

# **VIDYASAGAR UNIVERSITY**



**Curriculum for 3-Year B. A (HONOURS)  
in**

**Library & Information Studies**

**Under Choice Based Credit System (CBCS)  
w.e.f 2018-2019**

**VIDYASAGAR UNIVERSITY**  
**B A (Honours) in Library & Information Studies**  
**[Choice Based Credit System]**

| Year               | Semester                   | Course Type | Course Code | Course Title                          | Credit | L-T-P     | Marks |     |       |
|--------------------|----------------------------|-------------|-------------|---------------------------------------|--------|-----------|-------|-----|-------|
|                    |                            |             |             |                                       |        |           | CA    | ESE | TOTAL |
| <b>Semester-I</b>  |                            |             |             |                                       |        |           |       |     |       |
| 1                  | I                          | Core-1      |             | CT1: Philosophy of Librarianship      | 6      | 5-1-0     | 15    | 60  | 75    |
|                    |                            | Core-2      |             | CT2: History of Books and Libraries   | 6      | 5-1-0     | 15    | 60  | 75    |
|                    |                            | GE-1        |             | TBD                                   | 6      | 5-1-0     | 15    | 60  | 75    |
|                    |                            | AECC-1      |             | English/MIL                           | 2      | 2-1-0     | 10    | 40  | 50    |
|                    | <b>Semester -I: total</b>  |             |             |                                       |        | <b>20</b> |       |     |       |
| <b>Semester-II</b> |                            |             |             |                                       |        |           |       |     |       |
|                    | II                         | Core-3      |             | CT3: Laws and Ethics of Librarianship | 6      | 5-1-0     | 15    | 60  | 75    |
|                    |                            | Core-4      |             | CT4: Reference Source                 | 6      | 5-1-0     | 15    | 60  | 75    |
|                    |                            | GE-2        |             | TBD                                   | 6      | 5-1-0     | 15    | 60  | 75    |
|                    |                            | AECC-2      |             | ENVS                                  | 4      |           | 20    | 80  | 100   |
|                    | <b>Semester-II : total</b> |             |             |                                       |        | <b>22</b> |       |     |       |

| Year  | Semester | Course Type                  | Course Code                   | Course Title  | Credit    | L-T-P     | Marks |     |            |            |
|-------|----------|------------------------------|-------------------------------|---|-----------|-----------|-------|-----|------------|------------|
|       |          |                              |                               |   |           |           | CA    | ESE | TOTAL      |            |
|       |          |                              |                               | <b>Semester-III</b>                                     |           |           |       |     |            |            |
| 2     | III      | Core-5                       |                               | CT5: Reference Service                                  | 6         | 5-1-0     | 15    | 60  | 75         |            |
|       |          | Core-6                       |                               | CT6: Library Administration                             | 6         | 5-1-0     | 15    | 60  | 75         |            |
|       |          | Core-7                       |                               | CT7: Preservation and Conservation of Library Materials | 6         | 5-1-0     | 15    | 60  | 75         |            |
|       |          | GE-3                         |                               | TBD   | 6         | 5-1-0     | 15    | 60  | 75         |            |
|       |          | SEC-1                        |                               | TBD   | 2         | 1-1-0     | 10    | 40  | 50         |            |
|       |          |                              | <b>Semester – III : total</b> |   |           | <b>26</b> |       |     |            | <b>350</b> |
|       |          |                              | <b>Semester-IV</b>            |   |           |           |       |     |            |            |
|       | IV       | Core-8                       |                               | CT8: Cataloguing -I                                     | 6         | 5-1-0     | 15    | 60  | 75         |            |
|       |          | Core-9                       |                               | CT9: Cataloguing -II                                    | 6         | 5-1-0     | 15    | 60  | 75         |            |
|       |          | Core-10                      |                               | CT10: Computer Applications- I                          | 6         | 5-1-0     | 15    | 60  | 75         |            |
| GE-4  |          |                              | TBD                           | 6   | 5-1-0     | 15        | 60    | 75  |            |            |
| SEC-2 |          |                              | TBD                           | 2   | 1-1-0     | 10        | 40    | 50  |            |            |
|       |          | <b>Semester – IV : total</b> |                               |   | <b>26</b> |           |       |     | <b>350</b> |            |

