



Jananayak Chandrashekhar University, Ballia

*Curriculum in Accordance with  
National Education Policy-2020*

Bachelor of Library and Information Science-  
B.Lib. & I.Sc. 2024-25  
Effective from session 2024-25

July 2024-25

**Faculty of Arts, Humanities & Social Science**

Jananayak Chandrashekhar University, Ballia

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Jananayak Chandrashekhar University, Ballia

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Faculty of Arts, Humanities and Social  
Science Bachelor of Library &  
Information Science Ordinance and

**Preamble:**

**Syllabus**

(Under Choice Based Credit System)

Libraries are now universally acknowledged as vital social institutions, essential for the completeness of any community. The gradual dissemination of democratic ideals has propelled the expansion of libraries and the enhancement of their services, the broadening of educational horizons, the deepening of research endeavors, and the rapid proliferation of recorded knowledge. The public, academic, or specialized libraries play indispensable roles in community life, education, and professional spheres. Librarianship has evolved into a distinct discipline within the realm of knowledge.

In line with this recognition, the Department of Library and Information Science at Jananayak Chandrashekhar University has initiated a one-year full-time program in Library and Information Science starting in the academic year 2024-25. This Bachelor of Library and Information Science (B.Lib.&I. Sc.) course equips students with the skills to effectively manage, maintain, and preserve information utilizing both educational principles and information technology. The program aims to provide comprehensive and relevant education in Library and Information Science, fostering a culture of knowledge acquisition and information dissemination among students in today's globalized world.

The Department endeavors to fulfill the demand for affordable and accessible quality education in Library and Information Science, enhancing the academic prowess and skill sets of aspiring higher education students. With a vision to become a leading institution in the field and in accordance with NEP-2020, the Department is committed to leveraging the best of Information and Communication Technology (ICT) to transcend geographical boundaries and incorporate cutting-edge technological advancements into the field of Library and Information Science.

In recognition of the transformative role of electronic media in contemporary society, the Department is dedicated to modernizing its academic curriculum through innovative research, robust community engagement, and the integration of new technological knowledge into the field of Library Science.

**Objectives of the Program:**

- To understand the role and evolution of the library as a social institution.
- To make students competent with basic information use and search skills, both traditional and modern.
- To make students understand the basic philosophy and ethics of librarianship.
- To learn about various types of libraries, their nature, objectives, and services.
- To prepare students as progressive and efficient information professionals.
- To create self-motivated library professionals with high morals, integrity, and human values.



### Course Structure:

Bachelor of Library and Information Science (B. Lib. & I. Sc.) is a one-year full-time Program under the Faculty of Arts, Humanities, and Social Science. The program structure and program ordinance are as follows:

The program B. Lib. & I. Sc. comprises a study spread over a period of two semesters in a one-year duration. The candidates will be full-time students of the course and shall be examined in ten papers, of which eight papers are of theoretical aspects. In comparison, four papers are designed to impart practical skills in classification and cataloging. The list of papers during one year of the program shall be as follows:

Year	Semester	Paper Code	Paper Title	Credit Point	Total Credit	Certificate/ Diploma/ Degree	
1 <sup>st</sup>	1 <sup>st</sup>	BLIS101	Foundations of Library & Information Science	6	28	Degree	
		BLIS102	Computer Basics and Applications (Theory)	6			
		BLIS103	Knowledge Organisation: Library Classification & Cataloguing (Theory)	6			
		BLIS104	Knowledge Organisation: Library Classification & Cataloguing – I (Practical)	5			
		Discipline Specific Electives (ANY ONE)					
		BLIS105a	Ethics In Librarianship	5			
		BLIS105b	Internet for Libraries and Information Services	5			
		BLIS105c	MOOC Course	5			
	2 <sup>nd</sup>	BLIS201	Library Management	6	27		
		BLIS202	Information Sources & Services	6			
		BLIS203	Knowledge Organisation: Library Classification & Cataloguing–II (Practical)	5			
		BLIS204	Computer Basics & Applications (Practical)	5			
		BLIS205	Project report + Viva voce	5			
			Total Credit of Semester I&II		55		

\*Value Added Course is mandatory for all the enrolled students in the university.

