

Approved in UGBOS meeting held on 16.06.2022.

Scheme of Examination (Sem.-I-VIII) & Syllabus for Undergraduate Program (Sem.I-II), course: - Library & Information Science with Multiple Entry-Exit, Internship and CBCS-LOCF in accordance to NEP-2020, w.e.f. the session 2022-23 (in phased manner) initially at IIHS

2022

Library & Information Science as a discipline

Library & Information Science as a discipline deals with information provision for those who have diverse information needs. Since, no person can fulfill all of his/her information requirements himself/herself, there is need for specialized information institutions that endeavor to provide the required information. Libraries have traditionally played this role in society. With the advent of information and communication technologies, the forms and shape of information sources as well as the requirements of persons who are likely to use these information sources have drastically changed. Therefore, the institutions dealing with information have also undergone significant changes. Information institutions like libraries, information centers, documentation centre, information analysis centers, clearing houses and document supply centers have proliferated to cater to the specialized information needs of diverse categories of users. In order to supply manpower to these specialized institutions, Library & Information Science Education has also been regularly revising and updating its curriculum.

The present endeavor to introduce Library and Information Science at undergraduate level is an attempt to address the growing demand for trained information professionals with competencies in handling information in print as well as Electronic format.

Programme outcomes (PO)

PO 1: Demonstrate a detailed knowledge and understanding of selected fields of study in core disciplines in the humanities, social sciences and languages;

PO 2: Apply critical and analytical skills and methods to the identification and resolution of problems within complex changing social contexts.

PO 3: Demonstrate a general understanding of the concepts and principles of selected areas of study outside core disciplines of the humanities, social sciences and languages;

PO 4: Apply an independent approach to knowledge that uses rigorous methods of inquiry and appropriate theories;

PO 5: Articulate the relationship between diverse forms of knowledge and the social, historical and cultural contexts that produced them;

PO 6: Communicate effectively and show ability to read, write, listen to and speak in a chosen language/s with fluency;

PO 7: Act as informed and critically discerning participants within the community of scholars, as citizens and in the work force;

PO 8: Work with independence, self-reflection and creativity to meet goals and challenges in the workplace and personal life.

1. Program Specific Outcomes (PSOs)

After completing the B.Lib.I.S. program, the students will be able to:

Table-2: Program Specific Outcomes (PSOs)

PSO1	Demonstrate knowledge of the basic concepts, principles, theories and laws related with the broad field of Library and Information Science and its sub-fields such as types of libraries, types of information sources, library management, reference and information services.
PSO2	Demonstrate understanding of rationality and procedures of (i) selection, acquisition, classification, cataloguing and physical processing of documents; (ii) using Information and Communication Technologies in Libraries and Information Centers; (iii) providing library and information services and managing other library routine activities.
PSO3	Apply skills in carrying out professional activities such as (i) acquisition, accessioning, classification, cataloguing, and physical processing of documents; (ii) housekeeping operations using library management software and Information and Communication Technologies;(iii) maintaining library collection; and (iv) educating users.
PSO4	Demonstrate skills in providing various library services such as document circulation, reference and information services, Internet and database searching.
PSO5	Demonstrate knowledge, understanding and skills that offer job opportunities as librarians in public libraries and school libraries; as assistant librarians in different types of college libraries, as library assistants / technical assistants in university libraries and other libraries of higher education institutes, as librarians and/or assistant librarians in corporate and industrial libraries, libraries of research institutes, etc.
PSO6	Demonstrate professional attitude through commitment for providing every user his/her document/information; ensuring every document/information its user; saving time of the user and enhancing use of reading material and user satisfaction through effective and efficient library services.
PSO7	Demonstrate core values by honouring diversity and ensuring inclusion by treating all students and colleagues with respect and dignity, showing respect for and sensitivity to gender, culture and religious differences; and challenging prejudice, biases and intolerance at the workplace etc. and displaying ethical integrity which involves honest behaviour.

Scheme of Examination and Syllabus for Undergraduate Program course: Library & Information Science with multiple Entry Exist. Internship and CBCS-LOCF in accordance to NEP-2020 w.e.f. the session 2022-23 (in phased manner).