| Year | Semester | Course Type                   | Course Code | Course Title                    | Credit | L-T-P      | Marks |     |             |
|------|----------|-------------------------------|-------------|---------------------------------|--------|------------|-------|-----|-------------|
|      |          |                               |             |                                 |        |            | CA    | ESE | TOTAL       |
|      |          | <b>Semester-V</b>             |             |                                 |        |            |       |     |             |
| 3    | V        | Core-11                       |             | CT11: Classification- I         | 6      | 5-1-0      | 15    | 60  | 75          |
|      |          | Core-12                       |             | CT12: Classification -II        | 6      | 5-1-0      | 15    | 60  | 75          |
|      |          | DSE-1                         |             | TBD                             | 6      | 5-1-0      | 15    | 60  | 75          |
|      |          | DSE-2                         |             | TBD                             | 6      | 5-1-0      | 15    | 60  | 75          |
|      |          | <b>Semester -V : total</b>    |             |                                 |        | <b>24*</b> |       |     |             |
|      |          | <b>Semester-VI</b>            |             |                                 |        |            |       |     |             |
|      | VI       | Core-13                       |             | CT13: Bibliography              | 6      | 5-1-0      | 15    | 60  | 75          |
|      |          | Core-14                       |             | CT14: Computer Application - II | 6      | 5-1-0      | 15    | 60  | 75          |
|      |          | DSE-3                         |             | TBD                             | 6      | 5-1-0      | 15    | 60  | 75          |
|      |          | DSE-4                         |             | TBD                             | 6      | 5-1-0      | 15    | 60  | 75          |
|      |          | <b>Semester - VI : total</b>  |             |                                 |        | <b>24</b>  |       |     | <b>300</b>  |
|      |          | <b>Total in all semester:</b> |             |                                 |        | <b>142</b> |       |     | <b>1900</b> |

CC = Core Course , AECC = Ability Enhancement Compulsory Course , GE = Generic Elective , SEC = Skill Enhancement Course , DSE = Discipline Specific Elective , CA= Continuous Assessment , ESE= End Semester Examination , TBD=To be decided , CT = Core Theory, L = Lecture, T = Tutorial ,P = Practical , MIL = Modern Indian Language , ENVS = Environmental Studies ,

Generic Elective (GE) (Interdisciplinary) from other Department [Paper will be of 6 credits].

List of Core Courses (CC)

- CC-1: Philosophy of Librarianship
- CC-2: History of Books and Libraries
- CC-3: Laws and Ethics of Librarianship
- CC-4: Reference Source
- CC-5: Reference Service
- CC-6: Library Administration
- CC-7: Preservation and Conservation of Library Materials
- CC-8: Cataloguing I
- CC-9: Cataloguing II
- CC-10: Computer Applications I
- CC-11: Classification I
- CC-12: Classification II
- CC-13: Bibliography
- CC-14: Computer Application II

Discipline Specific Electives (DSE)

- DSE-1: Public Library  
Or  
DSE-1: Community Library
- DSE-2: Academic Library  
Or  
DSE-2: Special Library
- DSE-3: User Studies  
Or  
DSE-3: Manuscript Studies
- DSE-4: Archival studies  
Or  
DSE-4: Information Awareness Program

Skill Enhancement Courses (SEC)

- SEC-1: Soft Skills and Personality Development  
Or  
SEC-1: Story Telling and Author Reading Circle
- SEC-2: Document Editing  
Or  
SEC-2: Creative Writing

Generic Electives (GE)

- GE-1: Generic Elective (GE) (Interdisciplinary) from other Department.
- GE-2:
- GE-3:
- GE-4:

## Core Courses (CC)

### **CC- 1: Philosophy of Librarianship**

**Credits 06**

#### **C1T: Philosophy of Librarianship**

##### **Course Contents:**

Chronology of Librarianship: ancient, medieval and enlightenment era.

Great Library Philosophers and their contributions: Conrad Gessner, Gabriel Naudé, John Dury, Gottfried Leibniz and Sir Thomas Bodley, Meilvil Dewey.

Great Library Philosophers of India and Bengal: S R Ranganathan and R.N. Tagore, Harinath Dey, Rajendra Lal Mitra, Manindra Deb, Keshavan and Gaekward.

### **CC- 2: History of Books and Libraries**

**Credits 06**

#### **C2T: History of Books and Libraries**

##### **Course Contents:**

Origin of Libraries in the Western world: ancient, medieval and modern period

Origin of Libraries in India: ancient, medieval and modern period

Book history timeline, From orality to Literacy, coming of print, author, publisher and Scholarship Readers and Reading, Future of the book

### **CC- 3: Laws and Ethics of Librarianship**

**Credits 06**

#### **C3T: Laws and Ethics of Librarianship**

##### **Course Contents:**

Library Philosophy: LIS profession, Professional ethics

Library legislation: Need and essential features, Library legislation in India with special Reference to features of all the Acts, comparative study  
Press and Registration of Books Act, Delivery of Books (Public Libraries) Act, Indian Copyright Act.