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### Rule & Regulations

1. Admission to B. Lib. & I. Sc. program shall be based on merit of graduation or marks of entrance test as decided by the university. Government norms regarding reservation will be applicable in the admission process.
2. The medium of class instructions and examination shall be Hindi / English.
3. All the students shall have to do an internship / project followed by viva voce to be conducted as scheduled by the university.
4. The maximum marks for each paper shall be 100 marks, consisting of 25 marks for internal evaluation and 75 marks for external evaluation applicable for all the papers, including practical examination. The distribution of the internal marks shall be as follows: a. Mid-term written exam 15 marks b. Assignment / presentation 05 Marks c. Attendance of the student 05 marks. The maximum Marks shall be as follows: Total Marks: 100
  - a. End Semester Exam 75 Marks
  - b. Internal Exam 25 Marks
5. The 100 marks for practical examinations shall be distributed as follows: a. Practical work 70 marks b. Viva voce 30 marks.
6. The scaling of marks on theory paper will be as follows:  
Maximum Marks in each paper will be 100 marks.  
Minimum Pass Marks 40% in Aggregate and 36% in each paper.

First Class	60% and above
Second Class	45% and above
Pass Class	40% and above
Distinction	75% in a paper
7. Re-Examination:  
If any student fails in the examination, he will be eligible to appear in the examination for the two next academic session as ex-students.  
Failed students will appear in the examination as ex-students in accordance with the curriculum applicable at the time of his/her admission to the course.  
Each and every student will be given the benefit of session improvement, Marks

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improvement as per the rules and norms of the university for the purpose.

8. Summer Internship Report: Each candidate shall mandatorily undergo a summer internship for a one-month (4-week) internship in any of the organizations / institutions. The candidate shall submit a report of the internship duly signed by the organization / institution Head / Librarian. The report shall be based on the organization's practical learning outcome. The report shall be evaluated along with the project report of paper code B. Lib. & I. Sc. 205.
9. The 100 marks of B. Lib. & I. Sc. 205: Project Report, Summer internship and Viva-voce examinations shall be distributed as follows: i. Project Report 40 marks ii. Summer internship report 40 marks iii. Viva voce 20 marks
10. Credit award: Regular attendance in class and successful completion of examinations is essential. Credit points shall be incomplete without appearing in the examination and successfully passing each paper.





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SYLLABUS

Semester	1 <sup>st</sup>		
Course Code	BLIS101		
Course Title	Foundations of Library & Information Science		
Credit	6	Maximum Marks	100
<b>Course Objective:</b> <ol style="list-style-type: none"><li>1. To know about the importance and various functions of library.</li><li>2. To be aware about the history and development of library.</li><li>3. To know about the various library associations and organizations.</li><li>4. To understand about the library outreach activities intellectual library properties.</li></ol>			
<b>Learning Outcomes: After successful completion of the syllabus, learners will be able to:</b> <ol style="list-style-type: none"><li>1. Know about the librarianship and function of libraries.</li><li>2. Have the knowledge of the history of library and its development process.</li><li>3. Know about various associations and organizations related to library.</li><li>4. Know about intellectual property rights and possible outreach activities of library.</li></ol>			
Unit	Course Content		
I	<b>Library and Librarianship:</b> Libraries, Documentation and Knowledge Resource Centres, Librarianship: Profession, Ethics and Challenges, Types and Function of Libraries, Five Laws of Library Science & their Implications, Library Building, Furniture and Equipment		
II	<b>History &amp; Development of Libraries, Documentation &amp; Knowledge Resource Centres:</b> Development of Libraries & Knowledge Resource Centres, Library Legislation: Need, Function, Salient Feature of State Library Acts in India, Model Public Library Act, Information System & Services: Concept and Propositions		
III	<b>Library Associations &amp; Organisations for Promotion of Libraries:</b> Professional Organisations: Objectives, Functions & Professional Activities, National & Regional Associations: ILA, IASLIC, and UPLA, International Associations: IFLA, ALA and CILIP, National Knowledge Commission, National Mission on Libraries		