Scheme of Courses in Library and Information Science as per Choice Based Credit System (CBCS-LOCF) in accordance to NEP-2020 w.e.f. 2022-23 (in phases manner).

Sem ester	Course	Paper	Nomenclature of paper	Credits (4+2)	Internal	External	Total Marks	Duration of Exam. (Hrs)
1	CC-I	B-LIS-N101	Fundamentals of Library and Information Science (Theory)	4	50	50	100	3
		B-LIS-N102	Fundamentals of Library and Information Science (Practice)	2	25	25	50	3
2	CC-2	B-LIS-N201	Basics of Library Operations (Theory)	4	50	50	100	3
		B-LIS-N202	Basics of Library Operations (Practice)	2	25	25	50	3
3	CC-3	B-LIS-N301	Information Sources and Services (Theory)	4	50	50	100	3
		B-LIS-N302	Information Sources and Services (Practice)	2	25	25	50	3
4	CC-4	B-LIS-N401	Introduction to Library Automation and Digital Library (Theory)	4	50	50	100	3
		B-LIS-N402	Introduction to Library Automation and Digital Library (Practice)	2	25	25	50	3
5	CC-5	B-LIS-N501	Knowledge Organisation	6	75	75	150	3
	DSE	B-LIS-N502	School Library System	6	75	75	150	3
		B-LIS-N503	College Library System	6	75	75	150	3
		B-LIS-N504	Public Library System	6	75	75	150	3
		B-LIS-N505	MOOC* (From Swayam Portal)	*			*	
	SEC-	B-LIS-	Information Search	6	75	75	150	3

	1	NS1	Techniques					
6	CC-6	B-LIS-N601	Information storage and Retrieval	6	75	75	150	3
	DSE	B-LIS-N602	Information Literacy	6	75	75	150	3
		B-LIS-N603	Disaster Management in Libraries	6	75	75	150	3
		B-LIS-N604	Preservation and Conservation of Library Resources	6	75	75	150	3
	SEC-1	B-LIS-S1	Citation and Reference Management Software	6	75	75	150	3
7	CC-1H1 (for without Honors)	RAEC	Research ethics	4	50	50	100	3
			Research Methodology	4	50	50	100	3
		RPS	Review of Literature	4			100	
			Synopsis Writing and Seminar (s)	4			100	
8	CC-1H2	RAEC	Dissertation/Thesis preparation /writing	20			500	
	(for without Honors)	RPS	Mid-term Seminars	2			50	
			pre-submission seminar	2			50	

Semester-I

CC-1		Total Credit: 4 Total Marks: 100 Internal: 50 External: 50 Duration of Exam: 3 Hrs.
B-LIS-N101: Fundamentals of Library and Information Science (Theory)		
Objectives 101.1 To introduce students to the concept of libraries and similar institutions, types of libraries and laws of Library Science. 101.2 To acquaint the students with various types of information sources. 101.3 To introduce students to various sections of libraries and their functions. 101.4 To introduce students to the concept of classification and call number and to familiarize them with basic features of CC and DDC.		
Course Outcomes (CO): After studying this course, students shall be able to:		
B-LIS-N101.1	Distinguish, library from other similar institutions and among different types of libraries. Understand the theoretical foundations of different library activities.	
B-LIS-N101.2	Identify different information sources on the basis of their characteristics.	
B-LIS-N101.3	Perform the routine Library activities in different sections of the libraries.	
B-LIS-N101.4	Understand the importance of library classification and interpret different components of call number and salient features of CC and DDC.	
Internal Assessment : 50 Marks (Attendance-10/Assignment-10 + Midterm test-30) Midterm test will consist of the following: (i) Five MCQ-01 Mark each (ii) Two out of three short answer type questions-2.5 marks each. (iii) Two descriptive questions-10 marks each		
Note for the Paper Setter The paper is divided into 4 Units. The examinees will be required to attempt <i>Five</i> questions in all, including Question 1, which is compulsory and selecting <i>One</i> question from each Unit (I – IV). Question 1 will consist of 5 short Answer (2 marks each) questions (having no internal choice) spread over the whole syllabi. The Examiner will set <i>Two</i> questions from each Unit.		
Unit-I - Introduction to libraries, museums and archives. Library: Definitions, aims, objective, functions and services. - Types of libraries: Objectives and functions of public library, academic library, special library. - Five Laws of library science and their implications on libraries		

