



MAA PATESHWARI UNIVERSITY

BALRAMPUR, U. P.

**DEPARTMENT OF LIBRARY AND INFORMATION
SCIENCE**

Bachelor of Library and Information Science (B. Lib. I. Sc.)

SESSION 2025-26

**Course Structure Recommended by the Board of
Studies Held On for 2025-26 Session**



MAA PATESHWARI UNIVERSITY, BALRAMPUR, U. P.

DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE

Bachelor of Library and Information Science (B.Lib.I.Sc.)

DISTRIBUTION OF MARKS

SEMESTER –I

Paper	Code	Title		Marks		Credit
				Theory	Sessional IA/Viva/GD/Seminar	
I	E060101T	Foundation of Library and Information Science	Foundation Compulsory	75	25	6
II	E060102T	Management of Library and Information Centers	Core	75	25	4
III	E060103T	Knowledge Organization – Library Classification & Cataloguing (Theory)	Core	75	25	4
IV	E060104P	Computer Application Practical	Core	75	25	4
V	E060105P	Library Cataloguing Practical	Core	75	25	6

SEMESTER –II

Paper	Code	Title		Marks		Credit
				Theory	Sessional IA/Viva/GD/Seminar	
I	E060106T	Information Sources & Services	Foundation Compulsory	75	25	6
II	E060107T	Basics of Information Technology	Core	75	25	4
III	E060108T	Communication Skills	Core	70	30	4
IV	E060109P	Library Classification Practical	Core	70	30	4

Tour Report & Viva-Voce:

V	E060110P	Viva-Voce & Educational Tour Report	Core	70 (35+35)	30	6
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SEMESTER –I

Paper –I Foundation of library and Information Science

Max. Marks: 75

UNIT-I Library as a Social Institution

- Library: Meaning and Definition, need, purpose and function, Role of Library in Modern Society.
- Types of Libraries: Public, Academic, & Special and Information centers and their organization and functions.
- National Libraries of India, U.K. and U.S.A.(concept, functions & services)
- Development of LICs in India, UK and USA (with special reference to library education)

UNIT-II Normative Principals

- Five law of Library Science and ICT Environment.
- Implications of five laws in library & Information Activities.
- Attributes of profession.
- Librarianship as a profession, Professional Ethics.

UNIT-III Library Legislation/Act

- Library Legislation –Need, purpose & objectives.
- Library Legislation in India, Detailed study of Tamil Nadu, West Bengal; U.P.A modern public library act/bill (structure & salient features)
- Delivery of Book Act, Press and Registration Act
- Copyright Act, Censorship, Intellectual Property Act.

UNIT-IV Library and Information promoters and Professional Associations

- Role and activities of library association and agencies such as, ILA, IASLIC, A.L.A., ASLIB. In the development of libraries.
- Role of International Organization, UNESCO, FID, IFLA.
- Role of UGC in development of University and college libraries in India.
- Role of RRLF in the promotion of Library and Information Services.

UNIT-V Library Resource Sharing and User Education

- Library cooperation/Resource sharing: Concept, Need, Purpose and Area of resource sharing.
- User studies and user education, Library extension services.
- Library and Information Science Education in India.
- Library Public Relations and Extension Activities.
- Type of Users - User Studies, User Education.

Recommended Books

1. BENGE (Ronald). Libraries and Cultural Change. 1970. Clive Bingley, London.
2. CHAPMAN (E A) and LYNDEN (F C). Advances in Librarianship. 24V. 2000. Academic Press, San Diego.
3. HESSEL (A). History of libraries. Tr. by Reuben Peiss. 1955. Scarecrow Press, New York.
4. INDIA, LIBRARIES (Advisory Committee for): Report. 1955. Manager of Publications, Delhi.
5. KRISHAN KUMAR. Library Organisation. 1993. Vikas, New Delhi.
6. McCOLVIN (L R). Public library extension. 1951. UNESCO, Paris.
7. MURISON (W J). Public Library: Its origin, purpose and significance. Ed 2. 1971. Harrap, London.
8. PEDLEY (P). Copyright for library and information service professionals. Ed 2. 2000. Europa Pub, London.
9. RADDON (R), Ed. Information dynamics. 1996. Gower, London
10. RANGANATHAN (S R). Five laws of Library Science. Ed. 2. 1989. Sarada Ranganathan Endowment for Library Science, Bangalore.
11. RANGANATHAN (S R), Ed. Free book service for all: An International survey. 1969. Asia Publishing House, Bombay.
12. RANGANATHAN (S R). Library development plan: A thirty year programme for India with draft bill. 1950. University of Delhi, Delhi.
13. RUBIN (Richard E). Foundation of Library and Information Science. Ed 2. 2004. Neal- Schuman, New York.
14. TOTTERDELL (A), HARNSEY (A) and PULLEN (L). The library and information work primer. Ed. 2. 2001. Library Association, London.
15. UNESCO. National libraries: Their problems and prospects. 1960. Unesco, Paris.
16. WHITE (Carl M), Ed. Bases of modern librarianship. 1964. Pergamon Press, New York.