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IV	<b><i>Library Outreach Activities &amp; Intellectual Property Rights</i></b> Library Resource Sharing, Public Relation & Extension activities, Library Consortia: FORSA, ICOLC, SPARC & E-Shod Sindhu, IPR: Concept, Need & Types, Press and Registration of Periodicals Act 2023, Delivery of Books Act, Indian Copyright System and WIPO.
<b>References:</b> <ol style="list-style-type: none"><li>1. Budd, John (2001), Knowledge and Knowing in Library and Information Science: A Philosophical Framework, Scarecrow Press.</li><li>2. Faruqi, Khalid Kamal &amp; Alam, Mehtab (2005), Net-Studies in Library and Information Science, Aakar Books.</li><li>3. Henderson, Kathrine A. (2009), Case Studies in Library and Information Science Ethics, McFarland.</li><li>4. Prasher, Ram Gopal (1997), Library and Information Science: Information science, information technology and its application, Concept Publishing Company.</li><li>5. Rubin, Richard (2010), Foundations of Library and Information Science, Neal-Schuman Publishers, Incorporated.</li></ol>	

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SYLLABUS

Semester	I <sup>st</sup>		
Course Code	BLIS102		
Course Title	Computer Basics and Applications (Theory)		
Credit	6	Maximum Marks	100
<b>Course Objective:</b> <ol style="list-style-type: none"><li>1. To know about the computers and its classifications.</li><li>2. To be aware about the hardware and software components of computers.</li><li>3. To know about the various software packages.</li><li>4. To understand the automation and networking process.</li></ol>			
<b>Learning Outcomes:</b> After successful completion of the syllabus, learners will be able to: <ul style="list-style-type: none"><li>• Know about the computers, its basic components and classification.</li><li>• Be aware of hardware and software components of computers.</li><li>• Know the various software packages.</li><li>• Understand about the automation and networking process.</li></ul>			
Unit	Course Content		
I	<b>Computer Basics</b> Definition, Developments and Computer Generations, Classification of Computers, Basic Components of a Computer		
II	<b>Hardware and Software Components</b> Computer Hardware: Components, Functions, Processors, Memory, Storage Computer Software: Types & Functions Operating Systems: Types and Functions with reference to Windows and Linux		
III	<b>Software Packages</b> Word Processing Packages, Desktop Publishing, Library Application Software: CDS/ISIS		
IV	<b>Library Automation &amp; Networking</b> An Overview, Use of Computers in the housekeeping operation, Retrospective Conversion, Library Software Packages: Features, Selection, Market Value, Study of available Library Automation Suites, Networking: Definition, Need, Client Server Architecture, Network Types & Topologies, Components of Networks		

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**References:**

1. Armstrong, C. J. and Large, J. A. (1990). CD-ROM Information Products an Evaluative Guide and Directory. Alderhot: Gower.
2. Baker, K. (1982). The Impact of Information Technology. Amsterdon: North Holland. pp. 77-80.
3. Bashr, Alice H. (1979). Automated Library Circulation Systems White Plains, New York: Knowledge Industry Publications.
4. Bawden, D. and Blakeman, K. H. (1990). IT Strategies for Information Management. London: Butterworths.
5. Bawden, D. and Blaskeman, K. (1990). Going Automated: Implementing and Using Information Technology in Libraries and Information Units. London:

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## SYLLABUS

<b>Semester</b>	1		
<b>Course Code</b>	BLIS103		
<b>Course Title</b>	<b>Knowledge Organisation: Library Classification &amp; Cataloguing (Theory)</b>		
<b>Credit</b>	6	<b>Maximum Marks</b>	100
<b>Course Objective:</b> To know about basics of library classification. <ol style="list-style-type: none"> <li>1. To understand the theoretical foundation of classification and its various approaches.</li> <li>2. To be aware about basics of cataloguing.</li> <li>3. To know the normative principles, subject cataloguing, bibliography format, and some other aspects.</li> </ol>			
<b>Learning Outcomes:</b> After successful completion of the syllabus, learners will be able to: <ul style="list-style-type: none"> <li>• Know about basics of library classifications.</li> <li>• Understand the theoretical foundation of classifications.</li> <li>• Be aware about basics of cataloguing.</li> <li>• Know the normative principles of cataloguing and various bibliographical formats.</li> </ul>			
<b>Unit</b>	<b>Course Content</b>		
I	<b>Basics of Classification</b> Definition, Need and Purpose of Classification, Concept of Call Number, Class Number & Book Number, Species of Classification Schemes, Salient Features of DDC, CC and UDC, Notation: Definition, Kinds and Function.		
II	<b>Theoretical Foundations of Classification</b> Canons of Classification, Phase Relations, Common Isolates & Other Auxiliary Tables of DDC, CC and UDC, Postulational Approach to Classification, Five Fundamental Categories and Facet Sequence, Principles of Helpful Sequence, Devices and Indicator Digits, Recent Developments in Classification		
III	<b>Basics of Cataloguing</b> Library Catalogue: Definition, Function, Types & Physical Forms, Kinds of Catalogue Entries and their Functions, History of Catalogue Codes, Salient Features of AACR-II and CCC.		
IV	<b>Normative Principles and Subject Cataloguing &amp; Bibliographical Formats &amp; Other Aspects</b> Normative Principles & Canons of Cataloguing, Subject Cataloguing: Chain Procedure, Subject Heading Lists, Filing of Catalogue Entries & Alphabetization, Machine Readable Catalogue, OPAC & Web OPAC, Standards of Bibliographic Descriptions and Record Formats: ISBD, MARC 21, ISO-2709/Z39.2, A detailed study of DDC, CC and UDC: Notation, Canon Isolation, Auxiliary Tables etc. Centralized and Cooperative Cataloguing, Simplified Cataloguing, Programmes for Cooperative Cataloguing: BIBCO, CONSER & NACO, Cataloguing of Non-Book Materials: Cataloguing Materials, Electronic Documents, Audio-Visual Materials.		

