



Bachelor of Library & Information Science (Library and Information Science)
BLISc. Semester I

Course Code	UA01CLIB51	Title of the Course	Knowledge Organization, Information Processing & Retrieval (Library Classification Theory)
Total Credits of the Course	5	Hours per Week	5
Course Objectives:	<ol style="list-style-type: none">1. To know the elements of library classification.2. To know the meaning, purpose, functions, theories and canons of library classification.3. To build skills of classification.4. To be familiar with major schemes of classification.5. To be familiar with the current trends in library classification.		

Course Content		
Unit	Description	Weightage* (%)
I	Library Classification: Meaning , need and purpose & Functions Knowledge classification and Document classification Normative principles: Basic laws Five Laws of Library Science and their Cannons: Idea plane, Verbal plane and Notational plane Formation, Structure and development of Subjects.	25%
II	Spices of classification scheme Enumerative classification (EC) Almost enumerative classification Rigidly faceted classification (RFC) Freely faceted classification (FFC) Brief study of major schemes: DDC, UDC and CC Notation: Definition, types, quality and functions	25%
III	Five fundamental categories PMEST Postulates pertaining to fundamental categories Isolates: Common isolates Special isolates Devices Phase relation:	25%



	Phase Intra-facet Intra-array	
IV	Computer & Classification New trends & development Web Dewey	25%

Teaching- Learning Methodology	Classroom Teaching Seminar, Assignment Project work Practical
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Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written / Practical Examination (As per CBCS R.6.8.3)	15%
2.	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	15%
3.	University Examination	70%

Course Outcomes: Having completed this course, the learner will be able to	
1.	Students will explain the nature of library classification.
2.	Highlight salient features of major classification schemes.
3.	Illustrate knowledge as mapped in different classification schemes
4.	Explain the relation between computer and classification.
5.	Understand the value of Classification in a Library Organization sense and Knowledge organizational sense and services.
6.	Applies the principles, approaches and methods of the Organization of Subject Content Present and Future Library.

Suggested References:	
Sr. No.	References
1.	AGGARWAL (D S). Lectures En Universe of Knowledge. Delhi: Academic, 1985.
2.	BAVAKUTTY (M). Canons of Library Classification. Trivandrum: Kerala Library Association, 1981.
3.	SAYERS (Berwick W C). An Introduction to Library Classification. London: Grafton and Co.,



	1958.
4.	British Standards Institute. Universal Decimal Classification. London: Bsi, 1988.
5.	BUCHAN (Brain). Theory of Library Classification. London: Clive Bingley, 1979.
6.	CHAN (Lois Mai). Cataloguing and Classification: An Introduction. New York: Mc Graw Hill, 1985.
7.	COMAROMI (John P) and SATIJA (M P). Exercises In The 20th Ed. of The Dewey Decimal Classification. Delhi: Sterling, 1990.
8.	CUTTER (C A). Cutter- Sanborn. Figure Author Table.
9.	DEWEY (Melvil). Dewey Decimal Classification. 21* Ed.
10.	DHYANI (P). Guide to DDC. New Delhi: Metropolitan.
11.	FOSKETT (A C). The Subject Approach to Information. 4th Ed. London: Civil Bingley, 1982.
12.	FOSKETT (A C). The Universal Decimal Classification: The History, Present Status and Future Prospects of a Large General Classification Scheme. London, Dive Bingley, 1973.
13.	KRISHAN KUMAR. Theory of Classification. Delhi: Vikas, 1991.
14.	KAULA (P N). Treatise on Colon Classification. Delhi: Sterling, 1985.
15.	KUMAR (P S G). Practical Guide to DDC 20. Nagpur. Datisene, 1990.
16.	LANGRIDGE (Derek). Aesraash to Classification for the Students of Librarianship, London: Clive Bingley. 1973.
17.	MALTBY (A). Sayers Manual of Classification for Librarians. 5th Ed. London: Andre Deutsch, 1975.
18.	MILLS (J). Modern Outline of Library Classification, Bombay, Asia, 1952.
19.	MILLS (J). Universal Decimal Classification. Rutgers State University, 1986.
20.	NEEDHAM (C D). Organizing Knowledge in Libraries: Introduction to Library Classification and cataloguing. 2 Ed. London: Andre Deutsch, 1971.
21.	OHDEDAR (A K) and SENGUPTA (B). Library Classification. Calcutta: World Press, 1977.
22.	PALMER (B I) and WELLS (A J). Fundamentals of Library Classification. London: George Allen and Unwind.
23.	PARKHI (R S). Decimal Classification and Colon Classification in Perspective. Bombay: Asia, 1964.
24.	PHILIPS (W H). Primer of Book Classification, London, the Library Association, 1953.
25.	RANGANATHAN (S R). Descriptive Account of Colon Classification. Bombay: Asia, 1976.
26.	RANGANATHAN (S R). Elements of Library Classification. 3rd Ed. Bangalore: Sarada Ranganathan Endowment. 1967.
27.	RANGANATHAN (S R). Prolegomena to Library Classification. 3rd Ed. Bangalore: Sarada Ranganathan Endowment 1967.
28.	RANGANATHAN (S R). Colon Classification, 6th Ed. (With Amendments) Bombay: Asia, 1968.
29.	RANGANATHAN (S R). Colon Classification, 7th Ed. Revised and Edited By Magopinath. Bangalore: Sarada Ranganathan Endowment for Library Science, 1987.
30.	RAJU (A A N). Decimal, Universal Decimal and Colon Classification.
31.	SACHDEVA (M S). Colon Classification Theory and Practice Delhi, Sterling, 1983. .
32.	SEWA SING. A Practical Manual of Colon Classification 7 Ad. Bombay: Jaieo House, 1990.
33.	SRIVASTAVA (A P). Theory of Knowledge Classification In Libraries, New Delhi, Laxmi, 1964.

