

Guru Ghasidas Vishwavidyalaya, Bilaspur (C.G.)

Department of Library and Information Science

SESSION -2025-26

04 YEARS UG PROGRAMME WITH MULTIPLE ENTRY – EXIT OPTIONS

UNDER NATIONAL EDUCATION POLICY 2020

ORDINANCE NO. 97

MULTIDISCIPLINARY/AEC/SEC COURSES

(09 CREDITS)

First Semester					
Courses Code	Title	Credits (L:T:P)	MARKS DISTRIBUTION		
			Continuous Evaluation	Semester End Examination	Total Marks
LIUAMDT3	Library, Information System and Society	2:1:0	30	70	100
TOTAL		03	30	70	100

Second Semester					
Courses Code	Title	Credits (L:T:P)	MARKS DISTRIBUTION		
			Continuous Evaluation	Semester End Examination	Total Marks
LIUAMDT4	Computer Applications and ICT in Libraries: Basic	0:1:2	30	70	100
TOTAL		03	30	70	100

Third Semester					
Courses Code	Title	Credits (L:T:P)	MARKS DISTRIBUTION		
			Continuous Evaluation	Semester End Examination	Total Marks
LIUAMDT5	Library Management and Information Services	0:1:2	30	70	100
TOTAL		03	30	70	100


Signature
Head
Department of Library & Information Science
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Semester I

Multidisciplinary

Library, Information System and Society

TM 100(Theory70+InternalAssessment30) (Credit 3)

03 credits

Learning Outcomes:-

- To understand the definition, objectives, and role of libraries in the growth of modern society.
- To explain the concept of the trinity (Documents, Staff, and Users) and the changing formats of libraries in the digital era.
- To Demonstrate knowledge of library classification, its need, purpose, types, and major classification schemes (DDC, CC).
- To explain the purpose and process of library cataloguing, including cataloguing codes (AACR, CCC) and forms (Physical, OPAC).
- To Identify and evaluate major **categories of reference sources** such as encyclopaedias, dictionaries, biographies, atlases, yearbooks, directories, and bibliographies.

UNIT-1 Library, Information and Society

- Definition, Objectives, Role in Society
- Types of Libraries: National, Academic, Special, Public
- Changing Formats of Libraries: Digital, Virtual, Hybrid
- Five Laws of Library Science and their Implications

UNIT-2 Organisation of Library Resources

- **Library Classification:**
 - Need, Purpose, and Types
 - Concept of Main Classes
 - Major Schemes of Classification: Dewey Decimal Classification (DDC), Colon Classification (CC)
- **Library Cataloguing:**
 - Purpose and Importance
 - Cataloguing Codes: Anglo-American Cataloguing Rules (AACR), Classified Catalogue Code (CCC)
 - Forms of Catalogue: Physical Catalogue, Online Public Access Catalogue (OPAC)

UNIT-3 Reference and Information Sources

- **Definition, Need, and Types:** Primary, Secondary, Tertiary
- **Categories of Reference Sources:**
 - Encyclopaedias
 - Dictionaries
 - Biographical Sources
 - Atlases
 - Yearbooks
 - Directories

- Bibliographies

Semester II

Multidisciplinary

Computer Applications and ICT in Libraries: Basic

TM 100(Theory70+InternalAssessment30) (Credit 3)

Learning Outcomes:

- Understand the basic components of computer hardware (desktop computers, servers, printers, scanners) and their role in library operations.
- Demonstrate knowledge of library technologies such as barcode, RFID, modem, Wi-Fi modem, switches, and routers for efficient library functioning.
- Explain the concept, need, purpose, and importance of library automation in modern library management.
- Identify and evaluate the applications of automation tools for cataloguing, circulation, acquisition, and other library services.

Unit – 1: Computer Hardware in Libraries

- Desktop Computers, Servers and their specifications
- Printers and their types
- Scanners
- Barcode technology
- RFID technology
- Modem and Wi-Fi Modem
- Switches
- Router

Unit – 2: Library Automation

- Definition of Library Automation
- Need, Purpose, and Importance
- Applications of Library Automation in modern libraries

Unit – 3: Web-Based Communication Systems for Libraries

- Internet and Intranet
- Search Engines
- E-mail communication
- Databases and their role in library services

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Semester III Multidisciplinary

Library Management and Information Services TM 100(Theory70+InternalAssessment30) (Credit 3)

Learning Outcomes:

After studying this paper, students shall be able to:

- Able to **formulate collection development policies** and apply proper methods for selection, maintenance, and verification of library resources.
- Students will understand the principles of **Human Resource Management** in libraries, including job analysis, staffing patterns, and the role of HR in different types of libraries.
- Students will gain knowledge of **financial management techniques**, including budgeting methods, estimation of funds, and management of financial resources.
- Students will develop skills in **technical operations of libraries** such as classification (DDC & CC, PMEST), cataloguing (personal & corporate authors, subject headings), and use of MARC 21 for bibliographic records.
- to explain the **functions of various library sections** (acquisition, circulation, periodicals, preservation, IT support) and their role in smooth library operations.
- Students will acquire the ability to **deliver traditional and ICT-based library services**, including reference services (ready & long range), electronic reference services, and understand emerging trends in Library and Information Science.

Unit – 1: Management of Library Resources

- **Collection Development and its Management:** Collection Development Policy, Selection Criteria for Documents, Stack Maintenance, Stock Verification, Shelf List
- **Human Resource Management (HRM):** Definition, Need and Purpose, Job Analysis, Staffing pattern in different types of Libraries
- **Financial Management:** Financial Resources, Methods of Financial Estimation, Budgeting

Unit – 2: Organization and Technical Operations in Libraries

- **Functions of Different Sections of a Library:** Acquisition, Technical Processing (Classification & Cataloguing), Circulation, Periodicals, Binding & Preservation, Conservation, Maintenance, IT Support
- **Library Classification :** PMEST (Personality, Matter, Energy, Space, Time), Steps for Classification (DDC & CC), Call Number
- **Library Cataloguing :** Types of Authors (Personal, Corporate), Subject Headings (Sears List, Keywords), Machine Readable Catalogue (MARC 21)

Unit – 3: Library and Information Services

- **Overview of Library and Information Services:** Reference Services (On Demand & In Anticipation, Ready Reference, Long Range Reference Services)
- **ICT Applications in Library Services:** Modern Library and Information Services, Electronic Reference Service, Emerging Trends in LIS

Reading List: