

MAHAKAUSHAL UNIVERSITY JABALPUR M.P.



Mahakaushal University , Aithakheda , Jabalpur M.P

As per model syllabus of U.G.C. New Delhi, drafted by

Central Board of Studies and Approved by Higher

Education and the Governor of M.P.



Faculty of Library & Information Science

Syllabus & Prescribed Books

Bachelor of Library & information Science

B.Lib Semester Examination

2024-25

Course Duration 1 Year

MAHAKAUSHAL UNIVERSITY JABALPUR M.P.



Mahakaushal University , Aithakheda, Jabalpur M.P

Faculty of Library

Semester - II Semester

SCHEME OF EXAMINATION

Bachelor of Library and information science (BLIB)

Paper Code	Paper Title	Internal Ass		Semester Exam		Practical		Total
		Max	Min	Max	Min	Max	Min	
BLIB0201-T	Management of Library & Information Centers	20	08	80	32			100
BLIB0202-T	Information Sources, Services, Storage and Retrieval	20	08	80	32			100
BLIB0203-T	Library Cataloguing (Theory)	20	08	80	32			100
BLIB0203-P	Library Cataloguing (Practical)	20	08			30	12	50
BLIB0204-T	Discipline Specific Elective (DSE)/Open Choose any one 1. Academic Library and Archives Library 2.Public Library and Information System 3. Internship	20	08	80	32			100
								450

Note:- 1. Continuous comprehensive evaluation (CCE), internal assessment of each paper will be evaluated by the teacher concerned based on test and/or/written assignment/and/or seminars .

2.The examination of paper 5 will be conducted jointly the external and internal examiners.

I Semester

PAPER 0101: Basics of library and information Science

Syllabus outline

Unit-I:- Introduction to library and Information science

Topics Covered:-

- i. Definition and scope of lis.
- ii. History and evolution of libraries.
- iii. Types of libraries (Public , academic , special , digital)
- iv. Role of libraries in society

MAHAKAUSHAL UNIVERSITY JABALPUR M.P.



Unit-II:- Information sources and services

Topics Covered:-

- i. Types of information sources (Primary , secondary , tertiary)
- ii. Reference services and information literacy
- iii. Evaluation of information sources
- iv. Development of library collections

Unit-III:-Cataloging and classification

Topics Covered:-

- i. Fundamentals of cataloging
- ii. Cataloging Standards(AACR2,RDA)
- iii. Classification Systems(Dewey Decimal)
System library of congress Classification
- iv. Metadata and its importance in information retrieval.

Unit-IV:-Information Technology in libraries

Topics Covered:-

- i. Role of technology in library services
- ii. Library management systems(LLS)
- iii. Digital libraries and e-Resources
- iv. Emerging technologies (AI, Cloud computing ,Mobile services)

Unit-V:-Management and administration of libraries

Topics Covered:-

- i. Library management principles
- ii. Human Resources in libraries
- iii. Budgeting and finance
- iv. Planning and policy development



Reference Books:-

- i. "Introduction to library and Information science "by Ajay kumar chaubey
- ii. " Reference and information services : An information " by Richard E. Bopp and Linda C. Smith
- iii. "Cataloging and classification : An information " by Raghunath Pandey
- iv. "Library Technology : A Guide for the 21th century " by G. Devarajan
- v. "Library Management 101:A Practical Guide " By Diane L. Osber

PAPER 102: Information science and technology: Basic and Application

Syllabus outline

Unit-I:-Introduction to information science and technology

Topics Covered:-

- i. Definition and scope of information science
- ii. Historical development of information technology
- iii. Key Concepts in information science(Data, Information ,Knowledge)
- iv. Overview of information systems

Unit-II:-Information Retrieval and Management

Topics Covered:-

- i. Fundamentals of information retrieval systems
- ii. Search engines and indexing
- iii. Metadata standards and practices
- iv. Data organization and database

Unit-III:-Information technology Applications

Topics Covered:-

- i. Information technology in various sectors (education ,healthcare ,business)
- ii. E-governance and digital libraries
- iii. Social media and its impact on information sharing
- iv. Emerging technologies (cloud computing, big datd ,AI)

MAHAKAUSHAL UNIVERSITY JABALPUR M.P.