On-line Resources to be used if available as reference material

On-line Resources

<https://epgp.inflibnet.ac.in/>

<http://egyankosh.ac.in/>

<https://ndl.iitkgp.ac.in/>

<https://www.vmou.ac.in/slm>

<https://baou.edu.in/syllabus-slm-e-books>

http://spuvvn.edu/administration/service_centres/library/collection/index.php

<https://nios.ac.in/online-course-material/sr-secondary-courses/library-and-information-science.aspx>





SARDAR PATEL UNIVERSITY
Vallabh Vidyanagar, Gujarat
(Reaccredited with 'A' Grade by NAAC (CGPA 3.25)
Syllabus with effect from the Academic Year 2021-2022

(Bachelor of Library and Information Science) (Library and Information Science)
(BLISc) (Library and Information Science) Semester I

Course Code	UA01CLIB52	Title of the Course	Knowledge Organization, Information Processing & Retrieval (Library Cataloguing and Subject Indexing – Theory)
Total Credits of the Course	5	Hours per Week	5

Course Objectives:	<ol style="list-style-type: none">1. Students explain library catalogue and similar other tools2. Students explain the development of cataloguing codes3. Students demonstrate types of library catalogues4. Students illustrate different types of catalogue entries and explain their functions5. Students explain normative principles6. Students compare various subject indexing tools7. Students distinguish the concept of centralized cataloguing and Union catalogue8. Students acquaint with latest trends in cataloguing
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Course Content		
Unit	Description	Weightage* (%)
1.	<p>Library Catalogue: Definition, need, objectives and functions</p> <p>Library Catalogue and similar other tools: Bibliographies Publishers Catalogue Accession list Shelf list</p> <p>Development of cataloguing codes: Types of Library Catalogues: Physical /Outer forms Conventional forms (Book Sheaf, Card and Computerized Catalogues) Non conventional forms (Visible Indexing and Microforms)</p>	25



	<p>Inner forms Dictionary Catalogue, Classified Catalogue and Alphabetic-Classified Catalogue</p>	
2.	<p>AACR-2 (Revised Edition) and CCC 5th Edition. (Introductory)</p> <p>Different types of catalogue entries and their functions: Main Entry, Added Entries</p> <p>Reference Entries: Cross Reference Entry and Cross Reference Index Entry Elements of information in each type of entries Rules for filing of catalogue entries – Basic concept</p> <p>Normative Principles: Laws, Canons, Principles</p>	25
3.	<p>Subject Cataloguing: Concept, purpose</p> <p>Subject Indexing: Meaning, Need, Purpose and Objectives Library of Congress Subject Heading Sears list of Subjects Heading Chain Procedure</p> <p>Centralized Cataloguing: Meaning, Objectives and Forms</p> <p>Union Catalog: Definition, use and functions</p>	25
4.	<p>Recent trends in cataloguing: OPAC (web based catalogues) Copy Cataloguing Z39.50 WorldCat Machine- Readable Cataloguing (MARC) Functional Requirement of Bibliographic Recording (FRBR) Resource Description and Access (RDA) Next generation catalogues Web scale discovery services Linked Data</p>	25

Teaching-Learning	Classroom Discussion; Study Tour; Internship; Field Work at University Library (Bhaikaka Library)
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Methodology	
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Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written / Practical Examination (As per CBCS R.6.8.3)	15%
2.	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	15%
3.	University Examination	70%

Course Outcomes: Having completed this course, the learner will be able to	
1.	Explain the concept of library catalogue and compare similar tools of cataloguing
2.	Recognize various inner and outer forms of library catalogue
3.	Explain how to prepare main and added entries
4.	Illustrate various approaches of deriving subject headings
5.	Explain the normative principles of cataloguing
6.	Demonstrate the concept of co-operative and centralized cataloguing
7.	explain the current trends in library cataloguing

Suggested References:	
Sr. No.	References
1.	<i>Anglo-American Cataloguing Rules</i> (2 nd rev. ed.). (1988). Chicago: ALA and Library Association.
2.	<i>American Library Association</i> (1968). Chicago: ALA and Library Association.
3.	Chakraborty, A. R. & Chakrabarti, B. (1984). <i>Indexing: principles, processes and</i>



	<i>products</i> . Culcutta: World Press.
4.	Chapman, L. (1984). <i>How to Catalogue: a practical handbook using AACR 2 and Library of Congress</i> (2nd rev. ed.). London: Dive Bingley.
5.	Cutter, Charles A. (1949). <i>Rules for a Dictionary Catalogue</i> . London: Library Grafton & Co.
6.	Chau, L.M. (1995). <i>Cataloguing and Classification: An Introduction</i> . New York: Mcgraw Hill.
7.	Coates, E.L. (1960). <i>Subject Cataloguing: Processing and Structure</i> . London: Library Association.
8.	Collison, R.L. (1969). <i>Indexes and Indexing</i> . 3rd Ed. London: Earnest Benn.
9.	Coyle, Karen (2015). <i>FRBR, before and after: a look at our bibliographic models</i> . American Library Association. (Accessible through Bhaikaka Library at SPU only).
10.	Dolby, J.L. (1969). <i>Computerized Library Catalogues: their growth, cast and utility</i> . Cambridge: MIT Press.
11.	Fritz, D. A. (2009). <i>Cataloging with AACR2: Anglo American cataloging rules and MARC21 for books, electronic resources, sound recordings, videorecordings, and serials</i> . (2nd ed.). New Delhi: Pentagon Press.
12.	Foskett, A. C. (1996). <i>Subject Approach to Information</i> . 5th ed. London: Library Association
13.	Guha, B. (1983). <i>Documentation and Information: Services, Techniques and Systems</i> . 2nd rev. Culcutta: World Press.
14.	Hunter, E.J. <i>An Introduction to AACR 2</i> . London: Clive Bingley.
15.	Hunter, E.J. & Bakewell, K.B.G. (1983): <i>Cataloguing</i> . London: Clive Bingley
16.	Hunter, Eric J. (1989). <i>Examples illustrating AACR-2 (1988) revision</i> . London: LA.
17.	Hunter, E.J. (1986). <i>Computerized cataloguing</i> , New York: Philosophical Library.
18.	IFLA. (2007). <i>ISBD (International Standard Bibliographic Description)</i> . ISBD: International standard bibliographic description (consolidated ed.). München: K. G. Saur.
19.	IFLA, <i>Study Group on the Functional Requirements for Bibliographic Records</i> . (2010). <i>Functional Requirements for Bibliographic Records</i> . München: K.G. Saur



