# Course Credit Structure

<table>
<thead>
<tr>
<th>Sem</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Course Type</th>
<th>Credit Pattern</th>
<th>Credit Value</th>
<th>Marks Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Lecture (L)</td>
<td>Tutorial (T)</td>
<td>Practice (P)</td>
</tr>
<tr>
<td>S</td>
<td>LIS-HC-101</td>
<td>Library, Information and Society</td>
<td>Hard Core</td>
<td>3</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>LIS-CC-102</td>
<td>Document Classification (Theory)</td>
<td>Core</td>
<td>1</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>LIS-CC-103</td>
<td>Document Cataloguing (Theory)</td>
<td>Core</td>
<td>1</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td>LIS-HC-104</td>
<td>Library Information Technology (Theory)</td>
<td>Hard Core</td>
<td>1</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>LIS-HC-105</td>
<td>Library Information Technology (Practice)</td>
<td>Hard Core</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>LIS-CC-106</td>
<td>Information Sources, Systems and Services</td>
<td>Core</td>
<td>2</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

**FIRST SEMESTER**

**Course Code:** LIS-HC-101

**Course Title:** LIBRARY, INFORMATION AND SOCIETY

**Objectives**

- To provide theoretical foundation of the course;
- To explore the normative principles, legislation and IPR issues related to the discipline; and
- To study features of information society and knowledge economics.

**Unit 1: Library as a Social Institution**

- Objectives and functions of social institutions with special reference to libraries and information centers (LICs);
- Historical development of LICs, Information resources, Tools, techniques and technologies, Views of eminent thinkers;
- Basic laws and Five laws of Library Science, Modifications of Five laws, IFLA principles relating to bibliographical control, Other normative principles;
- Types of libraries (National and Copyright libraries, Academic libraries, Public libraries, Special libraries and Information centres, Other information agencies);

**Unit 2: Library Policies, Movements and Legislations**

- UNESCO charter of books, IFLA/UNESCO public library manifesto, other IFLA/UNESCO guidelines;
- International, and national programmes and policies (NAPLIS etc), Recommendations of National Knowledge Commission, India; NDLI and NVLI (in India)
- Library movement and development in India with special reference to West Bengal;
- Library legislation – needs, Indian scenario, West Bengal Public Libraries Act, 1979 (including amendments), Comparative study of library legislations in Indian states;
Unit 3: Profession, Public relations and Extension activities
- Occupation, Vocation and Profession, Attributes of Profession, Librarianship as a profession in India and abroad, Professional ethics and duties of Library and Information workers, Information ethics;
- Professional associations and their role in library development (Indian and International), IFLA Core activities, Library and Information Science education and research: developments and trends;
- Public relations and extension activities - Definition, facets and programmes;
- Community information services in India and abroad, Local history collection and Area profile;
- Resource sharing and networking, Promoting agencies of library and information services – National and International levels.

Unit 4: Information and Society
- Information Science: Origin and development, scope and coverage, relationship with other disciplines and professions, Information properties;
- Information Communication: Types, Barriers, Models, Process and Theories;
- Information Society: Social implications; Genesis; Changing role of information institutions and information professionals;
- Information Policies: Nationals and International plans, policies and programmes relating to information for development with special reference to India and developing countries;
- Politics of information: Universal data flow, Free flow of information vs. New World
Information Communication Order, WSIS, Information poverty, Digital divide.

Unit 5: Knowledge Economy and Knowledge Management
- Knowledge society and Knowledge economics. Knowledge Management: Concepts and tools;
- Document management Vs. Information management Vs. Knowledge management;
- Economics of information: Concept, scope and objectives; Information as a commodity, Information economics vs. Economics of information;
- Theories and Models: Demand and supply of information; Economic principles relevant to information, Production, distribution and consumption of information and knowledge, Machulp’s model;
- Information Marketing: Marketing of information product and services, Planning, process and strategies, Economic analysis models, cost-benefit analysis and cost effectiveness, Market research.

FIRST SEMESTER

Course Code: LIS-HC-101
Course Title: LIBRARY, INFORMATION AND SOCIETY

Reading List


**FIRST SEMESTER**

**Course Code:** LIS-CC-102  
**Course Type:** Core

**Course Title:** DOCUMENT CLASSIFICATION (THEORY)
<table>
<thead>
<tr>
<th>Credit Structure</th>
<th>Marks Distribution</th>
<th>Objectives</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture</td>
<td>Tutorial</td>
<td>Practice</td>
</tr>
<tr>
<td>1</td>
<td>1</td>
<td>0</td>
</tr>
</tbody>
</table>

- To provide historical and theoretical foundation of library classification;
- To explore the features of traditional library classification schemes; and
- To know the methods related to designing depth schedule and to study the use of technologies in library classification.

