of the dissertation have to be submitted for evaluation.