Guru GhasidasVishwavidyalaya,Bilaspur(C.G.)
Department of Library and Information Science

04 YEARS UG PROGRAMME WITH MULTIPLE ENTRY – EXIT OPTIONS

SESSION :2025-26

Course Introduction: 04 Credits mandatory course for all undergraduate programmes

UNDER NATIONAL EDUCATION POLICY 2020

VOCATIONAL COURCES

(04 CREDITS)

Second Semester						
Courses Code	**Title**	**Credits (L:T:P)**	**MARKSDISTRIBUTION**			
			ContinuousEvaluation	**Semester EndExamination**	**TotalMarks**	
	LIBRARY MANAGEMENT	0:1:3	30	70	100	
TOTAL		**02**	**30**	**70**	**100**	

Forth Semester						
Courses Code	**Title**	**Credits (L:T:P)**	**MARKSDISTRIBUTION**			
			ContinuousEvaluation	**Semester EndExamination**	**TotalMarks**	
	DIGITAL LIBRARY	0:1:3	30	70	100	
TOTAL		**02**	**30**	**70**	**100**	

Library Management

TM 100 (Practical70+Internal Assessment30) (Credit 4)

Objectives:

Basic objectives of this course are to-

- Provide basic knowledge about the reference services
- Provide basic practical knowledge of different types of library activities.
- To know about the library collection development.

Learning Outcomes:

- How to access about various information services & their use.
- To develop necessary skills of library operations and management.
- Provide innovative solutions to problems in the fields of HRM

Unit – 1: Library and Information Services: An overview

- Types of Libraries and their services
- Reference Services :Ready Reference Services , Long Range Reference Services
- Modern Library & Information Service
- Emerging Trends

Unit 2:-Functions of Library activities / Library sections operations

- Acquisition
- Circulation
- Binding and Preservation
- Maintenance
- Information Technology Support (IT)

Units – 3: Technical Processing: (Library Classification)

- Need, Purpose and Types
- Concept of Main Classes
- APUPA Pattern for arrangement of documents
- Salient features of Major schemes of Library Classification
- Dewey decimal Classification (DDC)
- Colon Classification (CC)

Units – 4: Technical Processing: Library Cataloguing

- Need, Purpose and Importance
- Item of information required for cataloguing in a document. (Book and Non-Book Material)
- Anglo American Cataloguing Rules
- Classified Catalogue Code
- Forms of Library Catalogue
- Physical Forms of Catalogue
- Online Public Access Catalogue (OPAC)

Unit: 5- Development and Management of library Materials & Human Resource Management (HRM)

- Collection Development Policy
- Selection Criteria for Documents

- Stack Maintenance
- Stock Verification
- Shelf list
- Job Analysis and job description
- Staffing pattern in different types of Libraries

Reading list

1. Reference and Information Services: An Introduction" by Richard E. Bopp and Linda C. Smith
2. Modern Trends in Library and Information Science" by P.S.G. Kumar
3. Library Classification" by S.R. Ranganathan
4. Practical Cataloguing" by Margaret Mann
5. Collection Development and Management" by Peggy Johnson
6. Library Collection Development" by G. Edward Evans
7. Human Resource Management in Libraries" by G.E. Gorman and R.H. Clayton
8. Managing People in Libraries" by Margaret Kinnell
9. Foundations of Library and Information Science" by Richard Rubin

Digital Library
TM 100 (Practical70+Internal Assessment30) (Credit 4)

Objectives:

Basic objectives of this course are to-

- Provide basic knowledge aboutthe digital library services
- Provide basic practical knowledge of different types of library software activities.
- To know about the library collection development.

Learning Outcomes:

- How to access about various information services & their use.
- To develop necessary skills of library operations and management.
- Provide innovative solutions to problems in the fields of virtual Libraries

Unit – 1: Digital Library: Overview - Introduction, Historical Perspectives.

- Digital Libraries: Planning, Implementation, Marketing and Promotion
- Major Components of Digital Library
- Major Components, Search and Browse Interface in Digital Library.
- Use of Computer in Libraries
- Use of Open-Source Software KOHA

Unit 2:- Computer Applications in Libraries: Basic

- Computer Hardware for a Library: Concepts
- Desktop Computers, Server and their specifications
- Printer and their Types
- Scanners ,Barcode technology
- RFID technology
- Modem, Wi-Fi Modem ,Switches ,Router

Unit 3:-Virtual Libraries and Online Services

- Defining Virtual Libraries and Their Features
- Online Catalogs and Digital Archives
- Virtual Reference Services (e.g., Chatbots, Email, Video Consultations)
- Remote Access to Resources (Databases, Journals, E-learning tools)

Unit 4:-Digital Library and Semantic Web, Digital Library Applications and Services

- Digital Library Initiatives in India.
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- Internet
- Intranet
- Search engines
- E-mail
- Database.