Unit-IV:- Data Analytics and Visualization

Topics Covered:-

- i. Introduction to data analytics
- ii. Techniques for data analysis (Statistical methods, machine learning)
- iii. Data visualization tools and best practices
- iv. Ethical considerations in data handling

Unit-V:- Trends and future directions in information science and technology

Topics Covered:-

- i. Current trends in information technology (IOT,Blockchain)
- ii. The role of information science in a digital society
- iii. Future challenges and opportunities in the field
- iv. Career pathways in information science and technology

Reference Books:-

- i. "Introduction to information Technology " by Sanjay Saxena
- ii. " information retrieval " by Dr. Badal Soni and Dr. Suganya Davi K.
- iii. "The information : A history, a theory, a flood " by James Gleick
- iv. "Data Analytics and visualization " by Dr. Gorav Kumar Ameta and Dr. Mahipal Singh Deora
- v. "Information science in the 21st century : A research agenda " by R. David Lankes

PAPER 103: Knowledge Organization and Processing

Syllabus outline

Unit-I:- Introduction to Knowledge Organization

Topics Covered:-

- i. Definition and importance of Knowledge Organization
- ii. Theoretical frameworks(Knowledge management, information science)
- iii. Historical development of knowledge organization
- iv. Types of knowledge (explicit, tacit)

MAHAKAUSHAL UNIVERSITY JABALPUR M.P.



Unit-II:-Classification and categorization

Topics Covered:-

- i. Principles of classification (taxonomy, ontology)
- ii. Classification systems (Dewey decimal classification, Library of Congress classification)
- iii. Faceted classification and its applications
- iv. Subject indexing and controlled vocabularies

Unit-III:-Metadata and Semantic web

Topics Covered:-

- i. Definition and importance of Metadata
- ii. Metadata standards (Dublin Core, MARC, XML)
- iii. Introduction to the Semantic web and linked data
- iv. Application of metadata in information retrieval

Unit-IV:-Knowledge Representation and Retrieval

Topics Covered:-

- i. Knowledge Representation models (frames, semantic networks)
- ii. Information retrieval systems and techniques
- iii. Search algorithms and indexing methods
- iv. User behavior in information retrieval

Unit-V:-Knowledge Management Practices and Technology

Topics Covered:-

- i. Knowledge Management strategies in organizations
- ii. Tools and technologies for knowledge sharing (wikis, intranets)
- iii. Evaluation of Knowledge Management systems
- iv. Future trends in Knowledge organization and processing



Reference Books:-

- i. "Knowledge Management " by Gita Kumta and Klaus North
- ii. "Faceted Classification in theory and Practice " By R.S.S. Bhattacharyya
- iii. "Metadata for Digital Resources: Implementation, Systems Design, and Interoperability " by Marcia Lei Zeng and Jian Qin
- iv. " Information retrieval : Implementing and evaluating search engines " by stefan Buettcher , Charles L.A. Clarke, and Gordon V. Cormack
- v. "The New edge in knowlede: How Knowledge Management is changing the way you do business"by carla O'Dell and Cindy E.S. Grayson

PAPER 104:Library Classification

Syllabus outline

Unit-I:-Introduction to Library

Topics Covered:-

- i. Definition and importance of Library Classification
- ii. Historical overview of Classification systems
- iii. Basic concepts in classification (shelf arrangement, call numbers)
- iv. Overview of major Classification systems

Unit-II:-Dewey Decimal Classification(DDC)

Topics Covered:-

- i. Structure of the DDC system
- ii. Use of DDC in libraries
- iii. DDC notation and classes
- iv. Updates and revisions of DDC

MAHAKAUSHAL UNIVERSITY JABALPUR M.P.



Unit-III:-Library of congress Classification (LCC)

Topics Covered:-

- i. Overview of LCC Structure and Organization
- ii. LCC Schedules and notation
- iii. Definition between DDC and LCC
- iv. Application of LCC in academic and research libraries

Unit-IV:-Other Classification systems

Topics Covered:-

- i. Overview of specialized classification systems(e.g., universal decimal classification , Colon classification)
- ii. Faceted classification
- iii. Application of classification in digital libraries
- iv. Challenges in classification (multilingualism, subjectivity)

Unit-V:-Current Trends and Future Direction in classification

Topics Covered:-

- i. The role of technology in classification automated cataloging.
- ii. Linked data and semantic web applications
- iii. Challenges of knowledge organization in the digital age.
- iv. Future trends in library classification.