20.	Krishan Kumar. (1990). <i>An introduction to AACR-2</i> . New Delhi: Vikas.
21.	Kumar, G. & Kumar, K. (1986). <i>Theory of cataloguing</i> (5th. Rev. ed.). New Delhi: Vikas Publishing House Pv. Ltd.
22.	Mann, M. (1943). <i>Introduction to Cataloguing and Classification of Books</i> . 2nd ed. Chicago: ALA.
23.	Maxwell, Margaret F. 1989. <i>Handbook for AACR-2</i> (1988) revision. Chicago: ALA.
24.	Maxwell, R. L. 2014. <i>Maxwell's handbook for RDA: explaining and illustrating RDA using MARC21</i> . London: Facet Publishing
25.	Wilson, H.W.; Bristow, B.A. & Fielder, C. (Eds.). (2018). <i>Sears List of Subject Headings</i> (22th ed.). 1056p., New York: H.W.Wilson.
26.	Olson, H. A. and Boll, J. J. (2001). <i>Subject analysis in online catalogs</i> . (2nd ed.). Englewood, Co.: Libraries Unlimited.
27.	Parkhi, R. S. (1964). <i>Decimal Classification and Colon Classification in perspective</i> . Bombay: Asia
28.	Ranganathan, S. R. (1974). <i>Cataloguing practice</i> (2nd ed.). Bombay: Asia.
29.	Ranganathan, S. R. (1964). <i>Classified Catalogue Code with additional rules for Dictionary catalogue code</i> (5th ed.). Bombay: Asia.
30.	Rangnathan, S.R. (1955). <i>Heading and canons: Comparative Study of Five Catalogue Sodas</i> . Madras: Viswanathan,
31.	Rowley, J.E. (1967). <i>Organizing knowledge</i> . Alders Hot Gower.
32.	Sharp, H.A. (1964). <i>Cataloguing: A textbook for use in libraries</i> , 5th ed. Bombay: Allied.
33.	Sengupta, B. (1964). <i>Cataloguing: its theory and practice</i> . Michigan: The University of Michigan.
34.	Shera, J.H. & Egan, M. (1956),(Eds.). <i>The Classification Cataloguing Basic Principles and Practices</i> . Chicago: ALA.
35.	Taylor, A. J. and Miller, D. P. (2007). <i>Introduction to Cataloging and Classification</i> . (10th ed). New Delhi: Atalntic Publishers
36.	Vishwanathan, C.G. (1983). <i>Cataloguing: theory and practice</i> . 5th ed. Lucknow: Print House.
37.	Wellisch, H. H. (1977)(Ed.). <i>The precis index system: principles, applications and prospects</i> . 211p., New York, H. W. Welson.



38.	Wynar, B. S. and Miller, D P. (2000). <i>Wynar's introduction to cataloging and classification</i> . (9th ed.). Englewood, Co.: Libraries Unlimited
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On-line resources to be used if available as reference material

On-line Resources

[BAOU Study Materials](https://baou.edu.in/syllabus-slm-e-books) (for Gujarati only) (<https://baou.edu.in/syllabus-slm-e-books>)

[Egyankosh of IGNOU](http://egyankosh.ac.in/) (<http://egyankosh.ac.in/>)

[EPGPathshala](http://epgp.inflibnet.ac.in/) (<http://epgp.inflibnet.ac.in/>)

[National Digital Library](https://ndl.iitkgp.ac.in/) (<https://ndl.iitkgp.ac.in/>)





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(Bachelor of Library and Information Science) (Library and Information Science)
(BLISc) (Library and Information Science) Semester I

Course Code	UA01CLIB53	Title of the Course	Knowledge Organization, Information Processing & Retrieval (Library Classification – Practical)
Total Credits of the Course	5	Hours per Week	10

Course Objectives:	<ol style="list-style-type: none">1. Students explain DDC (21st Edition) and CC (6th Edition)2. Students demonstrate documents representing simple, compound, complex subjects and documents having common isolates3. Students build class number for documents representing simple subject, compound subject, complex subjects and documents having common isolates4. students assign book number
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Course Content		
Unit	Description	Weightage* (%)
1.	Classification of Document Using 21st Edition of DDC & CC 6th Edition Construction of Class Number for Documents representing simple subject Construction of Class Number for Documents having common isolates Construction of Class Number for Documents representing Compound subject Construction of Class Number for Documents representing Complex subject	70
2.	Assigning The Book Number	30

Teaching-Learning Methodology	Classroom Discussion; Practical; Study Tour; Internship; Field Work at University Library (Bhaikaka Library)
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Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written / Practical Examination (As per CBCS R.6.8.3)	15%
2.	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	15%
3.	University Examination	70%

Course Outcomes: Having completed this course, the learner will be able to	
1.	Illustrate mechanism of constructing class number
2.	Analyse main class, subject, sub-subject and isolate ideas
3.	Synthesize class numbers by using the standard subdivisions/common isolates/auxiliary tables
4.	Construct class numbers for documents with simple, compound and complex subjects
5.	Compile book numbers and be able to use index and relative index of the classification schemes

Suggested References:	
Sr. No.	References
1.	Dewey, M. (1996). <i>Dewey Decimal Classification</i> (21nd ed., 4 Vols.). New York: Forest Press.
2.	Ranganathan, S. R. (1960). <i>Colon Classification</i> (6th ed.). Bangalore, Bangalore: Ess Ess Publications.
3.	Satija, M. P. (1984). <i>Manual of Practical Colon Classification</i> . New Delhi: Sterling Publishers Private limited
4.	Satija, M. P. (2011). <i>A Guide to the Theory and Practice of Colon Classification</i> . New Delhi: Ess Ess Publications



On-line resources to be used if available as reference material

On-line Resources

[BAOU Study Materials](https://baou.edu.in/syllabus-slm-e-books) (for Gujarati only) (<https://baou.edu.in/syllabus-slm-e-books>)

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Course Code	UA01CLIB54	Title of the Course	Knowledge Organization, Information Processing & Retrieval (Library Cataloguing and Subject Indexing – Practical)
Total Credits of the Course	5	Hours per Week	10

Course Objectives:	<ol style="list-style-type: none">1. Students explain cataloguing code i.e. AACR-II2. Students illustrate catalogue entries for various types of information sources3. Students derive subject headings through standard tools4. Students demonstrate online cataloguing
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Course Content		
Unit	Description	Weightage* (%)
1.	Cataloguing of documents Using AACR-II Cataloguing of simple documents Cataloguing of multi volumes & complex documents Cataloguing of periodicals Cataloguing of monographs, None Book Material	70
2.	Assigning subject heading using: Chain Indexing Sears list of Subject Heading	25
3.	Online Cataloguing: Metadata Copy Catalogue Demonstration of World Cat, FRBR	5