**Unit 1: Basic Concepts, Genesis and Schemes of Library Classification**
- Meaning, purpose and function of classification, Knowledge classification and Document classification;
- Classification schedule and its components, Kinds of scheme: Enumerative and Faceted;
- Subject and disciplines: Concept and features, Types of subjects, Modes of formation of subjects; Isolates and auxiliaries: Common (ACI and PCI) and special;
- Facets and Facet Analysis, Speciators and their kinds, Phase relations: levels and kinds/nature;
- Schemes of Library Classification and Switching Languages – BSO.

**Unit 2: General Theory of Library Classification**
- Normative principles – introduction, Contribution of CRG, FID/CR and DRTC;
- Laws, Canons, Principles and Postulates;
- Three planes of work, Fundamental categories;
- Application of normative principles in DDC, UDC and CC;
- Notational techniques in different classification systems.

**Unit 3: Applications of Classification Theories (Colon Classification 6th edition)**
- Colon Classification – History, Genesis and Structure;
- Colon Classification – structure and rules;
- Facet analysis – process and steps
- Building of class number - simple subjects;
- Colon Classification – use of index.
FIRST SEMESTER

Course Code: LIS-CC-102

Course Title: DOCUMENT CLASSIFICATION (THEORY)

Reading List


---

**FIRST SEMESTER**

**Course Code:** LIS-CC-103  
**Course Type:** Core
Course Title: DOCUMENT CATALOGUING (THEORY)

<table>
<thead>
<tr>
<th>Credit Structure</th>
<th>Marks Distribution</th>
<th>Objectives</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture</td>
<td>Tutorial</td>
<td>Practice</td>
</tr>
<tr>
<td>1</td>
<td>1</td>
<td>0</td>
</tr>
</tbody>
</table>

- To provide historical and theoretical foundation of library cataloguing;
- To help in understanding normative principles and cataloguing codes; and
- To know the authority data management and to study the initiatives and trends of library cataloguing.

Unit 1: Basic Concepts and Genesis
- Library catalogue – historical and theoretical foundations, Difference of Library catalogue from Library Accession Register, Shelf List and Bibliography;
- Objectives (objectives propounded by Cutter, Osborn, Lubetzky Svenonious and FRBR) and Functions of library catalogue;
- Cataloguing rule base – need, types and applications;
- Physical forms – book, sheaf, card and machine-readable (including OPAC) forms – their advantages and disadvantages and suitability in different types of libraries, Inner forms – dictionary, classified and alphabetico-classed forms and their comparative studies;

Unit 2: Principles and Rules
- Normative principles – objectives, scope and applications;
- Normative principles – History and time line of development, International Conference on Cataloguing Principles (ICCP), 1961;
- Canons and principles of cataloguing as propounded by Ranganathan;
- IME/ICC principles;
- Standardization of Bibliographic Description – ISBDs, Consolidated ISBD, Revised ISBDs, FRBRized ISBDs.

Unit 3: Cataloguing Codes
- Cataloguing codes – definition, objectives, scope, need, components;
- Cataloguing codes - historical development;
- Features of Anglo-American Cataloguing Rules (AACR 2);
- Features of Classified Catalogue Code (CCC 5th edition);
- Features of RDA (Resource Description and Access).
FIRST SEMESTER

Course Code: LIS-CC-103

Course Title: DOCUMENT CATALOGUING (THEORY)

Reading List

ALA (1968). ALA Rules for filing Catalog Cards. Chicago: ALA.


FIRST SEMESTER

Course Code: LIS-HC-104

Course Title: LIBRARY INFORMATION TECHNOLOGY (THEORY)

<table>
<thead>
<tr>
<th>Credit Structure</th>
<th>Marks Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture</td>
<td>Tutorial</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Lecture</td>
<td>Tutorial</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>1</td>
</tr>
</tbody>
</table>

Objectives

- To provide basic ICT concepts;
- To explore the possibilities of ICT in designing library services; and
- To know the use of database and networking technologies in developing library systems and services.
Unit 1: Physical and Logical Units of ICT
- Data, information and knowledge, ICT – definition, scope, application in human activities, social implication, Application of ICT in activities of library and information centres;
- Hardware and Devices related to ICT; Data Representation in Computer
- System software, Appalachian software, Operating Systems, Open source software and open standards
- Computer programing languages – classification, generations, program development tool and programing process
- Overview of popular high-level languages – C, C++, Java etc.

Unit 2: Computer Networks and Distributed Information System
- Computer networks – definition, scope, purpose, features and advantages, Types of network – LAN, MAN and WAN;
- Internet – origin, development, architecture, connection options; Internet in India – GIAS, ISPs and connection options; Internet addressing system – IP address and domain name system, Internet, Intranet and Extranet;
- Internet resource access tools – Telnet, FTP, Gopher, Archie, Mosaic and WWW;
- Web retrieval tools – subject directories, search engines and meta search engines;
- Distributed information system and library – Web 2.0, Library 2.0, Linked data, Cloud computing, Semantic Web.