### **CC- 4: Reference sources**

**Credits 06**

#### **C4T: Reference sources**

##### **Course Contents:**



Reference Sources: Origin, development, Categorization by different Library Scientists. Types - Documentary and non-documentary, institutional, human, characteristics of each type, utilization, evaluation and limitations, Studies on Documentary Sources - Primary Sources: Primary periodicals, technical reports, etc.; Secondary Sources: Dictionaries, Encyclopedias, Yearbooks, etc.; Tertiary Sources: Guides to reference sources, bibliography of bibliographies, directories, etc.

**CC- 5: Reference service**

**Credits 06**

**C5T: Reference service**

**Credits 06**

**Course Contents:**

Definition, Nature and Scope. Types of Reference Service. Organization of Reference Section - Reference tools- both print and non-print. Reference queries, suggestions for further development.

**CC- 6: Library administration**

**Credits 06**

**C6T: Library administration**

**Course Contents:**

Organizational structure of a library, different sections, ordering, acquisition, technical processing, maintenance, collection development: stock verification, Charging Methods. Budgeting techniques and methods, budgetary control.

Library Personnel: Job description and Job analysis, recruitment, training and development. Library Committee, Library Reports, Library Rules.

**CC -7: Preservation and Conservation of Library materials**

**Credits 06**

**C7T: Preservation and Conservation of Library materials**

**Course Contents:**

Preservation and conservation; Understanding the relationship between preservation management and appropriate conservation treatment; Restoration Factors for deterioration of information resource and curative measures. Mending, Binding, Housekeeping. Preventive and Restoration treatment.

Evaluation and application of appropriate and modern conservation treatments Restoration of print, non-print and electronic materials Conservation applications for library and archives, Preservation sections.

**CC- 8: Cataloguing - I**

**Credits 06**



**C8T: Cataloguing - I**

**Course Contents:**

Library catalogue: definition, objectives, purpose, functions, Kinds of Library Catalogue; Physical forms. Catalogue entry elements, different entries and their usefulness; Comparison: catalogue, bibliography and index; Problems of Indic Names

**CC- 9: Cataloguing - II**

**Credits 06**

**C9T: Cataloguing - II**

**Course Contents:**

Hands on practice on AACR2R (Level 1) using Anglo American Cataloguing Rules (AACR 2R), revised edition 1998.

**CC -10: Computer Applications - I**

**Credits 06**

**C10T: Computer Applications - I**

**Course Contents:**

Computer: Type, Generation, Basic structure, Common terminologies, Number system (Binary, Octal, Decimal, Hexadecimal); Representational codes (ASCII, EBCDIC, UNICODE etc.); CPU Organization.

Computer components - hardware and software, I/O devices, Application Software, System Software.; Concepts of Internet and email and other application software (Editor, Worksheet etc.), Operating systems: single user and multiple user,

**CC -11: Classification- I**

**Credits 06**

**C11T: Classification- I**

**Course Contents:**

Concept of Classification: Classification as a base of organization of knowledge and information retrieval in libraries; General theory of library classification (Bliss, Sayers and Ranganathan); Development of schemes of library classification, theory of Library Classification Concepts of Modes of Formation of Subjects.

Notation: Need, Purpose and Qualities; Fundamental Categories and Facet Analysis, Common Isolates, Devices; Concept of Call Number, Class Number, Book Number and Collection Number. Classification Schemes: Dewey Decimal Classification.

**CC-12: Classification - II**

**Credits 06**

**C12T: Classification - II**

**Course Contents:**

Classifying of Simple Book Titles using Dewey Decimal Classification, 23rd edition.

**CC- 13: Bibliography**

**Credits 06**

**C13T: Bibliography**

**Course Contents:**

Bibliography - Definition, Function, Aims, Parts of Book.

Types: Historical Bibliography, Physical Bibliography, Analytical Bibliography, Enumerative Bibliography & Systematic Bibliography. Universal Bibliography and Incunabula, rare books Bibliography, Indexing and Abstracting periodicals. National Bibliography, Subject Bibliography, Author Bibliography, Trade Bibliography, Bibliography of Bibliographies.

**CC- 14: Computer Application - II**

**Credits 06**

**C14T: Computer Application - II**

**Course Contents:**

Application software, programming language: algorithm, Flowchart, Programming- BASIC; Office Tools; File Organisation; Data Base Management Systems, and Relational Data Base Management, Advantages and Disadvantages, Preliminaries of LMS software.

**Discipline Specific Elective (DSE)**

**DSE-1: Public Library**

**Credits 06**

**DSE1T: Public Library**

**Course Contents:**

Public Library: Basic Concepts , Public Library: Origin and Growth. Public Library and Society. Agencies in the Promotion and Development of Public Library and role of RRRLF. DB Act 1956. National Library Policy and Library Legislation.

Public Library System: Resource Development. Financial Resources Human Resources and Extensional services. Tiers of Public Libraries, Rural, District and Block Libraries. . Organisational Structure of Public Library System, Local Pathagar and Mobile Library . Planning and Administration, Public Library Standards and Guidelines of UNESCO Library Manifesto Public Library in ICT era . Public Library Scenario in India, UK, USA and Canada.