Reference Books:-

- i. "Library Classification " by S.R. Ranganathan
- ii. "Practical Hand Book of Dewey Decimal Classification " by C.K. Sharma
- iii. "Library of Congress classification: A bibliography " by Library of Congress
- iv. " Colon classification : A Practical Manual" by S.R. Ranganathan
- v. " Metadata for information management and retrieval" by David Haynes.



Practical Topics List:-

1. Understanding Dewey Decimal Classification:(i) Practice classifying a sample collections using DDC.
2. Creating Call Numbers:- (i) Generate call numbers for various items based on classification systems.
3. Library of congress classification Workshop: (i) Hands on Practice With LCC Schedules and notation
4. Developing a faceted classification scheme :- (i) Create a faceted classification for a specific subject area.
5. Classification of Digital Resources:(i) Classify e-books or digital resource using appropriate systems.
6. Comparative Analysis of classification systems :(i) Compare and contrast DDC and LCC Using case studies.
7. Cataloging software exploration:(i) Hands-on Practice with library cataloging software and classification tools.
8. Creating a subject index:- (i) Develop a subject index for a specific topic.
9. Classification challenges :- (i) Discuss and resolve classification dilemmas(e.g., controversial subjects)
10. Trends in automated classification:-(i) Explore emerging technologies and their impact on library classification.

Additional Suggested Reading:-

- i. "The organization of information "by Arlene G. Taylor.
- ii. " Principles of Library classification "by H.E.Bliss.

Additional Suggested Reading:-

- i. "The organization of information "by Arlene G. Taylor.
- ii. " Principles of Library classification "by H.E.Bliss.

II Semester

PAPER 201: Management of library and information centers

Syllabus outline

MAHAKAUSHAL UNIVERSITY JABALPUR M.P.



Unit-I:- Introduction to library and information management

Topics Covered:-

- i. Overview of library and information centers
- ii. Historical development of libraries
- iii. Types of libraries (Public, academic, special, digital)
- iv. Role of libraries in society

Unit-II:- Library administration and management

Topics Covered:-

- i. Principles of management
- ii. Organizational structure of libraries
- iii. Strategic planning in libraries
- iv. Human resource management in library settings

Unit-III:-Collection development and management

Topics Covered:-

- i. Principles of collection development
- ii. Selection and acquisition of materials
- iii. Weeding and Preservation
- iv. Digital collections and resource sharing

Unit-IV:- Services and user engagement

Topics Covered:-

- i. Reference and information services
- ii. user education and outreach programs
- iii. Technology in library services
- iv. Assessment and evaluation of services

MAHAKAUSHAL UNIVERSITY JABALPUR M.P.



Unit-V:-Financial Management and Marketing

Topics Covered:-

- i. Budgeting and financial planning for libraries
- ii. Fundraising and grants
- iii. Marketing library services and programs
- iv. Advocacy for libraries

Reference Books:-

- i. "Library management " by Peter G. W. Keen
- ii. "Management of library and information science " by R.R. Bowker
- iii. "Fundamentals of library Management "by David A.H. Cline
- iv. "Library management in the 21st Century " by Peter H. Reitz
- v. "The library : A Guide to the information and Resources " by L.R.B. Johnson

PAPER 202: Information Sources, services , storage and retrieval

Syllabus outline

Unit-I:-Information sources

Topics Covered:-

- i. Types of information sources (Primary , secondary , tertiary)
- ii. Traditional sources (Books , Journals , reports)
- iii. Digital sources (databases, e-books, online journals)
- iv. Evaluating information sources for credibility and relevance

Unit-II:-Information storage

Topics Covered:-

- i. Overview of library and information services
- ii. Reference and information services
- iii. User education and information literacy
- iv. Special services (Interlibrary loans, document delivery)

MAHAKAUSHAL UNIVERSITY JABALPUR M.P.



Unit-III:-Information storage

Topics Covered:-

- i. Principles of information organization
- ii. Cataloging and classification systems (Dewey, Library of Congress)
- iii. Metadata standards and frameworks
- iv. Digital storage solutions and cloud computing

Unit-IV:- Information Retrieval

Topics Covered:-

- i. Retrieval models (Boolean, vector space, Probabilistic)
- ii. Search techniques and strategies.
- iii. Use of databases and search engines
- iv. User interface design and user experience in retrieval systems.