Unit-II

- Reference and information sources: Definitions and characteristics. Primary, secondary and tertiary sources; print and digital. Institutional and human sources. Classification of Information sources.
- Introduction to conventional primary sources: Monographs, periodicals, conference proceedings, theses and dissertations, patents etc.
- Introduction to conventional secondary and tertiary Sources: Dictionaries, encyclopedias, yearbooks and almanacs, geographical sources, directories, union catalogues.

Unit-III

- Introduction to acquisition, technical processing, maintenance, circulation and serials control.
- Acquisitions section: Selection procedure in libraries from recommendation to procurement, for conventional documents.
- Book selection tools, maintenance of records in acquisitions section: book recommendation files, purchase order files, accession register, payment files etc.

Unit-IV

- Classification: definition, need and purpose.
- Introduction to CC & DDC.
- Call number: Class number, book number and collection number

Books Recommended

- Husain, Sabahat. (2004). Library Classification: Facets and Analysis. Delhi: B.R. Publishing.
- Khanna, J.K. (2009). Library & society. India: Neha Publishers & Distributors. ISBN: 8170001714
- Krishna Kumar (1987). Library Administration and Management. Delhi: Vikas
- Kumar, Kumar (2007). Library management in electronic environment. Har-Anand Publications.
- Mittal, R.L. (1987). Library administration. Ed 5. New Delhi: Ess Ess Publications.
- Ranganathan, S.R.(1988). The Five Laws of Library Science. New Delhi: Sarada Ranganathan Endowment for Library Science.
- Saini (O.P.) Pustakalaya aur Samaja. (Hindi Medium).
- Singh. G. (2013). Information sources, services and systems. India: Prentice Hall India Learning Private Limited.
- Taylor, A.G.(2007). Introduction to cataloguing and classification (10th ed.). New Delhi: Atlantic.
- Usha Pawan and Gupta (Pawan Kumar). Sandarbh Sewa: Saidhantik avom Kriyatmak. 1994. RBSA, Jaipur. (Hindi Medium)

Open Educational Resources

Unit 1:

Five Laws of Library Science (Lesson 4). NIOS. <https://nios.ac.in/media/documents/SrSecLibrary/LCh-004.pdf>

Satyanarayana, R. (2017). Laws of Library Science (Unit-4). Library and Information Social Perspective (Block-1). IGNOU. <https://egyankosh.ac.in/bitstream/123456789/35226/5/Unit-4.pdf> and <https://egyankosh.ac.in/bitstream/123456789/58325/1/Unit4.pdf> (Hindi Medium).

Satyanarayana, R. (2017). Types of Libraries (Unit-2). Library and Information Social Perspective (Block-1). IGNOU. <https://egyankosh.ac.in/bitstream/123456789/35223/5/Unit-2.pdf> and <https://egyankosh.ac.in/bitstream/123456789/58321/1/Unit2.pdf> (Hindi Medium)

Types of Libraries and information Centres: Public, Academic, Special and National (Lesson 2). NIOS. <https://nios.ac.in/media/documents/SrSecLibrary/LCh-002.pdf>

ग्रंथालय और सूचना केन्द्रों के प्रकार (पाठ 2). NIOS. <https://nios.ac.in/media/documents/SrSecLibrary/LCh-002H.pdf>

ग्रंथालय विज्ञान के पांच सूत्र (पाठ 4). NIOS. <https://nios.ac.in/media/documents/SrSecLibrary/LCh-11H.pdf>

Unit 2:

Reference and Information Access Tools : An Overview (Unit-1). Study of Reference Sources (Block-1). IGNOU. <https://egyankosh.ac.in/bitstream/123456789/33141/1/Unit-1.pdf>

Types of Reference and Information Access Tools (Unit-2). Study of Reference Sources (Block-1). IGNOU. <https://egyankosh.ac.in/bitstream/123456789/33140/1/Unit-2.pdf>

Unit 3:

Ansari, S. (2017). Basic Housekeeping Operations Part-1 (Unit-5). Library Function and Operation (Block-2). IGNOU. <https://egyankosh.ac.in/bitstream/123456789/35881/5/Unit-5.pdf>

Ansari, S. (2017). Basic Housekeeping Operations Part-2 (Unit-6). Library Function and Operation (Block-2). IGNOU. <https://www.egyankosh.ac.in/bitstream/123456789/35882/5/Unit-6.pdf>

Patainak R. Selection and acquisition (Module 09). Management of Libraries and Information Centres and Knowledge Centres (Paper No 06). *e-PG Pathshala*.

Unit 4:

Colon Classification (CC) (Unit-13). Study of Selected Schemes of Library Classification (Block-4). IGNOU. <https://egyankosh.ac.in/bitstream/123456789/33085/1/Unit-13.pdf>

Dewey Decimal Classification (DDC) (Unit-10). Study of Selected Schemes of Library Classification (Block-4). IGNOU. <https://egyankosh.ac.in/bitstream/123456789/33088/1/Unit-10.pdf>

Need and Purpose of Library Classification (Unit-2). Elements of Library Classification (Block-1). IGNOU. <https://egyankosh.ac.in/bitstream/123456789/33074/1/Unit-2.pdf>

Satija, M.P. Colon Classification (Module 12(2)). KO & Processing: Classification (Paper No. 02). *e-PG Pathshala*.

Mapping Matrix

CO-PO Matrix

CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8
B-LIS-N101.1	3	3	2	1	2	1	3	2
B-LIS-N101.2	3	3	3	3	3	2	3	2
B-LIS-N101.3	2	3	1	2	3	1	2	3
B-LIS-N101.4	3	3	3	3	3	3	3	2
Average	2.75	3	2.25	2.25	2.75	1.75	2.75	2.25

CO-PSO Matrix

CO	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6	PSO7
B-LIS-N101.1	3	1	1	2	2	3	2
B-LIS-N101.2	3	2	2	3	2	3	1
B-LIS-N101.3	3	3	3	1	2	3	2
B-LIS-N101.4	3	2	3	2	1	3	3
Average	3	2	2.25	2	1.75	3	2

Semester-I

CC-1 B-LIS-N102: Fundamental of Library and Information Science (Practice)	Total Credit: 2 Total Marks: 50 Internal: 25 External: 25 Duration of Exam: 3 Hrs.
Objectives 102.1 To familiarize with the process of classification. 102.2 To acquaint with various provisions of Colon Classification scheme. 103.3 To acquaint with various provisions of Dewey Decimal Classification scheme.	
Course Outcomes (CO): After studying this course, students shall be able to:	
B-LIS-N102.1	Classify the documents using Colon Classification scheme.
B-LIS-N102.2	Classify the documents using Dewey Decimal Classification and assign book number using Cutter Table.
Internal Assessment: 25 Marks (Attendance-05 + Assignment-05 + Midterm test-15) Midterm test will consist of following: (i) Two titles (out of three) from CC: 03 marks each (ii) Two titles (out of three) from DDC: 03 marks each (iii) Three titles of Book number: 01 mark each Note for the Paper Setter <p>The paper is divided into 2 Units. Unit-I on CC will consist of 2 parts. In Part A, there will be seven titles, consisting of one mark each and examinees will be required to attempt five titles. Part-B will consist of three titles, consisting of 2.5 marks each and the examinees will be required to attempt two titles.</p> <p>Unit-II on DDC will also consist of 2 parts. In Part A, there will be seven titles, consisting of one mark each and examinees will be required to attempt five titles. Part-B will consist of three titles, consisting of 2.5 marks each and the examinees will be required to attempt two titles.</p> <p>The examinees will be required to assign Book Numbers to attempted five titles in Unit-II, Part-A by using Cutter Table.</p>	
<u>Unit-I</u> Introduction to Colon Classification. <ul style="list-style-type: none"> - Classification of simple subjects. - Classification of compound subjects. - Use of Common Isolates. <u>Unit-II</u> Introduction to Dewey Decimal Classification. <ul style="list-style-type: none"> - Classification of simple subjects. - Classification of compound subjects. - Use of Table-1 and 2. Use of Cutter Table for assigning book number.	

Books Recommended

- Dewey, Melvil. Dewey Decimal Classification. Latest available edition.
- Ranganathan, SR. Colon Classification. 6th revised edition.

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Unit: 1

Biological Sciences (Unit-12). Colon Classification (6th Edition) (Block-4). IGNOU.

<https://egyankosh.ac.in/bitstream/123456789/33100/1/Unit-12.pdf>

Humanities and Social Sciences (Unit-11). Colon Classification (6th Edition) (Block-4). IGNOU.

<https://egyankosh.ac.in/bitstream/123456789/33101/1/Unit-11.pdf>

Introduction, Structures and Organisation (Unit-8). Colon Classification (6th Edition): Preliminaries (Block-3). IGNOU. <https://egyankosh.ac.in/bitstream/123456789/33098/1/Unit-8.pdf>

Physical Sciences and Generalia (Unit-13). Colon Classification (6th Edition) (Block-4). IGNOU.

<https://egyankosh.ac.in/bitstream/123456789/33099/1/Unit-13.pdf>

Satija, M.P. Subjects: Basic, Compound and Complex: Phase relations (Module 08). KO & Processing: Classification (Paper No. 02). *e-PG Pathshala*.

Schedules and Techniques (Unit-9). Colon Classification (6th Edition): Preliminaries (Block-3). IGNOU.

<https://egyankosh.ac.in/bitstream/123456789/33097/1/Unit-9.pdf>

Unit: 2

Auxiliary Tables and Devices (Unit-6). Dewey Decimal Classification (19th Edition) - Part 2 (Block-2). IGNOU. <https://egyankosh.ac.in/bitstream/123456789/33094/1/Unit-6.pdf>

Introduction, Structure and Organisation (Unit-1). Dewey Decimal Classification (19th Edition) - Part 1 (Block-1). IGNOU. <https://egyankosh.ac.in/bitstream/123456789/33092/1/Unit-1.pdf>

Practical Classification (Unit-7). Dewey Decimal Classification (19th Edition) - Part 2 (Block-2). IGNOU. <https://egyankosh.ac.in/bitstream/123456789/33093/1/Unit-7.pdf>

Satija, M.P. Subjects: Call, Book and Collection Numbers: Use of Cutter Author Tables (Module 13(1)). KO & Processing: Classification (Paper No. 02). *e-PG Pathshala*.

Study of Tables and Schedules (Unit-5). Dewey Decimal Classification (19th Edition) - Part 2 (Block-2). IGNOU. <https://egyankosh.ac.in/bitstream/123456789/33095/1/Unit-5.pdf>

Mapping Matrix

CO-PO Matrix

CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8
B-LIS-N102.1	3	3	3	3	2	3	1	1
B-LIS-N102.2	3	3	3	3	2	3	1	1
B-LIS-N102.3	3	3	3	3	2	3	1	1
Average	3	3	3	3	2	3	1	1

CO-PSO Matrix

CO	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6	PSO7
B-LIS-N101.1	1	3	3	1	2	3	1
B-LIS-N101.2	1	3	3	1	2	3	1
B-LIS-N101.3	1	3	3	1	2	3	1
Average	1	3	3	1	2	3	1

Semester-II

CC-2		Total Credit: 4
B-LIS-N201: Basics of Library Operations (Theory)		Total Marks: 100
		Internal: 50
		External: 50
		Duration of Exam: 3 Hrs.
Objectives		
201.1	To enable the students to understand the concept, forms and types of Library Catalogue as Information Retrieval Tool and to understand the main features of MARC21 and RDA.	
202.2	To know the functions, routines and systems of Maintenance Section.	
203.3	To know the procedure of borrowing and returning of library materials and various related activities such as Overdue Charges, Loan Renewal and Inter Library Loan.	
203.4	To understand the characteristic features of Periodicals Management of print and online journals.	
Course Outcomes (CO): After studying this course, students shall be able to:		
B-LIS-N201.1	Use library catalogue in different forms for searching the library documents. Identify the entries prepared according to MARC21 and RDA.	
B-LIS-N201.2	Perform various activities such as care and maintenance of collection, use of shelving furniture and other tools and preparation of list for binding and withdrawal.	
B-LIS-N201.3	Able to charge and discharge library material to users, maintain relevant records and renewal as well as preservation of documents, calculate and collect fine.	
B-LIS-N01.4	Perform routines of different functions of Periodicals Section such as recording, claims, shelving and binding of periodicals.	
Internal Assessment: 50 Marks (Attendance-10+Assignment-10 + Midterm test-30)		
Midterm test will consist of the following:		
(i) Five MCQ-01 Mark each		
(ii) Two out of three short answer type questions-2.5 marks each.		
(iii) Two descriptive questions-10 marks each		
Note for the Paper Setter		
The paper is divided into 4 Units. The examinees will be required to attempt <i>Five</i> questions in all, including Question 1, which is compulsory and selecting <i>One</i> question from each Unit (I – IV). Question 1 will consist of 5 short Answer (2 marks each) questions (having no internal choice) spread over the whole syllabi. The Examiner will set <i>Two</i> questions from each Unit.		
Unit-I		
<ul style="list-style-type: none">- Cataloguing: Definition, need & functions.- Introduction to MARC21 & RDA.- Forms and types of library catalogue.- Subject cataloguing.		

Unit-II

- Maintenance: Book stacking/shelving methods – books, newspapers, print journals; shelf reading; shelf rectification, bookbinding; stock verification. Preservation of materials in libraries – the need for preservation, causes of deterioration of library materials, precautionary measures for preservation. Shelving furniture and tools. Withdrawal and weeding

Unit-III

- Circulation section: Functions of library circulation: Types of users; circulation privileges; registration of patrons for circulation; loan period; charging and discharging method; overdue charges; fine collection procedure; reservation of books; renewal of loan period; inter- library Loan; circulation statistics.

Unit-IV

- Serials control: Definition of periodicals; Types of periodicals; Selection of periodicals; Periodical Selection Tools; Pricing models: Subscription model and pay-per-view; annual subscription vs. perpetual access; ownership vs. access; big deals/subject bundles; licensing agreements. Receipt of periodicals. Claims generation—shelving of periodicals – current issues and bound volumes.

Books Recommended

- Krishan Kumar (1987). Library Administration and Management. Delhi: Vikas
- Krishan Kumar (2007). Library management in electronic environment. Har-Anand Publications.
- Mittal, R.L. (1987). Library administration. Ed 5. New Delhi: Ess Ess Publications.
- Tripathi, S.M. Granthalya Prabhandh (Hindi medium).
- Viswanathan, C.G. Cataloguing Theory and Practice.

Open Educational Resources**Unit 1:**

Kanjilal, U. (2017). Marc-21 Cataloguing (Unit-11). Cataloguing - AACR II and MARC 21 (Block-2).IGNOU. <https://egyankosh.ac.in/handle/123456789/40122>

Library Catalogue: Objectives, Purposes and Functions (Unit-1). History, Purpose and Types of Library Catalogues (Block-1). IGNOU. <https://egyankosh.ac.in/bitstream/123456789/33105/1/Unit-1.pdf>

Physical Form of Library Catalogues (Unit-3). History, Purpose and Types of Library Catalogues (Block-1).IGNOU. <https://egyankosh.ac.in/bitstream/123456789/33103/1/Unit-3.pdf>

Subject Cataloguing – Problems (Unit-14). Subject Indexing, Vocabulary Control and Recent Developments in Cataloguing (Block-4). IGNOU.

<https://egyankosh.ac.in/bitstream/123456789/33119/1/Unit-14.pdf>

Types of Catalogue (Unit-4). History, Purpose and Types of Library Catalogues.IGNOU (Block-1).

<https://egyankosh.ac.in/bitstream/123456789/33102/1/Unit-4.pdf>

Unit 2:

Anand, C.M. Shelving, maintenance and preservation (Module 11).Management of Libraries and Information Centres and Knowledge Centres (Paper No. 06). *e-PG Pathshala*.

Maintenance, Shelving and Stock Verification, Etc. (Unit-11). Use and Maintenance of the Library (Block-3). IGNOU. <https://egyankosh.ac.in/bitstream/123456789/33067/1/Unit-11.pdf>

Unit 3:

Circulation Work (Unit-10). Use and Maintenance of the Library (Block-3). IGNOU.

<https://egyankosh.ac.in/bitstream/123456789/33068/1/Unit-10.pdf>

Unit 4:

Acquisition of Periodicals and Serials (Unit-8). Information Resource Development (Block-2). IGNOU. <https://egyankosh.ac.in/bitstream/123456789/33062/1/Unit-8.pdf>

Mapping Matrix

PO Matrix

CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8
B-LIS-N201.1	3	3	1	3	3	1	2	2
B-LIS-N201.2	1	2	1	2	1	1	2	2
B-LIS-N201.3	1	2	1	2	1	1	2	2
B-LIS-N201.4	1	2	1	2	1	1	2	2
Average	1.5	2.25	1	2.25	1.5	1	2	2

CO-PSO Matrix

CO	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6	PSO7
B-LIS-N201.1	3	3	3	2	2	3	1
B-LIS-N201.2	3	3	3	3	3	3	2
B-LIS-N201.3	3	3	3	3	3	3	2
B-LIS-N201.4	3	3	3	3	3	3	2
Average	3	3	3	2.75	2.75	3	1.75

Semester-II

CC-2 B-LIS-N202: Basics of Library Operations (Practice)	Total Credit: 2 Total Marks: 50 Internal: 25 External: 25 Duration of Exam: 3 Hrs.
Objectives 202.1 To familiarize with the process of Cataloguing. 202.3 To acquaint with the different kinds of entries prepared in CCC. 202.3 To acquaint with the different kinds of entries prepared to AACR-II. 202.4 To acquaint with the significant tags used in MARC 21. 202.5 To acquaint with the process of assigning/deriving subjects entries using Sear's List of Subject Headings and Chain Procedure.	
Course Outcomes (CO): After studying this course, students shall be able to:	
B-LIS-N202.1	Understand the process of cataloguing according to CC.
B-LIS-N202.2	Understand the process of cataloguing according to AACR-II.
B-LIS-N202.3	Understand the structure of MARC 21.
Internal Assessment: 25 Marks (Attendance-05 + Preparation of Cataloguing copy-05 + Midterm test-15) Midterm test will consist of following: (i) One title from CCC (out of two): 01 mark each (ii) Two Titles from AACR-II (out of three): 05 marks each	
Note for the Paper Setter The paper is divided into 2 Units . Unit-I will be related to CCC in which there will be three titles consisting of 5 marks each and the examinees will be required to attempt any Two titles . Unit-II will be related to AACR-II, in which there will be 2 parts. In Part-A , there will be Three titles consisting of 5 marks each and the examinees will be required to attempt any Two titles . In Part-B , there will be Two titles consisting of 5 marks each and the examinees will be required to attempt any one title.	
Unit-I <ul style="list-style-type: none"> - Different kinds of entries according to CCC - Cataloguing of books with single and multiple authors. - Edited books with and without edition. - Introduction to chain procedure. 	
Unit-II <ul style="list-style-type: none"> - Different kinds of entries according to AACR-II. - Cataloguing of books with single and multiple authors. - Edited books with and without edition. - Use of Sears List of Subject Headings. 	

Books Recommended

- Anglo American Cataloguing Rules 2nd Revised Ed (1998). New Delhi: Oxford.
- Fritz, Devorah A. Cataloguing with AACR2 and US MARC records. Chicago: ALA.
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Mapping Matrix

CO-PO Matrix

CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8
B-LIS-N201.1	3	3	1	2	2	1	1	2
B-LIS-N201.2	3	3	1	2	2	1	1	2
B-LIS-N201.3	3	3	1	2	2	1	1	2
Average	3	3	1	2	2	1	1	2

CO-PSO Matrix

CO	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6	PSO7
B-LIS-N201.1	2	3	3	3	3	3	1
B-LIS-N201.2	3	3	3	3	3	3	1
B-LIS-N201.3	2	3	3	3	3	3	1
Average	2.33	3	3	3	3	3	1