**Or**

**DSE-1: Community Library****Credits 06****DSE1T: Community Library****Course Contents:**

Community: meaning, types, nature, users and non-users community, literate and non-literate community, stimulating the non-user community, community need, community profile  
Community Information Service: Meaning, nature and scope, origin and development in different countries with special references to India, USA, UK and other developing countries  
Community information services and public libraries and/or non-public libraries, urban areas, semi-urban areas, rural areas, various ways and means. Idea about Organizing Community Profile.

**DSE-2: User Study****Credits 06****DSE2T: User Study****Course Contents:**

User studies and Use studies: Meaning, scope, needs, types, trends, methods and techniques  
User education : Need of user education; types and characteristics of users, potential and nonpotential users, non-users; utilization of information by users; users' participation in collection building; planning for user education program; evaluation of user education program. Use of information and information resources in different types of libraries and information center, information dissemination and utilization studies; Reading habits in using information; Reading Circle. Information seeking behavior of users: Purposes of seeking information; nature and types of information required; delegation of information gathering works; dependence on sources of information; inter-personal information – sharing. Information needs and digital environment  
Survey of user study: component and area study.

**DSE-2: Manuscript Studies****Credits 06****DSE2T: Manuscript Studies****Course Contents:**

Definition, Types, Classification of MSS, Organization of MSS, Organization of MSS, Manuscript Sections and Conservation of MSS. Preliminary idea about National Mission of Manuscript.

**DSE-3: Academic Library****Credits 06****DSE3T: Academic Library**

**Course Contents:**

The evolution of higher education in India. Development of academic library; role of UGC and other Bodies in promoting Academic Library; the teaching, service, collecting, preservation and access roles and function of Academic Libraries. Resource sharing program; need and objectives; INFLIBNET: Academic Library Network and Consortia.

Or

**DSE-3: Special Library****Credits 06****DSE3T: Special Library****Course Contents:**

Types and structure Functions ,CSIR, ICSSR,ICMR and function, services and products of different categories of special libraries programs at the local, national and global levels. Asiatic Society, Khuda Baux, Sarswati Mohal Library.

**DSE-4: Archival Studies****Credits 06****DSE4T: Archival Studies****Course Contents:**

Principles of selection of archival materials, purpose of acquisition. Types of archival materials.  
Management of archives. Preliminary idea of classification and cataloguing of archival materials.  
Nature of records, life cycle of records. Ethical issues in record acquisition and handling.  
Institutional policy in acquiring records and handling.

Or

**DSE-4: Information Awareness Programme****Credits 06****DSE4T: Information Awareness Programme****Course Contents:**

Helping the users to identify the various types and formats of information. Identifying the potential sources of information . Evaluating information and its sources critically. Organization of information and effective use of information. Understanding the value and nature of information. Information need and related concepts, Information seeking behaviour and study of Information use.

**Skill Enhancement Courses (SEC)****SEC-1: Soft Skills and Personality Development****Credits 02**

**SEC1T: Soft Skills and Personality Development****Credits 02****Course Contents:**

Awareness of the importance of communication in their day-to-day work. Verbal and Non Verbal Communication : Interpersonal Communication and breaking speaking hesitation. Active Listening (Listening Process, Types of Listening, How to improve Listening Skills). Feedback. Semantic Problems, Perceptual Distortions, Physical Distractions. Loud reading, Introducing self before Interview board.

Intercultural Communication: Understanding and Appreciating Cultural Differences. Hofstede's Cultural Dimensions. Emotional Intelligence in Communication and creative talking styles. Communication and stage presentation practice public speaking, mass communication integrating audiovisual media with a presentation.

**Or****SEC-1: Story Telling and Author Reading Circle****Credits 02****SEC1T: Story Telling and Author Reading Circle****Course Contents:**

Story telling techniques to attract children. Examples of storytelling. Exercises to practice to carry out story telling process. Organising authors meet in the library. Interview with authors. Authors reading out their writings in the library. Oral tradition, historical significance, and evolution of storytelling in the modern world. Creating your storytelling. Creating your storytelling performance: build your skill. Storytelling in the classrooms, Storytelling in preserving personal/family/community history, story as change agents, advocacy efforts of libraries.

**SEC-2: Document Editing****Credits 02****SEC2T: Document Editing****Course Contents:**

Book editing,  
Editorial responsibilities in Planning and Production of documents,  
Proof reading, designing, style editing etc.

**Or****SEC-2: Creative Writing****Credits 02****SEC2T: Creative Writing****Course Contents:**

Preparing Abstracts (Indicative and Informative)  
Preparing administrative reports.