AKADNEK (1-BOARD OF STUDIES) SECTION

Phone: (02462) 229542
Fax: (02462) 229574
Website: www.srtmun.ac.in
E-mail: bos.srtmun@gmail.com

Vachitrastra

या परिपक्वावस्थेकार्यपर्यंत सर्व संबंधितां पदवी विचारणयोग्य अथवा अतिपरिपक्वावस्थेकार्यपर्यंत संलग्न सहकार्ययोग्य पदवी पश्चात्त माध्यमिक विचारणयोग्य C.B.C.S. (Choice Based Credit System)

Pattern या संस्थानेत अभ्यासास्थेत मा. विद्यापितंदेत्या माध्यमित्या आधीन राहू मा. कुलमुख महोदयांत्या मान्यतेन संगणितक वर्ष २०१९—२० पासून लागू करण्यावर.

१) बी.ए. प्रथम वर्ष—उपवास व प्रथम शीर्षक.

सदरीत्व परिषद क अभ्यासास्थेत प्रस्तुत विद्यापिताच्या www.srtmun.ac.in या संकेतस्थळावर उपलब्ध अहे. तरी सदरीत्व बाबाबी ही सर्व संबंधितांच्या नियर्णानात आणून झाली.

‘अन्तर्विद्यासंबंधी अभ्यास विचारणयोग्यता
बी.ए. प्रथम वर्ष—उपवास व प्रथम शीर्षक विचारणयोग्यता
विद्यासंबंधी अभ्यासास्थेत प्रस्तुत विद्यापिताच्या www.srtmun.ac.in या संकेतस्थळावर उपलब्ध अहे. तरी सदरीत्व बाबा ही सर्व संबंधितांच्या नियर्णानात आणून झाली.

आ.पृ.: ०७.०६.२०२९.

SWAMI RAMANAND TEERTH MARATHWADA UNIVERSITY, NANDDED

CBCS PATTERN SYLLABUS

Subject :- Library and Information Science

B.A. FIRST YEAR

Choice Based Credit System (CBCS) Semester Pattern

With Effect From: June, 2019
### SWAMI RAMANAND TEERTH MARATHWADA UNIVERSITY, NANDED
Choice Based Credit System (CBCS) Course Structure
B.A. (UG) Program Under Faculty of Inter Disciplinary Studies
Subject – Library and Information Science
B.A. First Year (CBCS Semester Pattern)
With effect from: June, 2019

<table>
<thead>
<tr>
<th>Semester</th>
<th>Core Course</th>
<th>Paper No.</th>
<th>Name of the Paper</th>
<th>Lectures/Week</th>
<th>Total No. of Lect.</th>
<th>ESE</th>
<th>CA</th>
<th>Total Marks</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>DSE LIB-A</td>
<td>I</td>
<td>Library Organization</td>
<td>04</td>
<td>55</td>
<td>40</td>
<td>10</td>
<td>50</td>
<td>02</td>
</tr>
<tr>
<td>I</td>
<td>DSE LIB-B</td>
<td>II</td>
<td>Library Administration</td>
<td>04</td>
<td>55</td>
<td>40</td>
<td>10</td>
<td>50</td>
<td>02</td>
</tr>
<tr>
<td>I</td>
<td>DSE LIB-Section A Practical</td>
<td>III</td>
<td>Practical of Library Foundation and Administration</td>
<td>3+3 (Per Batch)</td>
<td>45+45</td>
<td>40</td>
<td>10</td>
<td>50</td>
<td>02</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester - I Total</th>
<th>17</th>
<th>245</th>
<th>120</th>
<th>30</th>
<th>150</th>
<th>06</th>
</tr>
</thead>
<tbody>
<tr>
<td>II</td>
<td>DSE LIB-A</td>
<td>IV</td>
<td>Library Organization</td>
<td>04</td>
<td>55</td>
<td>40</td>
</tr>
<tr>
<td>II</td>
<td>DSE LIB-B</td>
<td>V</td>
<td>Library Administration</td>
<td>04</td>
<td>55</td>
<td>40</td>
</tr>
<tr>
<td>II</td>
<td>DSE LIB-Section A&amp;B Practical</td>
<td>VI</td>
<td>Practical of Library Foundation and Administration</td>
<td>3+3 (Per Batch)</td>
<td>45+45</td>
<td>40</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester - II Total</th>
<th>17</th>
<th>245</th>
<th>120</th>
<th>30</th>
<th>150</th>
<th>06</th>
</tr>
</thead>
<tbody>
<tr>
<td>I Sem &amp; II Sem Total</td>
<td>34</td>
<td>490</td>
<td>240</td>
<td>60</td>
<td>300</td>
<td>12</td>
</tr>
</tbody>
</table>