SEMESTER –I

Paper –II Management of Library and Information Centers

Max. Marks: 75

UNIT-I Management

- Concept: Definition and Scope, Principles/Theories and Functions/Elements
- Management V/S Administration
- Scientific Management: Principles
- Applications to management of Libraries and Information centers.

UNIT-II Library Planning and Library Committee

- Library Building and Equipment
- Furniture's and fittings Green Library Building
- Space Management
- Types of Library committee and their functions.

UNIT-III Resource Development of LICS

- Collection Development (Books Serials, Non-Book Material)
- Selection Principals
- Library acquisition procedures
- Technical Procedures.

UNIT-IV Financial Management

- Library Finance & Budget.
- Principal of Budgeting, Budgeting techniques-PPBS, ZBB etc.
- Staff Manual
- Library Annual Statistics & Reports

UNIT-V Library in-house Management

- Circulation system (Browne, Newark and Computerized System)
- Stock Verification
- Conservation and Preservation: Library Binding.
- Library Rules and Regulations.

Recommended Books

1. ALA LIBRARY BUILDING AND EQUIPMENT INSTITUTE. Guidelines for Library Planners. 1960. ALA, Chicago.
 2. AMERICAN LIBRARY ASSOCIATION. Minimum standards for public library systems. 1966. ALA, Chicago.
 3. EATON (T), Ed. Contribution to American Library History. 1961. Union Book Store, Champaign.
 4. ESDAILE (A). National Libraries of the world. Ed. 2. 1957. Library Association, London.
 5. JOECKEL (CB). Government of the American Public Library. 1935. University Press, Chicago.
 6. KRISHAN KUMAR. Library administration and management. 1993. Vikas, New Delhi.
 7. LAWES (Ann), Ed. Management skills for the information manager. 1993. Ashgate Pub. U.K.
 8. LOCK (R N). Library administration. Ed. 3. 1973. Philosophical Library, New York.
 9. LOWES (Ann), Ed. Management skills for the information manager. 1993.
 10. MCCOLVIN (LR). Public Library System of Great Britain. Report on its present conditions with proposals for reorganization. 1942. Library Association, London.
 11. PRYTHERCH (Ray), Ed. Handbook of library and information management. 1998. Gower Publishing, England.
 12. RANGANATHAN (SR). Library Development Plan: A Thirty Year Programme, India with draft Library Bill. 1950. University of Delhi, Delhi.
 13. RANGANATHAN (S R). Library administration. Ed. 2. 1989. Sarada Ranganthan Endowment for library science, Bangalore.
 14. THOMPSON (James). Introduction to university library administration. Ed. 3. 1979. Clive Bingley, London
 15. URWICK (L). Elements of administration. Ed. 2. 1947. Pitman, London.
 16. WHITE (Carl M), Ed. Bases of modern librarianship. 1964. Pergamon Press, New York.
- WITHERS (F N). Standards for library service: An international survey. 1974. UNICCO, Paris.