Teaching-Learning Methodology	Classroom Discussion; Practical; Study Tour; Internship; Field Work at University Library (Bhaikaka Library)
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Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written / Practical Examination (As per CBCS R.6.8.3)	15%
2.	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	15%
3.	University Examination	70%

Course Outcomes: Having completed this course, the learner will be able to	
1.	Use the catalogue code i.e. AACR-II and standards
2.	Prepare catalogue entries for various types of information sources
3.	Derive subject headings using various methods and tools
4.	Demonstrate online cataloguing

Suggested References:	
Sr. No.	References
1.	Anglo-American Cataloguing Rules (2nd rev. ed.). (1998). London: Library Association.
2.	Dewey, M. (1996). Dewey Decimal Classification (21nd ed., 4 Vols.). New York: Forest Press.
3.	Dhiman, Anil Kumar (2004). Cataloguing of non – Book materials. New Delhi: Ess Ess Publications
4.	IFLA (2008). Functional requirements for bibliographic records. Retrieved from https://www.ifla.org/files/assets/cataloguing/frbr/frbr_2008.pdf
5.	Kumar, K. (1990). An introduction to AACR-2. New Delhi: Vikas Publishing House.
6.	Ranganathan, S. R. (1964). Classified Catalogue Code with additional rules for Dictionary catalogue code (5th ed.). Bombay: Asia.
7.	Ranganathan, S. R. (1960). Colon Classification (6th ed.). Bangalore, Bangalore:



	Ess Ess Publications
	Sehgal, R. L. (n.d.). <i>Cataloguing manual-AACR-2</i> . New Delhi: Ess Ess Publications.
5.	Wilson, H.W.; Bristow, B.A. & Fielder, C. (Eds.). (2018). <i>Sears List of Subject Headings</i> (22th ed.). 1056p., New York: H.W. Wilson.

On-line resources to be used if available as reference material
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BAOU Study Materials (for Gujarati only) (https://baou.edu.in/syllabus-slm-e-books)
Egyankosh of IGNOU (http://egyankosh.ac.in/)
EPGPathshala (http://epgp.inflibnet.ac.in/)
National Digital Library (https://ndl.iitkgp.ac.in/)
WorldCat





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(Bachelor of Library and Information Science) (Library and Information Science)
(BLISc) (Library and Information Science) Semester I

Course Code	UA01GLIB51	Title of the Course	Foundations of Library and Information Science
Total Credits of the Course	5	Hours Per Week	5

Course Objectives	<ol style="list-style-type: none">1. To build the role and evolution of library as a social institution.2. To identify the role of library in a formal and informal education.3. To extend five laws of library & Information Science and show relevance in it environment.4. To make students appreciate the basic philosophy and ethics of librarianship.5. To create awareness about the role of professional library associations.6. To demonstrate the extension activities in libraries.
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Course Content		
Unit	Description	Weightage (%)
1.	Social and historical Foundations of library India-Ancient period, Medieval period, Present Period (Before & After Independence) Library as a social institution: Objectives & Functions Role of Library in formal and Informal Education Types of libraries (Public, Academic, Specials)	25
2.	Five laws of Library science Relevance of five laws in Information Technology (IT) environment	25
3.	Press & Registration act Delivery of book act Copyright act Censorship Right to Information act Plagiarism and Anti Plagiarism	25
4.	LIS Education: Historical Development of Library Education: India, UK, & USA Latest trends in LIS Education and Research Embedded Librarianship	25



	<p>Library as a Profession: Professional ethics</p> <p>Library association: Indian Library Association (ILA) International Federation of Library Associations and Institutions (IFLA) Gujarat Granthalaya Seva Sangh (GGSS) Extension Activities</p>	
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Teaching Learning Methodology	<p>Class Room Teaching Practical Work through Computer Lab Use of Resources through Central Library .PPT Presentation Online Teaching Through off campus Library Visit and Study Tour Seminar & Presentation Mode</p>
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Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written / Practical Examination (As per CBCS R.6.8.3.)	15%
2.	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3.)	15%
3.	University Examination	70%

Course Outcomes: Having completed this course, the learner will be able to	
1.	The concept of librarianship and the discipline of Library and Information Science.
2.	The basic philosophy and ethics of librarianship.
3.	Know the role of libraries in the development of various aspects of society.
4.	Identify the laws related to libraries and information Science.
5.	Understand librarianship as a profession and its professional ethics.
6.	Assess the role of national and international library associations and organizations.

Suggested References:	
Sr. No.	References
1.	Atherton, Pauline A. (2006). <i>Putting Knowledge to Work: An American View of Ranganathan's Five Laws of Library Science</i> . New Delhi: Ess Ess publications.
2.	Kelley, Thomas (1966). <i>Early Public Libraries</i> . London: The Library Association
3.	Kelley, Thomas (1997). <i>A History of Public Libraries in Great Britain (1845 -1975)</i> . London: The Library Association.
4.	Kent, Allen (et al.) (1978). <i>Encyclopaedia of Library and Information Science</i> . New York: Dekkar.
5.	Khanna, J. K. (1987). <i>Library and Society</i> . Kurukshetra: Research publications.
6.	Kumar, Krishna. (2008). <i>Library Organization</i> . New Delhi: Vikas Publishing.
7.	Kumar, P.S.G. (2003). <i>Foundations of Library and Information Science</i> . Delhi: B R Publishig Corporation.
8.	Rajagopalan, T. S. (ed.) (1986). <i>Ranganathan's Philosophy: Assessment, Impact and</i>