(CC=Core Course, CA=Continuous Assessment(Internal,) ESE=End Semester Examination, DSC-Discipline Specific Compulsory, DSE-Discipline Specific Elective)
Course Objective:

- By studying the Subject Library and Information Science the student will be able to understand and appreciate the purpose of Libraries in changing circumstances.
- To impart training is basic principle of Library and information science. It is useful to understand the basic functions and principals of theory as well as practical work in Library and Information Science.
- To create awareness among the students for acquiring the knowledge of specialized subjects.
- To develop research skill in students and enable Library & information science.
- To provide an understanding of the vital and pervasive role of Information as an essential resource in all developmental activities.

Programme Outcomes:

LIS Students:

- Will be able to effectively administer and manage Libraries and Information Centers.
- Will learn the skills of organizing information and recorded knowledge.
- Will become competent for job opportunities in LIS and related field.

Programme Specific Outcomes:

- Can manage information resources and the information life-cycle through the processes of collection development, organization, preservation, circulation, access, and dissemination in accordance with physical, virtual, and technical infrastructure and needs.
- Can design and implement policies essential for creating and providing information services and resources guided by the values of patron privacy, equitable access, intellectual freedom, and ethical use of information.
Note:

- Teaching workload shall be four periods per week for each theory paper & three periods per Batch per week for practical.

- Strength of students for each practical batch shall not be more than twenty.

- Semester I\textsuperscript{st} & II\textsuperscript{nd} Practical Examination will be Conduct at end of the year (Annual Pattern)

- Total periods for each theory paper shall be 55 per semester.

- Total periods for each practical paper shall be 45 per semester.

- Total Marks for each practical paper of 50 marks.

- Theory Examination will be 40 Marks (10 Marks MCQ for Each Paper)

- Internal Evaluation 10 Marks (Test or Assignment)

- Internal Evaluation 10 Marks (Practical Work)
SWAMI RAMANAND TEERTH MARATHWADA UNIVERSITY,
NANDED
Library and Information Science Course
B.A. – 1st Year
Question Paper Pattern for Paper Theory.
Semester System

Time : 02 Hours Effect from June 2019 Marks : 40

Q. 1 MCQ 10 question. 10

Q.2 Long Answer Question 10

OR

Long Answer Question 10

Q. 3 Long Answer Question 10

OR

Long Answer Question 10

Q. 4 Short Notes Questions (Any Two) 10

I

II

III

IV
Swami Ramanand Teerth Marathwada University, Nanded

Library and Information Science
(With effective from 2019-20)
B.A. First Year
Semester – I
Paper- I Library Organisation

Credit-02 | Periods : 55 | Marks : 50

Objectives :
1) To explain about the concept of organisation.
2) To explain the role of library in society.

Outcomes :
- Students understood the concept of organisation.
- Students understood the importance of library in higher education.

Unit 1 – Library and Society
1.1 - Definition, Importance
1.2 - Functions

Unit 2 - Role and Development of Library Society
2.1 - Social Development
2.2 - Education Development
2.3 - Cultural Development