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**References:**

1. Dr. Tripathi S. M. Fundamental of Library Classification, Y. K. Publication, Agra.
2. Dr. Saxena L. S. UDC: Theory & Practice Bhanupriya Pustak Prakashan Sansthan.
3. Sharma B. K. Knowledge Organisation and Information Retrieval Theory Y. K. Publication Agra.
4. Tripathi S. M., Library Classification, Y. K. Publication, Agra.
5. Sharma B. K., Knowledge Organisation and Information Retrieval Theory, Y. K. Publishers, Agra.

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Semester	1 <sup>st</sup>		
Course Code	BLIS104		
Course Title	Knowledge Organization: Library Classification & Cataloguing-I(Practical)		
Credit	5	Maximum Marks	100
<b>Course Objective:</b> 1. To know classification of documents through various methods. 2. To aware about the Colon Classification. 3. To understand the process of cataloguing.			
<b>Learning Outcomes:</b> After successful completion of the syllabus, learners will be able to: ● Use the Colon Classification. ● Use cataloguing. ● Be aware with latest cataloguing bibliographic process.			
Unit	Course Content		
I	Steps in Classification, Classification of Documents by Colon Classification and Dewey Decimal Classification with available edition with the following details –		
II	Colon Classification: Basic Subject, Compound and Complex Subject, Five Fundamental Categories, Facet Sequence, Phase Relations.		
III	Classification of Documents with Complex Subjects according to Colon Classification		
IV	Cataloguing of Books and Periodicals in accordance with the latest available edition of AACR and Sears List of Subject Headings: Works of Single and Shared Responsibilities (personal, corporate etc.)		
<b>References:</b> 1. Dr. Tripathi S. M., Colon Classification, Y. K. Publication, Agra. 2. Dewey M., Dewey Decimal Classification D. D. C. 19th Edition Vol. I, II, III. 3. Ranganathan S. R., Colon Classification 6th Edition, ESSESS Publication, New Delhi. 4. Champavat G. S., Colon Classification: A Practical Study, Raj Publishing House, Jaipur. 5. Gautam J. N. and Niranjan Singh: Advanced Cataloguing Practices (CCC & AACR-2); Y. K. Publication, Agra.			

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Semester	1		
Course Code	BLIS105a		
Course Title	ETHICS IN LIBRARIANSHIP		
Credit	5	Maximum Marks	100
<b>Course Objective:</b> Students will understand the concept of ethics and professional ethics. This course will be able to apprise the key ethical issues involved in professional life and various codes of ethics given by different library associations. The students will be able to develop skills to face the challenges of library profession in ethical manners.			
<b>Learning Outcomes:</b> After successful completion of the syllabus, learners will be able to: 1. Apprehend their professional ethics 2. Know the various ethical codes of different associations. 3. Understand the challenges in the practice of ethics in the librarianship.			
Unit	Course Content		
I	Librarianship as a profession Ethics: concept, origin and history Professional Ethics: Concept, Objectives and Importance Professional Ethics for Librarianship Facets of LIS Code of Ethics Committee on Professional Ethics (COPE)		
II	American Library Association Code of Ethics IFLA Code of Ethics for Librarianship Code of Ethics for LIS Profession in India		
III	Code of Ethics in Digital Era Issues such as Privacy, Authenticity /validity, Accuracy in digital era Authority in Implementation		
IV	Teaching Ethics in LIS: Methods Learning Resources Evaluation Recommended Books		
<b>References:</b> 1. Chopra, H. R. (1989) Librarianship: as a profession in India, Jodhpur: Jain Brothers. 2. Coblans, H. (1974) Librarianship and documentation: an international perspective. London: Andre Deutsch Limited.			