Unit 3: Database Management System (DBMS)
- Concept, scope, purpose and advantages of DBMS;
- Entity, attributes and properties, Field, record and database;
- Data models – hierarchical, network and relational, Basics of RDBMS;
- WINISIS as bibliographic database management system;
- Bibliographic databases, Search strategy and techniques of data retrieval, CDROM database searching.

FIRST SEMESTER

Course Code: LIS-HC-104
Course Title: LIBRARY INFORMATION TECHNOLOGY (THEORY)

Reading List


**FIRST SEMESTER**

**Course Code: LIS-HC-105**

**Course Type: Hard Core**

**Course Title: LIBRARY INFORMATION TECHNOLOGY (PRACTICE)**

<table>
<thead>
<tr>
<th>Credit Structure</th>
<th>Marks Distribution</th>
<th>Objectives</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture</td>
<td>Tutorial</td>
<td>Practice</td>
</tr>
<tr>
<td>To provide basic ICT concepts:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
To explore the possibilities of ICT in designing library services; and
to know the use of database and networking technologies in developing library
systems and services.

Unit 1: Operating Systems, Unix-like OS (including Office Management Software)
- MSDOS and Windows OS;
- Unix-like OS;
- Multiuser OS and related tools – telnet, ftp, ssh, http;
- LAMP architecture;
- Office management software.

Unit 2: Programming language – Basic tasks and problem solving
- C programming language – Use of GCC in Unix-like OS;
- C programming language – Basic tasks;
- C programming language – Loop and Array;
- Markup language – HTML, XML;
- Scripting language – PERL/PHP.

Unit 3: DBMS – Multipurpose DBMS and Bibliographic DBMS
- MySQL – Basic tasks;
- Use of MySQl GUI, Backup and Restoration;
- WINISIS – Basic level;
- WINISIS – Advanced level;
- Database search and retrieval.

FIRST SEMESTER

Course Code: LIS-HC-105
Course Title: LIBRARY INFORMATION TECHNOLOGY (PRACTICE)

Reading List


**FIRST SEMESTER**

Course Code: LIS-CC-106

Course Title: INFORMATION SOURCES, SYSTEMS AND SERVICES

<table>
<thead>
<tr>
<th>Credit Structure</th>
<th>Marks Distribution</th>
<th>Objectives</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture</td>
<td>Tutorial</td>
<td>Practice</td>
</tr>
<tr>
<td>To help in understanding the types and scopes of information resources</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Unit 1: Information Sources

- Information Sources – categories and features, Information sources vs. resources, Organization of information sources;
- Documentary Sources: Primary, Secondary and Tertiary, Institutional and Human Sources;
- Non print materials including digital information sources, Traditional Vs. Digital sources of information;
- Evaluation of Reference and Information Sources.

Unit 2: Reference and Information Services

- Concept, definition, scope and types;
- Reference Referral, Documentation and Information Services: Definition, Need, Characteristics and Differences;
- Theories of reference services, Reference Process: Search strategy and techniques, Reference Questions and Reference Interview;
- Alerting Services – Newspaper clippings and News brief services, CAS and SDI services, Abstracting and Indexing Services;

Unit 3: Information Products

- Information products: Meaning and objectives, Techniques of production and Design issues;
- Abstract and Abstracting: Types and Guidelines for preparation of Abstract;
- In-house Communications: Newsletters, House bulletins and other In-house communications;

Unit 4: Electronic Information Products and Services

- Electronic information sources and services – Conceptual foundations, Types and characteristics, Traditional Vs. Digital information sources;
- Bibliographic databases, Citation databases, Full-text databases, Portals, Vortals and Gateways, Multimedia based information products, Open access knowledge system: products and services;
- Alerting services (CAS & e-CAS, SDI & e-SDI, RSS based services), Bibliographic, Referral, Literature search, Electronic document delivery and machine translation services;
- Virtual Reference Services: Tools and Techniques (Publishers based services – Xrefer, Credo etc, Library based services – QuestionPoint, VRD etc; Use of asynchronous and synchronous virtual communication tools);
- Trends and future.

Unit 5: Components and Users of Information Systems

- Information Institutions: Evolution, growth, types and role in information transfer cycle; Information centres: types, activities and their organization; Data Centres & Data Banks: Activities and services; Referral Centres and Clearing Houses, Information Analysis Centres: Activities, services and products;
- Information System: General System Theory, Design issues and principles, Information Systems and Networking: Meaning, Importance and Structure, Design and development of information systems – theories, models and steps;
- Structure and Services of Global, Regional and National Information Systems
- Library Networks and Consortia
- Users’ Study : Types and Techniques; Information need analysis.
FIRST SEMESTER

Course Code: LIS-CC-106
Course Type: Core

Course Title: INFORMATION SOURCES, SYSTEMS AND SERVICES

Reading List