SEMESTER –I
Paper –III Knowledge Organization – Library Classification &
Cataloguing (Theory)
Max. Marks: 75

UNIT –I Basic of Classification

- Definition, Need and Purpose of Classification
- Concept of Call Number, Class Number and Basic Number.
- Postulation approach to classification, five fundamentals' Categories and Facet sequence.
- Simple Knowledge Organisation System (SKOS), Taxonomies, Folksonomy, Trends in Classification
- Species of Classification Scheme.
- Silent features of DDC, CC and UDC
- Notations: Definition, kinds , Functions

UNIT –II Theoretical foundation of Classification

- Canons Of classification.
- Phase relation, common isolates and other Auxiliary Tables of DDC CC and UDC.
- Principles of helpful Sequence & Facet Sequence.
- Devices; Indicator Digits & Call Number
- Recent Development in Classification

UNIT-III Basic of cataloguing

- Library catalogue: definition, functions, types & Physical forms.
- Kinds of Entries and their functions.
- History of Catalogue code.
- Salient features of AACR II and CCC

UNIT-IV Normative Principles and Subject Catalogue

- Normative Principles & Canons of cataloguing.
- Subject cataloguing: chain Procedure. Subject Heading List.
- Filling of Catalogue Entries & Alphabetization.

UNIT-V Bibliographical formats & other aspects

- Standards of bibliographic descriptions and record format – ISBD, MARC, CCF, ISBN and ISSN, METS, MODES, EAD, RDA, FRBR, Bibframe. ISO 2709/ Z39.7, Z39.50; Dublin Core etc.
- Centralised and Co-operative Cataloguing, Simplified Cataloguing.
Cataloguing of Non book Materials.
. Bibliographic Standards: ISBD, MARC, CCF, etc. ISBN and ISSN

Recommended Books:

1. DEWEY (Melvil). Dewey Decimal classification. (DDC 21).1996.Forest Press, New York
2. KRISHAN KUMAR. Theory of Classification.1993.Vikas Publications, New Delhi.
3. MANN (Margaret). Introduction to Cataloguing and the Classification of Books. Ed 2. 1943. ALA, Chicago.
4. RANGANATHAN (S R). Prolegomena to Library Classification. Ed 3. 1989. Sarada Ranganathan Endowment for Library Science, Bangalore.\
5. RANGANTHAN (S R). Colon Classification. (6th Ed).1960. Sarada Ranganathan Endowment for Library Science, Bangalore.
6. RANGANTHAN (S R). Descriptive Account of the Colon Classification. 1990. Sarada Ranganathan Endowment for Library Science, Bangalore.
7. SAYERS (W C B). Introduction to Library Classification. Rev by Arthur Maltby. Ed 9. 1958.Grafton, London.
8. SAYERS (W C B). Manual of Classification for Librarians. Rev by Arthur Maltby. Ed 5. 1975.Andre Deutsch, London.
9. WYNAR (Bohdan S). Introduction to cataloguing and classification. Ed 7. 1985. New York
11. UNIVERSAL DECIMAL CLASSIFICATION (3RD Ed.). F.I.D.1961. British Standard Institution, London.

SEMESTER –I
PAPER –IV Computer Applications Practical

Max. Marks: 75

Hands on experience with computer operation with reference to:

- Windows
- MS- Office (MS- Word, MS-Excel, M.S. PowerPoint)
- Photoshop
- Coral Draw
- Page maker
- Desktop Publishing.
- Flowcharting.
- Installation and Functions of Different Operating Systems:
- Window XP, Vista, Windows NT, Linux Setting of Desktop,
- Library Server and its Maintenance

SEMESTER –I
PAPER –V Library Cataloguing Practical

Max. Marks: 75

There shall be one internal and one external examiner for practical examination. Paper shall be set by the external examiner of the Examination.

This paper will consist of two parts and to be catalogue by AACR II. Candidates will catalogue five titles out of ten titles: Three by Part I and two by part II.

PART (I) This will include single Personal author, shared responsibility, anonymous books, Encyclopedia, Dictionary, Pseudonymous works, conferences, corporate author, Multivolume Publications, composite works.

PART (II) This paper will include Periodicals cataloguing of specific types of Materials (Manuscripts Music, sound recordings, video recordings, Microforms, Map).

SEMESTER –II
PAPER –I INFORMATION SOURCES AND SERVICES
Max. Marks: 75

UNIT-I Reference Services:

- Concept, Definition, Needs and Trends.
- Reference Interview and Search Techniques.
- Impact and Importance.
- Implication of Five Laws

UNIT-II Information Services:

- Information Services: Concepts, Definition, Needs and trends.
- CAS and SDI: techniques and Evaluation.
- Indexing and Abstracting Services.