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3. Jayshree, Suresh. Human Values and Professional Ethics. Delhi: Chand.
4. Margarita, P.P. (2018). Ethics Management in Libraries and Other Information Services. Sawston: Chandos.
5. Mukherjee, A.K (1957). Librarianship: its philosophy and history. Bombay, Asia Publishing House.
6. Ranganathan, S.R. (1997). Five Laws of Library Science. Bombay: Asia Publishing House.
7. Subramanian, R. (2017) Professional Ethics. Oxford: Oxford University Press.

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<b>Semester</b>	I		
<b>Course Code</b>	BLIS105b		
<b>Course Title</b>	INTERNET FOR LIBRARY AND INFORMATION SERVICES		
<b>Credit</b>	5	<b>Maximum Marks</b>	100
<b>Course Objective:</b> The course objectives are to describe the Internet and related aspects of it. Student will develop competency in the use of Internet use and its application for library and information services			
<b>Learning Outcomes:</b> After successful completion of the syllabus, learners will be able to: 1. Use internet in the right way 2. Know the various usages of internet 3. Know the various access methods of internet.			
<b>Unit</b>	<b>Course Content</b>		
I	Internet: Concept, Evolution & Components Internet Terminologies- Browser, WWW, Website, Webpage, URL, URI, HTTP, Hypertext, Protocol, Search engine Internet: Architecture Application of Internet on Library and Information Centers		
II	Working of Internet Internet Connection and Access methods Internet Addressing System – IP address and domain name system Internet, Intranet and Extranet		
III	Internet Resource Access Tools – Telnet, FTP, Gopher, Archie, Mosaic and WWW Web Retrieval Tools – subject directories, search engines and Meta search engines Distributed Information System and Library: Web 2.0, Library 2.0, Linked data, Cloud computing, Semantic Web.		
IV	Internet Sources: an overview Internet Security: Threats and Measures Plagiarism and The Internet Provisions in Indian Copyright Law related to Internet Information Ethics		

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**References:**

1. Bradley, P. (2017) Expert Internet Searching. London: Facet.
2. Bradley, P., & Aslib. (2000). World Wide Web: How to Design and Construct Web Pages. London: ASLIB.
3. Bradley, P. (2007). How to Use Web 2.0 in Your Library. London: Facet.
4. Tate, M. A. (2018) Web Wisdom: How to Evaluate and Create Quality on the Web. UK: Taylor & Francis.
5. Comer, D. E. (2018) The Internet Book. UK: Taylor & Francis.

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<b>Semester</b>	1		
<b>Course Code</b>	BLIS105c		
<b>Course Title</b>	MOOCs		
<b>Credit</b>	5	<b>Maximum Marks</b>	100
<b>Course Objective:</b> The objective of this course is to provide students a flexible way to learn knowledge and skills and opportunity to build their career and deliver educational experiences			
<b>Course Content</b>			
<p>The traditional classroom is limited in how many students it can serve, millions of people around the world need quality education with no boundaries. MOOCs are free online courses available for anyone to enroll. Millions of people around the world use MOOCs to learn for a variety of reasons, including career development, changing careers, college preparations, supplemental learning, life-long learning, corporate e-learning, training, and more. MOOCs have dramatically changed the way the world learns.</p> <p>By giving students, a choice to opt for MOOCs, the department provides a flexible way to learn knowledge and skills, and an opportunity to build their careers and deliver educational experiences. At the time of selecting Discipline Specific Electives, students can opt for a MOOC course. The process for opting for a MOOC course by the student is given below:</p> <ul style="list-style-type: none"><li>• Consult the list of MOOC courses.</li><li>• Visit the SWAYAM portal/any other MOOCs portal. MOOC courses may be opted depending upon availability on SWAYAM portal/any other MOOCs portal.</li><li>• Inform the Department about the chosen course and get it approved by the Department before beginning the course.</li><li>• Apply online through SMS or mobile app.</li><li>• After the process, the student enrolls/registers in the subject on the MOOCs portal.</li><li>• Inform the Department and Controller of Examinations after registering and enrolling on the portal.</li><li>• After the completion of the subject, a copy of the certificate of completion with the marks obtained is to be submitted to the Department before the commencement of the First Semester Examination.</li><li>• Necessary registration fee, etc., would be the responsibility of the student, who would inform the HOD and the COE before the beginning of the semester. The student will be responsible for applying, making required payments, as well as submitting the grades to the University</li></ul>			