	<i>Relevance</i> . Delhi: Vikas Publishing House.
9.	Ranganthan, S. R. (1988). <i>Five Laws of Library Science</i> . Delhi: UBS Publishers Distributors.
10.	Ranganthan, S. R. (2006). <i>The five Laws of Library Science</i> . New Delhi: Ess Ess publications.
11.	Rath, P. K. and Rath, M. M. (1992) <i>Sociology of Librarianship</i> . Delhi: Pratiksha Prakshan.
12.	अग्रवाल, श्याम सुंदर. (१९९४). <i>पुस्तकालय और समाज</i> . जयपुर: आर.बी.एस.ए. पब्लिशर्स.
13.	शर्मा, पांडेय सूरतकांत. (१९९५). <i>पुस्तकालय और समाज</i> . नई दिल्ली: ग्रंथ अकादमी.
14.	सिंह, अजीत. (२०१२). <i>ग्रंथालय का इतिहास तथा विकास</i> . दिल्ली: आर्य पब्लिकेशन.
15.	મકવાણા, જી. સી. (2020). <i>ગ્રંથાલય ની સામાજિક ભૂમિકા: બદલાતા સમય નો સંદર્ભ</i> . વલ્લભ વિદ્યાનગર: એ.એસ. એફ. કોમ્પ્યુટર્સ.
16.	છાયા, પી. ટી. (૧૯૯૯). <i>કોપી રાઈટ એક્ટ</i> . રાજકોટ: પ્રવીણ પુસ્તક ભંડાર
17.	ભૈયા, છગન. (૧૯૮૬). <i>ગ્રંથાલય સેવા: પાંચ સૂત્રોની અટારીએથી</i> . અમદાવાદ: ગુર્જર ગ્રંથ રત્ન કાર્યાલય.
18.	ભૈયા, છગન. (૧૯૯૧). <i>ગ્રંથાલય વિસ્તરણ પ્રવૃત્તિ</i> . અમદાવાદ: ગુર્જર ગ્રંથ રત્ન કાર્યાલય.

On-line Resources to be used if available as reference material

On-line Resources

<https://epgp.inflibnet.ac.in/>

<http://egyankosh.ac.in/>

<https://ndl.iitkgp.ac.in/>

<https://www.vmou.ac.in/slm>

<https://baou.edu.in/syllabus-slm-e-books>

http://spuvvn.edu/administration/service_centres/library/collection/index.php

<https://nios.ac.in/online-course-material/sr-secondary-courses/library-and-information-science.aspx>





SARDAR PATEL UNIVERSITY
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Syllabus with effect from the Academic Year 2021-2022

(Bachelor of Library and Information Science) (Library and Information Science)
(BLISc) (Library and Information Science) Semester II

Course Code	UA02CLIB51	Title of the Course	Library Administration & Organisation (Theory)
Total Credits of the Course	5	Hours per Week	5

Course Objectives:	<ol style="list-style-type: none">1. Students elaborate the concept of Administration, Organisation and Management2. Students explain principles of organisation and functions of management3. Students illustrate the planning of library building4. Students carry out various housekeeping operations through tradition mode and KOHA based5. Students explain the concept of personnel management6. Students explain the principles and functions of library personnel7. Students illustrate types of staff and staff formula in different libraries8. Students demonstrate library governance9. Students outline estimation of finance10. Students explain various budgeting techniques
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Course Content		
Unit	Description	Weightage* (%)
1.	Administration, Organization & Management: Concept, definition, scope and difference Principles of Organization Functions of Management Planning of Library Building: Need & purpose of planning Principles of Planning Standards of Library Building	25
2.	Library House Keeping Operations (Traditional & Software based KOHA) Different sections of library & information centre and their functions Collection development policies & procedures Book Acquisition	25



	Technical processing Serials control Circulation control Maintenance work Stock verification & Stack rectification Binding Weeding out Archiving- conservation- preservation Restoration including print and non-print / electronic materials	
3.	Personnel Management: Library personnel: Principles & Function Types of staff, Staff formula Library Governance: Power & Functions of Committee	25
4.	Library Finance: Principles Estimation of library finance Budgeting techniques	25

Teaching-Learning Methodology	Classroom Discussion; Practical on KOHA; Study Tour; Internship; Field Work at University Library (Bhaikaka Library)
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Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written / Practical Examination (As per CBCS R.6.8.3)	15%
2.	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	15%
3.	University Examination	70%



Course Outcomes: Having completed this course, the learner will be able to	
1.	Define and differentiate the Administration, Organisation and Management
2.	Relate principles of organisation and function of management in the sense of libraries and information centres
3.	Explain principles and standards of library building
4	Correlate and carry out possible housing keeping operations through manually and KOHA based
5	Illustrate different sections and of library and information centres and explain functions of each section
6	Design collection development policies
7	Carry out various procedures for selection, procurement and accessioning of books
8	Carry out technical processing works
9	Demonstrate procedures of serials control
10	Elaborates various circulation systems
11	Carry out various maintenance works
12	Outline the types of staff and staff formula
13	Illustrate various library committees and elaborate their power and functions
14	Explain principles of library finance
15	Explain methods of financial estimation
16	Elaborate various budgeting techniques

Suggested References:	
Sr. No.	References
1.	Arndt, Theresa S. (2015). Getting started with demand-driven acquisitions for E-books. ALA TechSource



2.	Evans, G. E. (1983). <i>Management Techniques for Librarians</i> . 2nd ed. New York: Academic Press.
3.	Gopinath, M.A. (1982). Financial norms for collection development in libraries. DRTC, Annual Seminar (19)
4.	Johnson, Peggy (2014). <i>Fundamentals of collection development and management</i> , third edition. American Library Association (Accessible through Bhaikaka Library at SPU only)
5.	Katz, W.A. (1980). <i>Collection Development the selection of materials for librarians</i> : New York, Holt Rinhart & Winston.
6.	Koontz, H. & Weihrich, H. (1988). <i>Management</i> . New York : McGraw-Hill.
7.	Kumar, K. (1987). <i>Library Administration and Management</i> : 2nd ed. New Delhi : Vikas
8.	Kumar, K. (1985). <i>Library Manual</i> : New Delhi, Varu.
9.	Lock, R.N. (1985). <i>Library Administration</i> , 3 rd ed. New York: Philosophical Library, 1985
10.	Mittal, R. L. (1984). <i>Library administration</i> (5th. Corr. ed.). New Delhi: Ess Ess Publications.
11.	Narayana, G.I. (1991). <i>Library & Information Management</i> . New Delhi : PHI.
12.	Rangnathan, S. R. (1959). <i>Library administration</i> (2nd ed.). New Delhi: Ess Ess Publications.
13.	Peter, C & Gorman, G.E. (2006). <i>Managing Information Resource in libraries : collection Management in theory and practice</i> . London : Facet Publishing.
14.	Savitra, S. & Gupta, A. (2011). <i>Koha 3 library management system</i> . Mumbai: Packet Publishing.
15.	Sharma, J S. (1978). <i>Library Organization</i> . New Delhi: Vikas.
16.	Shaw, R.R. (1954) (ed.). Scientific management in libraries. In <i>Library Trends</i> , 2(3).