Unit-V:- Emerging trends in information management

Topics Covered:-

- i. Big data and its impact on information services
- ii. Artificial intelligence in information retrieval
- iii. The role of social media and crowdsourcing
- iv. Future challenges in information storage and retrieval

Reference Books:-

- i. "Introduction to information science" by David Bawden and Lyn Robinson
- ii. "Information Retrieval: Algorithms and heuristics" by Daniel M.T.D.
- iii. "Management of information resources and services" by Paul K. Edwards
- iv. "Fundamentals of collection development and management" by Peggy Johnson
- v. "Digital libraries: Principles and practices" by G.G. Chowdhury and Sudhi Prakash S. Chowdhury

MAHAKAUSHAL UNIVERSITY JABALPUR M.P.



PAPER 203: Library Cataloguing

Syllabus outline

Unit-I:-Introduction to Cataloguing

Topics Covered:-

- i. Definition and importance of cataloguing
- ii. Historical development of cataloguing practices
- iii. Overview of cataloguing rules and standards (AACR2, RDA)
- iv. Types of Catalogues (Card, online , OPAC)

Unit-II:- Cataloguing Principles and Standards

Topics Covered:-

- i. Understanding bibliographic records
- ii. Elements of cataloguing: Authors, titles, subjects
- iii. Authority control and the importance of consistent naming
- iv. MARC (Machine-Readable Cataloguing) Format

Unit-III:-Descriptive cataloguing

Topics Covered:-

- i. RDA(Resource Description and Access) Guidelines
- ii. Rules for different types of materials (Book, Journals, Digital Resources)
- iii. Creating and editing bibliographic records
- iv. Importance of metadata in cataloguing

Unit-IV:- Subject Cataloguing

Topics Covered:-

- i. Subject analysis and classification
- ii. Use of Library of congress subject Headings(LCSH)
- iii. Taxonomy VS. folksonomy in subject cataloguing
- iv. Creating subject entries and relationships

MAHAKAUSHAL UNIVERSITY JABALPUR M.P.



Unit-V:- Advanced cataloguing techniques

Topics Covered:-

- i. cataloguing rare books and special collections
- ii. Handling multimedia and digital resources
- iii. Current trends in cataloguing (linked data, semantic web)
- iv. Challenges in cataloguing and future directions

Reference Books:-

- i. "Cataloging and classification: An introduction" by Lois Mai Chan and Charles T. Woodard.
- ii. "Resource Description and Access (RDA): A Practical Guide" by Robert L. Maxwell
- iii. "MARC for librarians" by Michael J. Madison
- iv. "Introduction to cataloging and classification" by Arlene G. Taylor
- v. "Cataloging and Metadata for Digital Resources" by H.J. (Jim) Johnson

Practical Exercises List:-

- i. Create a bibliographic record for a book using RDA.
- ii. Develop an authority file for a specific author.
- iii. Catalog a digital resource (e.g., an e-book or website)
- iv. Create subject headings for a given set of materials using LCSH
- v. Convert a bibliographic record from AACR2 to RDA Format.
- vi. Input a MARC record into an online cataloging system
- vii. Analyze and correct an existing bibliographic record for errors
- viii. Create a classification number for a book using Dewey Decimal Classification (DDC)
- ix. Develop a simple OPAC interface for a small collection.
- x. Research and present on current trends in library cataloguing

MAHAKAUSHAL UNIVERSITY JABALPUR M.P.



204: Academic library and media and archive library

Syllabus outline

Unit-I:-Overview of Academic library

Topics Covered:-

- i. Definition and Purpose of academic library
- ii. Historical development of acadrmic library
- iii. Types of acadmic libraries(University, College , Specialized)
- iv. Role of academic library in higher education

Unit-II:- Library Services and User support

Topics Covered:-

- i. Reference and information services
- ii. User education ad information literacy programs
- iii. Specialized services (reserch support, subject librarians)
- iv. Assessment and evaluation of library services

Unit-III:- Collection Development in Academic libraries

Topics Covered:-

- i. Principles of collection development
- ii. Selection and acquisition of materials(Print and digital)
- iii. Challenges in collection management (budget constraints, digital resoueces)
- iv. Collaborative collection development ini

Unit-IV:- Media libraries and Aschives

Topics Covered:-

- i. Overview of media libraries and their significance
- ii. Types of media collections (Oudio, Video, digital)
- iii. Archival Principles and Practices
- iv. Preservation and access challenges i media and archives

MAHAKAUSHAL UNIVERSITY JABALPUR M.P.