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Semester	2 <sup>nd</sup>		
Course Code	BLIS201		
Course Title	Library Management		
Credit	6	Maximum Marks	100
<b>Course Objective:</b> 1. To know about the principles of library management. 2. To aware about the development of collection process. 3. To know about housekeeping activities of library. 4. To know about the role of personal and financial management of library.			
<b>Learning Outcomes:</b> After successful completion of the syllabus, learners will be able to: • Understand the principles behind library management. • Be aware about the process and policies of collection and handling library materials. • Know about various housekeeping activities of library. • Know about the personal and financial management of library.			
Unit	Course Content		
I	<b><i>Principles of Library Management</i></b> Principles of Management & their application in Libraries and Information Centres, Elements of Management Process: POSDCORB, Total Quality Management (TQM)		
II	<b><i>Collection Development</i></b> Policies & Principles: Print and Digital Resources, Selection-tools for Books and Non-book Materials, Handling of Government Documents and Manuscripts		
III	<b><i>Library House Keeping Activities: Routines &amp; Workflows</i></b> Acquisition of Reading Materials – Principles, Routines and Records, Technical Processing: Planning and Procedures, Circulation: Methods, Routine, Records, Serials Control, Maintenance, and Management: Shelving, Stock Verification and Preservation of Library Materials, Annual Report and Library Statistics.		
IV	<b><i>Personnel Management &amp; Financial Management</i></b> Human Resource Development, Staff Recruitment, Selection & Training, Staff Formula, Staff Development, Motivation & Leadership Quality Improvement, Staff Manual, Library Finance, Library Budget.		
<b>References:</b> 1. Vyas S. D. Pustakalaya Prabandhan, Punchsheel, Prakashan, Jaipur. 2. Dr. Tripathi S. M. Library Management – Y. K. Publication, Agra. 3. Dr. Pandey & Sharma S. K. Pustakalya Aur Samaj, Prantha Academy, New Delhi 4. Sharma B. K. Library Management - Y. K. Publishers, Agra. 5. Nupur Jhanjhi, Library Organizational Structure, Arya Publications, New Delhi.			

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Semester	2 <sup>nd</sup>		
Course Code	BLIS202		
Course Title	Information Sources & Services		
Credit	6	Maximum Marks	100

**Course Objective:**

1. To know about the nature and concept of information sources.
2. To aware about the various reference tools.
3. To know about the various electronic sources of information.
4. To aware with web resource and information services.

**Learning Outcomes:** After successful completion of the syllabus, learners will be able to:

- Know about the various sources of information.
- Know about various reference tools.
- Understand the importance of electronic and web resources of information.
- Be aware with various information services.

Unit	Course Content
I	<b><i>Nature of Information Sources</i></b> concept of Information Source, Kinds of Information Source – Primary, Secondary and Tertiary, Basic Reference & Information Sources and Criteria for Evaluation.
II	<b><i>Reference Tools</i></b> Bibliographical Sources: National Bibliographies, Trade Bibliographies, Language Dictionaries, Encyclopedia Yearbooks & Directories, Biographical & Geographical Sources.
III	<b><i>Electronic Sources &amp; Web Resources</i></b> CD-ROMs and Multimedia, Electronic Books and Electronic Journals, Electronic Databases, Web Resources - World Wide Web: Services & Facilities, Websites & Sources - Subject Portals, Digital Libraries, Discussion Forums, Bulletin Boards, Consortia, Wikis, Blogs & RSS.
IV	<b><i>Information Services</i></b> Information Services: Concept, Types and Need, Type of Information Services: Literature Search, Documentation Service, Translation Service and Document Delivery Service, CAS and SDI Service, Electronic Information

**References:**

1. Gautam J.N. And Niranjana Singh: - Advanced Cataloguing Practices (CCC&AACR-2); Y.K. Publication Agra.
2. Tripathi S.M. and Shavkin N.S.: Fundamental of Cataloguing Theory) Y.K. Publication Agra.
3. Sharma Mahendra Nath, Principles of Cataloguing Panchshil Publication, Jaipur.