17.	Spiller, D. (1974). <i>Book Selection: An Introduction to Principals and practice</i> . 2 nd Rev. ed. London : CliveBingley.
18.	Vnuk, Rebecca (2015). <i>The weeding handbook: a shelf-by-shelf guide</i> . ALA Editions. (Accessible through Bhaikaka Library at SPU only)
19.	Wilkinson, F. C. &. Lewis, L.K. (2003). <i>The complete guide to acquisitions management</i> (1st ed.). Westport: Libraries Unlimited.

On-line resources to be used if available as reference material
On-line Resources
BAOU Study Materials (for Gujarati only) (https://baou.edu.in/syllabus-slm-e-books)
Egyankosh of IGNOU (http://egyankosh.ac.in/)
EPGPathshala (http://epgp.inflibnet.ac.in/)
National Digital Library (https://ndl.iitkgp.ac.in/)





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Syllabus with effect from the Academic Year 2021-2022

(Bachelor of Library and Information Science) (Library and Information Science)
(BLISc) (Library and Information Science) Semester II

Course Code	UA02CLIB52	Title of the Course	Computer Application – Theory
Total Credits of the Course	5	Hours per Week	5

Course Objectives	<ol style="list-style-type: none">1. To build skill of basics of computer.2. To generate proficiency in hardware and software packages.3. To improve skills of flowchart and algorithm.4. To explain various aspects of library automation.5. To classify how computers can be used in libraries.6. To build awareness about information communication technology.
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Course Content		
Unit	Description	Weightage (%)
1.	Information Technology: Definition, need, scope and objectives Historical development of computers Generation of computers Classification of computers	25
2.	Computer Architecture: CPU Hardware Input and output devices Peripherals	25
3.	Operating System: Single & multi- user systems Basic features of MS-DOS, MS- Windows, Linux, UNIX, Windows- NT Programming languages: concepts and tools Algorithm and Flowcharting Concept of Proprietary Software, Open Source Software, Freeware, Shareware	25
4.	Library Automation & Net Working: Overview Of SOUL and KOHA Housekeeping functions- Acquisition, Processing, Circulation, Serial Control Networks- Definition, Need , Purpose and Types of Network Network Topology: Bus, Ring, Star, Tree, Mesh, Hybrid Internet	25



Teaching Learning Methodology	Class Room Teaching Practical Work through Computer Lab Use of Resources through Central Library .PPT Presentation Online Teaching Through off campus Library Visit and Study Tour Seminar & Presentation Mode
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Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written / Practical Examination (As per CBCS R.6.8.3.)	15%
2.	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3.)	15%
3.	University Examination	70%

Course Outcomes: Having completed this course, the learner will be able to	
1.	Explain the structure of computer and functions of its various units.
2.	Classify the types of computers and various operating systems.
3.	Plan and implement automation in library housekeeping operations and services.
4.	Highlight the nature and components of computer networks and their protocols and Standards.
5.	Discuss of Internet, search engines and network security.

Suggested References:	
Sr. No.	References
1.	Leon, A. L. (n.d.). <i>Fundamentals of Information Technology</i> . Chennai: Leon TechWorld.
2.	Radhakrishna, P. (n.d.). <i>Computers and Information Technology</i> . Hyderabad: Hitech.
3.	Kumar, P. S. (2003). <i>Information Technology: Basics</i> . Delhi: B R Publishing Corporation.
4.	Rani, Y. S. (2015). <i>Information technology in Library Science</i> . Delhi: SBW Publishers.
5.	Riaz, M. (1991). <i>Library Automation</i> . Islamabad: EBSCO Subscription Services.
6.	Singh, M. P. (2004). <i>Use of Information Technology in Library and Information Science</i> . Delhi: Abhijeet Publications.
7.	Tripathi, M. (2011). <i>Fundamentals of Information Communication Technology</i> . Agra: Y K Publisher.
8.	Tanenbaum, Andrew S., (2009), <i>Computer Networks</i> , New Delhi: Pearson Education
9.	मिश्रा, महेन्द्रकुमार, (2010) <i>कम्प्यूटर परिचय एवं सूचना प्रौद्योगिकी</i> , जयपुर: राज पब्लिशिंग हाउस.
10.	सिंह, पंकज कुमार, (2011) <i>सूचना संचार प्रौद्योगिक एवं पुस्तकालय, आगरा: वाई के. पब्लिसर्स.</i>
11.	चौधरी, बिस्व्रूप राय अने मिन्डास, देवन्दर सिंह (२०१०), <i>जयनेमिक मेमरी कोम्प्युटर कोर्स</i> , न्यु दिल्ली: झुञ्जुन बुक्स.
12.	पटेल, सतीष, (२०१५), <i>कम्प्युटर नेटवर्क</i> , कुडासरा: सतीष पटेल.
13.	शुक्ल, सतीष प्रकाश अने पाठक, कल्पेश, (२००८), <i>कम्प्युटर शिक्षण</i> , अमदावाड: वारिषेण प्रकाशन.



On-line Resources to be used if available as reference material

On-line Resources

<https://epgp.inflibnet.ac.in/>

<http://egyankosh.ac.in/>

<https://ndl.iitkgp.ac.in/>

<https://www.v mou.ac.in/slm>

<https://baou.edu.in/syllabus-slm-e-books>

http://spuvvn.edu/administration/service_centres/library/collection/index.php

<https://nios.ac.in/online-course-material/sr-secondary-courses/library-and-information-science.aspx>





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(Bachelor of Library and Information Science) (Library and Information Science)
(BLISc) (Library and Information Science) Semester II

Course Code	UA02CLIB53	Title of the Course	Computer Application - Practical
Total Credits of the Course	1	Hours per Week	02

Course Objectives	<ol style="list-style-type: none">1. To apply skills on Microsoft office packages.2. To extend difference between command line interface and graphical user interface.3. To carry out skills of various functions of operating system tools.
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Course Content		
Unit	Description	Weightage (%)
1.	Use of Operating Systems Windows, Unix	25
2.	Word Processors, Spread Sheets	25
3.	PowerPoint Presentation, Microsoft Access (Database Creation)	25
4.	Internet Basic (Practical Point of View) - Practice on SOUL and KOHA	25

Teaching Learning Methodology	Class Room Teaching Practical Work through Computer Lab Use of Resources through Central Library .PPT Presentation Online Teaching Through off campus Library Visit and Study Tour Seminar & Presentation Mode
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Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written / Practical Examination (As per CBCS R.6.8.3.)	
2.	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3.)	
3.	University Examination	100%

Course Outcomes: Having completed this course, the learner will be able to	
1.	Create, edit and manage files using Word Processing, Spread Sheet and Power Point Presentation software.