Unit-V:- Emerging Trends and Technologies

Topics Covered:-

- i. Impact of technology on academic libraries and archives
- ii. Digital libraries and repositories
- iii. Trends in scholarly communication and open access
- iv. Future challenges for academic libraries and media/archives

Reference Books:-

- i. "Academic libraries: Research Perspectives" by Linda S.L. Lee and David A.P. Tan
- ii. "Managing Academic Libraries: A Practical Approach" by Elizabeth E.D.T. Thomas
- iii. "The Academic library: Its Context, its Purpose, and its operation" by David Baker
- iv. "Preserving Digital Materials" by Mary K. Pratt
- v. "The Archives: A Beginner's Guide" by Barbara L. Craig

205: Public library and information system

Syllabus outline

Unit-I:- Introduction to Public Libraries

Topics Covered:-

- i. History and evolution of public libraries
- ii. Roles and functions of public libraries
- iii. Types of public libraries (urban, rural, etc.)

Unit-II:- Library Management and Administration

Topics Covered:-

- i. Organizational structure of public libraries
- ii. Leadership and management practices
- iii. Strategic planning and policy development



Unit-III:- Information Services and User Engagement

Topics Covered:-

- i. Reference and information services
- ii. User needs assessment and community engagement
- iii. Programming and outreach initiatives

Unit-IV:- Technology in public libraries

Topics Covered:-

- i. Digital services and e-resources
- ii. Library management systems and software
- iii. Emerging technologies (e.g., A.I., VR.) in libraries

Unit-V:- Public libraries and social justice

Topics Covered:-

- i. The role of public libraries in promoting equity and inclusion
- ii. Advocacy and policy issues
- iii. Case studies of successful initiatives

Reference Books:-

- i. "Public libraries in the 21st century: Defining Services and value" by Megan Oakleaf
- ii. "Library management 101: A Practical Guide" by Diane L. Swarc
- iii. "Reference and information services: An introduction" by Richard E. Rubin and Rebecca J. Vnuk
- iv. "Technology and the future of libraries" by Charles A. Bunge
- v. "Libraries and social Justice: Perspectives from the Global south" by Trina T. Magi and others

Additional Resources:-

- i. library quarterly "Journals such as "Public and "Library journal"
- ii. Online resources and databases relevant to public library services

MAHAKAUSHAL UNIVERSITY JABALPUR M.P.



Internship:-

Unit-I:- Introduction to internship

Topics Covered:-

- i. Purpose and benefits of internships
- ii. Types of internship (Paid, Unpaid, academic)
- iii. Setting internship goals and expectations

Unit-II:- Professional Development

Topics Covered:-

- i. Resume Writing and cover letter essentials
- ii. Networking and building professional relationships
- iii. Interview techniques and skills

Unit-III:- Workplace skills and etiquette

Topics Covered:-

- i. Communication skills in the workplace
- ii. Professional behavior and ethics
- iii. Time management and Productivity

Unit-IV:- Project Management and Problem-Solving

Topics Covered:-

- i. Basics of Project management
- ii. Setting objectives and milestones
- iii. Techniques for effective Problem-Solving and decision-making

Unit-V:- Reflecting on the internship experience

Topics Covered:-

- i. Writing an internship report or reflection
- ii. Assessing skills gained and areas for improvement
- iii. Planning next steps in career development

MAHAKAUSHAL UNIVERSITY JABALPUR M.P.



Reference Books:-

- i. "The internship bible " by Mark Oldman and Samer Hamadeh
- ii. "What color is your parachute? 2024:A Practical Guide for Jobhunters and Career Changer " by Richard N. Bolles
- iii. "The etiquette Advantage in Business : Personal Skills For Professional Success" by Pater Post and Anna Post
- iv. "The Art of Project Management" By Scott Berkun
- v. "How to write a great internship Report " by JoAnn L. LaMnna

Additional Resources:-

- i. Professional development Websites (e.g., LinkedIn Learning)
- ii. Industry-Specific guides and Articles