UNIT-III Reference and Information Sources:

- Documentary Sources of Information: Print, none, Print, Including, Electronic. Information Resources - Subject Gateways, Web Portals, Bulletin Boards, Discussion Forums /Groups
- Evaluation of Reference Sources and Web Resources
- Nature, Characteristics, Utility and Evaluation of different types of information sources.
- Non-Documentary Information Sources & Internet as a sources of Information

UNIT IV Information Users and Their Information Needs:

- Categories of Information Users.
- Information Needs: Definition and Models.
- Information Seeking Behavior
- Users Studies: Methods, techniques and evaluation.
- **UNIT-V: Resource Sharing, Library Networks and Library Consortia**
Programmes and Activities of INFLIBNET and DELNET CSIR E-Journals Consortium, UGC-INFONET Digital Library Consortium

Recommended Books

1. BATRA (B.B.). Information Technology: Opportunities and Challenges. 2001. Delhi. Kalpaz Publications. Delhi.
2. BROPHY (Peter). Library in the twenty first century: New services for the information age.2000. Library Association, London.
3. BROPHY (Rowley). The basics of information systems. 1996. Library Association, London.
4. Date (C.J.) An introduction to database system.1997.Narora publishing: New Delhi
5. DHIMAN (Anil Kumar). Basics of information technology for libraries and information scientists. 2003. ESS ESS publication. New Delhi.
6. DHYANI (P.). Directory of Information Services and Computer Application.
7. Discovering Microsoft Office 2000: Premium and professional.1999. Microsoft Corporation, U.S.A.
8. FERRIS (Jeffrey A). WINDOW 2000: Development and desktop management. 2000. Pearson Education, New Riders.
9. Getting Started Microsoft Windows 98. 2ndEd. 1999. Microsoft Corporation, U.S.A.
10. MADAN (Somnath). Computer and Library Services. 1987. Common wealth. New Delhi.
11. MINASI (Mark). Mastering Windows NT Server 4. Ed. 7. Sybex Inc. U.S.A.
12. Mini-Micro CDS/ISIS: Reference Manual and CDS/ISIS PASCAL Manual. 1989. UNESCO, Paris.
13. SEHGHAL (R. L.). Computing and Disk Operating Systems for Librarians.1994. Ess Ess Publications. New Delhi.
14. SHUKLA (R.L.). Information Technology in Next Millennium .2000. Rajat Publications. New Delhi.
15. SINHA (P.K.). Computer Fundamentals. 2001. BPB Publication. New Delhi
STALLINGS (William). Operating systems. 2000.2nd edition. Prentice hall of India. New Delhi.

SEMESTER –I
Paper –II BASIC OF INFORMATION TECHNOLOGY
Max. Marks: 75

UNIT-I Information Technology:

- Computer: Definition, Developments and Computer Generations
- Classification of Computers and Basic Components of a Computer
- Genesis, Concept, Definition, Needs, Objective, and Trends,
- Communication Technologies
- Fundamentals: Hardware, Software input and output devices.
- Hypertext, Hypermedia, Multimedia, Video conferencing, Virtual Reality, Augmented Technologies.
- Data Security, Network Security, Firewalls, Cryptographic Techniques, Anti-virus software, Anti-spyware, Intrusion Detection System.

UNIT-II Library Automation:

- Brief History, Library automation in India.
- Planning and implementation of Library Automation
- Selection of Hardware and Software
- Computerized Information Services
- Application of Bar Code, RFID, QR code, biometric, smartcard features and application

UNIT-III Digital Libraries

- Definition, needs, characteristics.
- Function & Management of digital libraries.
- Virtual and Hybrid Library(Brief Description)
- Digital Library Software's: D- Space, GSDL
- E-resources and Online Databases

UNIT-IV Application Software:

- Nature and types of software packages.
- Features of Indian Software Packages.
- Developmental Activities of Indian Library Software.
- Study on SOUL and ALICE & Open source software. (KOHA, LIBSYS etc.)
- Database Creation Software Package: CDS/ISIS/WINSIS(DBMS Packages)

UNIT-V Networks:

- Network types and Topologies, Network Based Information Services.
- INTERNET and its Services. Web browsers, WWW, E-mail; Search Engines,
- INFLIBNET, DELNET, UGC-INTERNET, OCLC, CALIBNE