2.	Create, edit and manage database using Microsoft Access.
3.	Carry out library housekeeping operations using library management software.
4.	Search information from internet and databases adopting suitable search strategies.

Suggested References:

Sr. No.	References
1.	MS – Office Application Software
2.	Internet Application
3.	SOUL Software and KOHA Software

On-line Resources to be used if available as reference material

On-line Resources

<https://epgp.inflibnet.ac.in/>

<http://egyankosh.ac.in/>

<https://ndl.iitkgp.ac.in/>

<https://www.vmou.ac.in/slm>

<https://baou.edu.in/syllabus-slm-e-books>

http://spuvvn.edu/administration/service_centres/library/collection/index.php

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(Bachelor of Library and Information Science) (Library and Information Science)
(BLISc) (Library and Information Science) Semester II

Course Code	UA02CLIB54	Title of the Course	Reference and Information Sources – Theory
Total Credits of the Course	5	Hours per Week	5

Course Objectives	<ol style="list-style-type: none">1. To classify the different types of information sources.2. To build familiarity with standard reference sources.3. To organize skills of critical evaluation of reference sources.4. To illustrate types of reference queries and techniques of answering reference queries
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Course Content		
Unit	Description	Weightage (%)
1.	Information sources: Meaning, definition, nature, characteristics & utility Documentary information sources : Prints and electronic ; primary, secondary and tertiary Non documentary information sources : Human and institutional Internet as a source of information	25
2.	Reference sources: Meaning, definition, need and purpose Criteria of evaluation	25
3.	Kinds of reference tools : Encyclopedias Dictionaries Directories Yearbooks Handbooks Manuals Almanacs Geographical sources Bibliographical sources Biographical sources Current reference sources Online sources	25
4.	Types of reference queries Techniques of answering reference queries	25



Teaching Learning Methodology	Class Room Teaching Practical Work through Computer Lab Use of Resources through Central Library .PPT Presentation Online Teaching Through off campus Library Visit and Study Tour Seminar & Presentation Mode
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Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written / Practical Examination (As per CBCS R.6.8.3.)	15%
2.	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3.)	15%
3.	University Examination	70%
Course Outcomes: Having completed this course, the learner will be able to		
1.	Understand, identify and explore the different types of information sources.	
2.	Evaluate various types of information sources.	
3.	Explore, collate and facilitate access to the electronic resources, such as e-journals, E-books, databases and institutional repositories.	
4.	Overall control on techniques of answering reference queries with the help of various reference sources.	

Suggested References:	
Sr. No.	References
1.	Singh, G. (2013). <i>Information Sources, Services and Systems</i> . Delhi: PHI Learning Private Limited.
2.	Shores, L. (1954). <i>Basic Reference Sources</i> . Chicago: American Library Association.
3.	Kawatara, P. S. (1982). <i>Fundamentals of documentation with special reference to India</i> . New Delhi: Sterling.
4.	Katz, A. (1992). <i>Introduction to Reference Work</i> (6 ed., Vol. 2). New York: McGraw Hill.
5.	Guha, B. (1983). <i>Documentation & Information</i> (2 ed.). Calcutta: World Press.
6.	Coblans, H. (1974). <i>Librarianship and Documentation: An International Perspective</i> . London: Andre Deutsch.
7.	Bunch, A. (1964). <i>Basic of Information Work</i> . London: Clive Bingley.
8.	Dhiman, Anil (2005). <i>Information and Reference Sources and Services</i> . New Delhi: Ess Ess Publications.

On-line Resources to be used if available as reference material
On-line Resources https://epgp.inflibnet.ac.in/ http://egyankosh.ac.in/ https://ndl.iitkgp.ac.in/ https://www.v mou.ac.in/slm https://baou.edu.in/syllabus-slm-e-books http://spuvvn.edu/administration/service_centres/library/collection/index.php https://nios.ac.in/online-course-material/sr-secondary-courses/library-and-information-science.aspx





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(BLISc) (Library and Information Science) Semester II

Course Code	UA02CLIB55	Title of the Course	Reference and Information Sources – Practical
Total Credits of the Course	2	Hours per Week	04

Course Objectives	1. To classify reference & information queries and build its solutions. To carry out expertise on various sources like Print, Non-Print, Online Sources, E- Sources, Digital Sources etc.
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Course Content		
Unit	Description	Weightage (%)
1.	Solutions of Reference & Information Queries From the Various Sources. Print, Non-Print, Online Sources, E-Sources, Digital Sources etc.	100

Teaching Learning Methodology	Class Room Teaching Practical Work through Computer Lab Use of Resources through Central Library .PPT Presentation Online Teaching Through off campus Library Visit and Study Tour Seminar & Presentation Mode
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Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written / Practical Examination (As per CBCS R.6.8.3.)	
2.	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3.)	
3.	University Examination	100%

Course Outcomes: Having completed this course, the learner will be able to	
1.	Understand the importance of various information source for the purpose of academic and research activities.
2.	Overall control on techniques of answering reference queries with the help of various





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(Bachelor of Library and Information Science) (Library and Information Science)
(BLISc) (Library and Information Science) Semester II

Course Code	UA02GLIB51	Title of the Course	Reference & Information Services (Theory)
Total Credits of the Course	5	Hours per Week	5