Unit 3 – Dr. S.R. Ranganathan and Five Laws of Library Science

Unit 4- Library as Community Centre
4.1 - Book Exhibition
4.2 - National Library Week
4.3 - Library and Adult Education
<table>
<thead>
<tr>
<th>No.</th>
<th>Author</th>
<th>Title</th>
<th>Publisher</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Kaula PN</td>
<td>National Library in India : A Cultural Study.</td>
<td>Bombay : Somayya</td>
</tr>
<tr>
<td>2</td>
<td>Kaushik P</td>
<td>Fundamental of Library &amp; Information Science,</td>
<td>Delhi : Anmol Publication Pvt. Ltd.</td>
</tr>
<tr>
<td>3</td>
<td>Khanna J.K.</td>
<td>Library and Society</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Mahajan S.G.</td>
<td>History of Library Movement in Maharashtra</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Ranganathan S.R.</td>
<td>Five Laws of Library Science</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Ranganathan S.R.</td>
<td>Library Manual</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Sharma K.S.</td>
<td>Organisation and Administration of College Libraries</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Venkatpahi V.</td>
<td>Library Legislation in India (02 Vols.)</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>चप्पू के.एल.</td>
<td>प्रंबालय संघटन, निकिती पब्लिकेशन, लातूर</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>जैन, प्रकाश, डाकोठे,</td>
<td>सुलभ प्रंबालयशास्त्र, आकृती 2 री, नागपूरः विश्वविद्यालय प्रकाशन एंड डिस्ट्रिक्ट में, 2009</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>नरगुंठे</td>
<td>राशालये आणि सामाजिक विकास, युनिव्हर्सल प्रकाशन, पुणे.</td>
<td></td>
</tr>
</tbody>
</table>
Objectives:

1) To introduce students Administration and Library administrative work.
2) To familiarize students with various sanctions in Libraries.
3) To provide knowledge about book selection acquisition and processing of books.

Outcomes:

In this paper students will introduced necessities definition, important of administration also they learn various sections students will also familiarizes with various parts of Library committee their importance and functions. They also know about how to select the book & their principles, various, types of book acquisition and book processing.

Unit 1 – Library Administration

1.1 - Definition, Importance
1.2 - Necessities

Unit 2 - Various Section in Library

2.1 - Functions of each section

Unit 3 – Library Committee

3.1 - Importance
3.2 - Types and Its Functions

Unit 4- Book Acquisition and Processing of Books

4.1 - Book Selection
4.2 - Types of books Acquisition
4.3 - Book Processing
**Recommended Books for Semester – I & II**

1) Kunturkar V.N. : Introduction to Library Administration  
2) Mittal R.L. : Library Administration  
3) Mukherjee A.K. : Book Selection  
4) Narayanan G.J. : Library and Information Management  
5) Ranganathan S.R. : Library Administration  
6) Sharma K.S. : Organisation and Administration of College Libraries  
7) भागवत, शशिकला गं. : प्रंदालय व्यवस्थापन, आवृत्ति 1 ली, पुणे युनिवर्सल बुक स्टोल, 2003  
8) जैन, प्रकाश, डाक्षोधे, : सुलभ प्रंदालयशास्त्र, आवृत्ति 2 री, नागपूर: विश्व  
9) सातारकर, एस.पी. : प्रंदालय व्यवस्थापन : तंत्र आणि मंत्र, नंदेड़: अभय प्रकाशन, 2001  
10) नरगुंडे, रेताती : प्रंदालय व्यवस्थापन, पुणे युनिवर्सल प्रकाशन, 2000.  
Objectives:
1) To make aware about various types of Libraries.
2) To Introduce reference sources and services.

Outcomes:
- Will learn the skills of organization information and recorded knowledge.
- Students learned prominent local libraries, how to written reports, preparation of clapping file. The will understood the reference sources & services.

Unit 1 – Visit to Prominent Local Libraries:
- Public libraries, Academic Libraries
- Writing reports on Collections, Services, Manpower etc. of the Libraries.

Unit 2 - Preparation of Clipping file
- (Minimum 25 Clippings with index of any subject)

Unit 3 – Reference Service [Minimum 50 questions based on]
- Encyclopedia
- Dictionaries
- Geographical resources
- Biographical resources

Note - Division of Marks
Continuous Assessment (internal-Record Book)-10

ESE-
- Report writing - 10
- Reference service - 10
- Clipping file - 10
- Viva - 10

Total - 40
Swami Ramanand Teerth Marathwada University, Nanded

Library and Information Science
(With effective from 2019-20)
B.A. First Year
Semester – II
Paper- IV Library Organisation

Credit-02 Periods : 55 Marks : 50

Objectives :
1) To explain the human life and the impact of communication on it.
2) To know about various types of Libraries.