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4. Kumar Dr. Ajay, Library Cataloguing (Theory) University Publication, New Delhi.
5. Singh Ajit: Physical Form of Library Catalogue (Theory) Arya Publication, New Delhi.

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Semester	2 <sup>nd</sup>		
Course Code	BLIS203		
Course Title	Knowledge Organization: Library Classification & Cataloguing – II(Practical)		
Credit	5	Maximum Marks	100
<b>Course Objective:</b> <ol style="list-style-type: none"><li>1. To know classification of documents with DDC edition.</li><li>2. To understand the process of cataloguing of documents involving authorship.</li><li>3. To understand the cataloguing of periodicals according to AACR-II.</li></ol>			
<b>Learning Outcomes:</b> After successful completion of the syllabus, learners will be able to: <ul style="list-style-type: none"><li>• Classify documents using DDC edition.</li><li>• Cataloguing of documents with authorship.</li><li>• Cataloguing of periodicals according to AACR-II.</li></ul>			
Unit	Course Content		
I	Classification of Documents with Complex Subjects according to DDC edition		
II	Dewey Decimal Classification: Main Class, Divisions, Tables, Use of Schedule & Relative Index.		
III	Cataloguing of Documents involving complicated Personal and Corporate Authorship according to AACR-II		
IV	Cataloguing of Periodicals according to AACR-II		
<b>References:</b> <ol style="list-style-type: none"><li>1. Dr. Tripathi S. M., Colon Classification, Y. K. Publication, Agra.</li><li>2. Dewey M., Dewey Decimal Classification D. D. C. Edition Vol. I, II, III.</li><li>3. Ranganathan S. R., Colon Classification 6th Edition, ESSESS Publication, New Delhi.</li><li>4. Champavat G. S., Colon Classification: A Practical Study, Raj Publishing House, Jaipur.</li><li>5. Gautam J. N. and Niranjan Singh: Advanced Cataloguing Practices (CCC &amp; AACR-2); Y. K. Publication Agra.</li></ol>			

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Semester	2 <sup>nd</sup> SYLLABUS		
Course Code	BLIS204		
Course Title	Computer Basics & Applications (Practical)		
Credit	5	Maximum Marks	100
<b>Course Objective:</b> <ol style="list-style-type: none"><li>1. To know about various components of internet and webpage designing.</li><li>2. To know data basic creation and its management.</li><li>3. To aware with MARC format.</li><li>4. To know about function and operating system of computer.</li></ol>			
<b>Learning Outcomes:</b> After successful completion of the syllabus, learners will be able to: <ul style="list-style-type: none"><li>• Use computer and its operating system.</li><li>• Design webpages.</li><li>• Create and manage data and use office management through computer.</li><li>• Aware with MARC format.</li></ul>			
Unit	Course Content		
I	<b>Introduction to Computer–</b> Functional parts of Computer: Hardware, Software, Operating system (Windows/Unix) Hands-on experience with computer operation with reference to Formatting of HTML Document		
II	Web Page Designing <b>Internet–</b> WWW, Web Searching, internal searching, database searching.		
III	CDS/ISIS–Data base creation, Management and Retrieval <b>Office Management Suite –</b> Word processor, Presentation, Spreadsheet		
IV	MARC Format		
<b>References:</b> <ol style="list-style-type: none"><li>1. Amstrong, C. J. and Large, J. A. (1990). CD-ROM Information Products An Evaluative Guide and Directory. Alderhot: Gower.</li><li>2. Baker, K. (1982). The Impact of Information Technology. Amsterdon: North Holland. pp. 77-80.</li><li>3. Bashr, Alice H. (1979). Automated Library circulation systems White Plains, New York: Knowledge Industry Publications.</li></ol>			

Dr. P. S. Saunif



Jananayak Chandrashekhar University, Ballia

SYLLABUS

Semester	2 <sup>nd</sup>	SYLLABUS	
Course Code	BLIS205		
Course Title	Project Report, Summer internship and Viva-voce		
Credit	5	Maximum Marks	100
Each candidate shall prepare a report on an assigned project.			

Q. 219 Savmya