Course Objectives:	<ol style="list-style-type: none">1. Students explain and distinguish difference between Reference & Information Services2. Students demonstrate types of reference services and distinguish difference among them3. Students categorise types of users and their information need4. Students outline user studies5. Students demonstrate reference interview and carry out search techniques6. Students explain user education and elaborate its techniques and methods8. Students illustrate various user's education programmes9. Students explain various information services10. Students demonstrate recent trends of information service
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Course Content		
Unit	Description	Weightage* (%)
1.	Reference & information services: Concept, definition, need Reference services : Long range reference service and ready reference service Difference between information service and reference service	25
2.	Information users: Categories of users and their information need User's studies Reference interview & search techniques	25
3.	User education: Definition, need, purpose, techniques and methods User's education programme	25



4.	Information services: Literature search Bibliographical service Reprographical services Translation Current Awareness Service (CAS) Selective Dissemination of Information (SDI) Document Delivery Service Indexing services Abstracting services Recent trends of information services: Virtual / Digital Reference Services; E-alerts, Web alerts, Web 2.0 tools Google Search Strategies	25
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Teaching-Learning Methodology	Classroom Discussion; Study Tour; Internship; Field Work at University Library (Bhaikaka Library)
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Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written / Practical Examination (As per CBCS R.6.8.3)	15%
2.	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	15%
3.	University Examination	70%

Course Outcomes: Having completed this course, the learner will be able to	
1.	Distinguish reference and information services
2.	Provide long range and ready reference services
3.	Classify users and analyse their information need
4.	Carry out user's studies



5.	Demonstrate reference interview
6.	Outline various search techniques
7.	Explain user's education
8.	Illustrate various techniques and methods of user's education
9.	Carry out user's education programmes
10.	Easily distinguish the concept of user's studies and user's education
11.	Demonstrate various information services and provide various services such as Literature Search Service, Bibliographic Service, Reprographic Service, Translation Service, Current Awareness Service (CAS), Selective Dissemination of Information Service (SDI), Document Delivery Service, Indexing Service and Abstracting Service
12.	Elaborate recent trends in information service
13.	Explain the impact of Information Technology (IT) on Library & Information services
14.	Demonstrate the ways of providing Reference & Information Services through internet

Suggested References:

Sr. No.	References
1.	Austbery, R. (1967). <i>Bibliography and book production</i> . Oxford : Pergamon Press.
2.	Bopp, R. E. and Smith, L C. (2011). <i>Reference and information services: an introduction</i> . 4th ed.. Santa Barbara, California: Libraries Unlimited
3.	Burns, Christa & Sauers, Michael P. (2014). <i>Google search secrets</i> . American Library Association. (Accessible through Bhaikaka Library at SPU only)
4.	Cassell, K., & Hiremath, U. (2009). <i>Reference and information services in the 21st century : an introduction</i> . New York: Neal-Schuman Publishers.
5.	Chakraborti, M. L. (2017). <i>Bibliography in theory and practice</i> . The World Press PVT LTD (1971).
6.	Devine, Jane & Egger-Sider, Francine (2014). <i>Going beyond Google again: strategies for using and teaching the invisible Web</i> . American Library Association. (Accessible through Bhaikaka Library at SPU only)
7.	Esdaile, A., Stokes, R. B., & Almagno, R. S. (2001). <i>Esdaile's manual of bibliography</i> . Scarecrow Press.



8.	Katz, W. A., & Tarr, A. (1978). <i>Reference and information services</i> . Scarecrow Press.
9.	Kumar, K. (1980). <i>Reference service</i> . South Asia Books.
10.	Kumar, G. & Kumar, K. (1976). <i>Bibliography</i> . New Delhi : Vikas Publishing
11.	Rangnathan, S. R. (1961). <i>Reference service</i> . 2nd ed., Bangalore: Sarda Rangnathan Endowment for Library Science.
12.	Ranganathan, S. R., Sivaraman, K. M., & Sundaram, C. (1940). <i>Reference service and bibliography. With a foreword by Sir Maurice Linford Gwyer</i> .
13.	Rath, P. N. (2015). <i>Evolution of systematic bibliographies in India</i> .
14.	Roy, P.M. (1984). <i>Systematic bibliography</i> . 2nd ed. Jaipur: Printwell.
15.	Sharma, J. S. & Grover, D.R (1987). <i>Reference Service & Sources of Information</i> . New Delhi: Ess Ess Publication
16.	Singh, S. (1986). <i>Reference service in academic libraries in India</i> . New Delhi: Ess Ess Publication
17.	Zabel, D. Z., & Smith, L. C. (2011) (Eds.). <i>Reference reborn : breathing new life into public service librarianship</i> . Santa Barbara, California: Libraries Unlimited.

On-line resources to be used if available as reference material

On-line Resources

[BAOU Study Materials](https://baou.edu.in/syllabus-slm-e-books) (for Gujarati only) (<https://baou.edu.in/syllabus-slm-e-books>)

[Egyankosh of IGNOU](http://egyankosh.ac.in/) (<http://egyankosh.ac.in/>)

[EPGPathshala](http://epgp.inflibnet.ac.in/) (<http://epgp.inflibnet.ac.in/>)

[National Digital Library](https://ndl.iitkgp.ac.in/) (<https://ndl.iitkgp.ac.in/>)





SARDAR PATEL UNIVERSITY
Vallabh Vidyanagar, Gujarat
(Reaccredited with 'A' Grade by NAAC (CGPA 3.25))
Syllabus with effect from the Academic Year 2021-2022

(Bachelor of Library and Information Science) (Library and Information Science)
(BLISc) (Library and Information Science) Semester II

Course Code	UA02GLIB52	Title of the Course	Reference & Information Services- Practical
Total Credits of the Course	2	Hours per Week	4

Course Objectives:	1. Students prepare models of various information and reference services
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Course Content		
Unit	Description	Weightage* (%)
1.	Prepare & Present Models of kinds of Reference & Information Services	100

Teaching-Learning Methodology	Classroom Discussion; Practical; Study Tour; Internship; field Work at University Library (Bhaikaka Library)
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Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written / Practical Examination (As per CBCS R.6.8.3)	15%
2.	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	15%
3.	University Examination	70%



Course Outcomes: Having completed this course, the learner will be able to

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| 1. | Prepare bibliographies |
| 2. | Prepare Newspaper Clippings |
| 3. | Carry out indexing of periodical articles |

Suggested References:

Sr. No.	References
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1.

2.

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On-line resources to be used if available as reference material

On-line Resources