Outcomes :
- Students relaised the importance of Library in society.
- Students learned that the communication is the part and parcel of human life and the life is totally influenced by it.

Unit 1 – Communication
1.1 - Oral and Written communication
1.2 - Medical of Communication
1.2.1 - Print Media, Non-Print media
1.2.2 - Audio-Visual Media

Unit 2 - Library movement in India
2.1 - Ancient period
2.1.1 - Before Independence
2.1.2 - After Independence

Unit 3 – Types of Library
3.1 - Public, Academic and Special Libraries
3.2 - Definition and Functions

Unit – 4 National Library
4.1 - Definition, Functions
4.2 - Indian National Library
Recommended Books for Semester – I & II

3) Khanna J.K. : Library and Society
4) Mahajan S.G. : History of Library Movement in Maharashtra
5) Ranganathan S.R. : Five Laws of Library Science
7) Sharma K.S. : Organisation and Administration of College Libraries
8) Venkatpah V. : Library Legislation in India (02 Vols.)
9) रेवती नर्सुंदे : ग्रंथालय आणि सामाजिक विकास, युनिवर्सल प्रकाशन, पुणे.
10) चण्डू के.एल. : ग्रंथालय संघटन, निकिता पब्लिकेशन, लातूर
Objectives:

1) To familiarize students with important records main tainted in the Libraries.
2) To introduce students circulation activities, annual report and library budget.

Outcomes:

- Students will familiarized with important records maintained in the library rules & regulations in library. They are also introduced circulation, activities. They are understood library annual report & library budget.

Unit 1 – Important Records Maintained in the library

1.1 - Accession Register
1.2 - Visitors Register

Unit 2 - Circulation Activities

2.1 - Library Rules and Regulation
2.2 - Registration of Members
2.3 - Charging System
2.3.1 - Browne Charging System
2.3.2 - Network Charging System

Unit 3 – Annual Report

3.1 - Its Need
3.1.1 - Annual Report of Library

Unit 4- Library Budget

4.1 - Definition, Need, Importance
4.2 - Types of Budget
Recommended Books for Semester – I & II

1) Kunturkar V.N. : Introduction to Library Administration
2) Mittal R.L. : Library Administration
3) Mukherjee A.K. : Book Selection
4) Narayanan G.J. : Library and Information Management
5) Ranganathan S.R. : Library Administration
6) Sharma K.S. : Organisation and Administration of College Libraries

7) भागवत, शशिकला गं. : ग्रंथालय व्यवस्थापन, आवृत्ति 1 लेख
   पुणे युनिभर्सल बुक स्टोर, 2003

8) जैन, प्रकाश, डाक्षोळे : सूलभ ग्रंथालयशास्त्र, आवृत्ति 2 री, नागपूर: विश्वन
   पाब्लिकेशन्स ऑन्ड डिस्ट्रिब्युटर्स, 2009

9) सातारकर, एस.पी. : ग्रंथालय व्यवस्थापन : तंत्र आणि मंत्र, नांदेड़:
   अभ्य प्रकाशन, 2001


Objectives:

1) To Prepare students for technical processing, maintaining & Preparing various records in the library.

Outcomes:

- Students know about technical processing preparing and how to Maintained important records and library budget in the library.

Unit 1 – Technical Processing of Documents

- Labelling, Stamping, Book Card, Book Pocket, Due- Date Slip
- Important records Maintained in the Library

Unit 2 - Preparation of Accession register

[Minimum 40 books entries]

Unit 3 – Preparation of Library Budget

Note: Division of Marks
Continuous Assessment (CA) [Internal- Record Book]-10

ESE-

<table>
<thead>
<tr>
<th></th>
<th>Division of Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical Processing</td>
<td>- 10</td>
</tr>
<tr>
<td>Accession Register</td>
<td>- 10</td>
</tr>
<tr>
<td>Library Budget</td>
<td>- 10</td>
</tr>
<tr>
<td>Viva</td>
<td>- 10</td>
</tr>
<tr>
<td>Total</td>
<td>- 40</td>
</tr>
</tbody>
</table>