Recommended Books

1. BATRA (B.B.). Information Technology: Opportunities and Challenges. 2001. Delhi. Kalpak Publications. Delhi.
2. BROPHY (Peter). Library in the twenty first century: New services for the information age.2000. Library Association, London.
3. BROPHY (Rowley). The basics of information systems. 1996. Library Association, London.
4. Date (C.J.) An introduction to database system.1997.Narora publishing: New Delhi
5. DHIMAN (Anil Kumar). Basics of information technology for libraries and information scientists. 2003. ESS ESS publication. New Delhi.
6. DHYANI (P.). Directory of Information Services and Computer Application.
7. Discovering Microsoft Office 2000: Premium and professional.1999. Microsoft Corporation, U.S.A.
8. FERRIS (Jeffrey A). WINDOW 2000: Development and desktop management. 2000. Pearson Education, New Riders.
9. Getting Started Microsoft Windows 98. 2ndEd. 1999. Microsoft Corporation, U.S.A.
10. MADAN (Somnath). Computer and Library Services. 1987. Common wealth. New Delhi.
11. MINASI (Mark). Mastering Windows NT Server 4. Ed. 7. Sybex Inc. U.S.A.
12. Mini-Micro CDS/ISIS: Reference Manual and CDS/ISIS PASCAL Manual. 1989. UNESCO, Paris.
13. SEGHAL (R. L.). Computing and Disk Operating Systems for Librarians.1994. Ess Publications. New Delhi.
14. SHUKLA (R.L.). Information Technology in Next Millennium. 2000. Rajat Publications. New Delhi.
15. SINHA (P.K.). Computer Fundamentals. 2001. BPB Publicatios. New Delhi
STALLINGS (William). Operating systems. 2000.2nd edition. Prentice hall of India. New Delhi.

SEMESTER –II

Paper –III Communication Skills

Max. Marks: 70

UNIT–I: Web Technologies in Libraries

- Implication of WWW on Library Websites, Web OPACs Web 2.0 and Web 3.0:
- Features and Functions Web Directories, Subject Gateways, Library Portals, etc.
- Weblogs (blogs), Podcasts, RSS Feeds, Instant Messaging, Wikis, Flickr, etc.

UNIT-II Communication through technology

- Word Processor, Power Point Presentation
- Desk Top Publisher (DTP)
- Electronic Mail, Voice Mail
- Importance Process Barriers of Communication
- Corporate Communication

UNIT–V: Emerging Technologies in Libraries

- RSS Feeds Technology and Libraries
- Library Security Technology: RFID, Barcode, Smart Card and CCTV, etc.
- Video Conferencing and Audio Conferencing
- Functional Requirements for Bibliographic Records (FRBR)
- Digital Content Management System
- Federated Search and Multimedia Databases Search
- Protocols: Z39.50 Standard for Retrieval and OAI-PMH
- Artificial Intelligence and Libraries
- Expert Systems in Libraries

UNIT-III Writing style

- Importance of Professional writing
- Features of written Communication
- Choice of words and Phrases
- Sentence structure and Length
- Paragraph structure, length & Final Draft

UNIT-IV Business Correspondence

- Purpose, Structure
- Layout and Form, Qualities & Type
- Bank and Insurance Correspondence
- Social Correspondence

UNIT-V Research Papers & Articles

- Research Papers, Articles

SEMESTER –II
Paper –IV LIBRARY CLASSIFICATION PRACTICAL
Max. Marks: 70

There shall be one internal and one external examiner for practical examination. Paper shall be set by the external examiner at the time of examination

Classification of fourteen Titles out of 20 by DDC 19th ed. (80 Marks).

SEMESTER –II
PAPER –V TOUR REPORT & VIVA-VOCE
Max. Marks: 70

I- Tour Report: (35Marks) Tour report shall be evaluated by the department.
Tour report will be prepared on the basis of following criteria;

- i- Introduction
- ii- Name of the library and their type with historical background.
- iii- Organization and Management
- iv- Different types of collection
- v- No. of sections and types of services
- vi- Technical Processing
- vii- Automation Technology used by the library
- viii- Rules and regulation of Library
- ix- Summary and suggestions
- x- Bibliography and sources

II- VIVA-VOCE: 35 (Marks) There shall be one internal and one external examiner for viva-voce.