VIDYASAGAR UNIVERSITY

Midnapore, West Bengal



PROPOSED CURRICULUM & SYLLABUS (DRAFT) OF

BACHELOR OF ARTS (HONOURS) MAJOR IN LIBRARY & INFORMATION STUDIES

4-YEAR UNDERGRADUATE PROGRAMME

(w.e.f. Academic Year 2023-2024)

Based on

Curriculum & Credit Framework for Undergraduate Programmes (CCFUP), 2023 & NEP, 2020

VIDYASAGAR UNIVERSITY BACHELOR OF ARTS (HONOURS) MAJOR IN LIBRARY & INFORMATION STUDIES (under CCFUP, 2023)

Level	YR.	SE	Course	Course Code	Course Title	Credit	L-T-P	Marks		
		M	Type					CA	ESE	TOTA
										L
BA (Hons.)	2 nd		SEMESTER-III							
		ш	Major-3	LISHMJ03	T: Laws and Ethics of Librarianship	4	3-1-0	15	60	75
			Major-4	LISHMJ04	T: Library Administration	4	3-1-0	15	60	75
			SEC	LISSSEC03	P: Creative Writing (Practical)	3	0-0-3	10	40	50
			AEC	AEC03	Communicative English -2 (common for all programmes)	2	2-0-0	10	40	50
			MDC	MDC03	Multidisciplinary Course -3 (to be chosen from the list)	3	3-0-0	10	40	50
			Minor -3 (DiscI)	LISMIN03	T: Knowledge Organization in Libraries	4	3-1-0	15	60	75
			Semester-III Total							375
		IV	SEMESTER-IV							
			Major-5	LISHMJ05	T: Reference Source	4	3-1-0	15	60	75
			Major-6	LISHMJ06	T: Reference Service	4	3-1-0	15	60	75
			Major-7	LISHMJ07	T: Preservation and Conservation of Library Materials	4	3-1-0	15	60	75
			AEC	AEC04	MIL-2 (common for all programmes)	2	2-0-0	10	40	50
			Minor-4 (DiscII)	LISMIN04	T: Reference and Information Sources	4	3-1-0	15	60	75
			Internship/	INT	Internship/ Apprenticeship - activities to be decided by	4	0-0-4	-	-	50
			Apprent.		the Colleges following the guidelines to be given later					
					Semester-IV Total	22				400
					TOTAL of YEAR-2	42				775

MJ = Major, MI = Minor Course, SEC = Skill Enhancement Course, AEC = Ability Enhancement Course, MDC = Multidisciplinary Course, CA= Continuous Assessment, ESE= End Semester Examination, T = Theory, P= Practical, L-T-P = Lecture-Tutorial-Practical, MIL = Modern Indian Language,

MAJOR (MJ)

MJ-3: Laws and Ethics of Librarianship

Credits 04

MJ-3T: Laws and Ethics of Librarianship

Full Marks: 75

Course contents:

- I. Library Philosophy: LIS profession, Professional ethics
- II. Library legislation: Need and essential features, Library legislation in India with special Reference to features of all the Acts, comparative study
- III. Press and Registration of Books Act, Delivery of Books (Public Libraries) Act, Indian Copyright Act.

MJ-4: Library Administration

Credits 04

MJ-4T: Library Administration

Full Marks: 75

Course contents:

- I. Organizational structure of a library, different sections, ordering, acquisition, technical processing, maintenance, collection development: stock verification, Charging Methods. Budgeting techniques and methods, budgetary control.
- II. Library Personnel: Job description and Job analysis, recruitment, training and development. Library Committee, Library Reports, Library Rules.

M.J-5: Reference Source

Credits 04

MJ-5T: Reference Source

Full Marks: 75

Course contents:

- I. Reference Sources: Origin, development, Categorization by different Library Scientists.
- II. Types Documentary and non-documentary, institutional, human, characteristics of each type, utilization, evaluation and limitations, Studies on Documentary Sources Primary Sources: Primary periodicals, technical reports, etc.; Secondary Sources: Dictionaries, Encyclopedias, Yearbooks, etc.; Tertiary Sources: Guides to reference sources, bibliography of bibliographies, directories, etc.

MJ-6: Reference Service Credits 04

MJ-6T: Reference Service Full Marks: 75

Course contents:

I. Definition, Nature and Scope. Types of Reference Service.

II. Organization of Reference Section - Reference tools- both print and non-print. Reference queries, suggestions for further development.

MJ-7: Preservation and Conservation of Library Materials Credits 04

MJ-7T: Preservation and Conservation of Library Materials Full Marks: 75

Course contents:

- I. Preservation and conservation; Understanding the relationship between preservation management and appropriate conservation treatment; Restoration Factors for deterioration of information resource and curative measures. Mending, Binding, Housekeeping. Preventive and Restoration treatment.
- II. Evaluation and application of appropriate and modern conservation treatments Restoration of print, non-print and electronic materials Conservation applications for library and archives, Preservation sections.

MINOR (MI)

Credits 04 MI – 3: Knowledge Organization in Libraries MI – 3T: Knowledge Organization in Libraries Full Marks: 75 **Course contents:** 1. Knowledge Organization: Concept, Definition and Importance, Tools for Organizing Knowledge, 2. Library Classification and Cataloguing: Objectives and Functions, Book Number and Collection Number: Concept and Importance, Kinds of Classification Systems: Enumerative and Faceted 3. Concept of Fundamentals Categories: PMEST ☐ Adjuncts of Library Catalogue ☐ Attributes of a Good Catalogue ☐ Forms of Library Catalogue: Outer Form and Inner Form ☐ Development of Library Catalogue Codes: An Overview Credits 04 MI – 4: Reference and Information Sources MI – 4T: Reference and Information Sources Full Marks: 75 **Course contents: Bibliographical, Indexing and Abstracting Sources:** A. Bibliographical Sources - Indian National Bibliography

B. Indexing and Abstracting Sources

British National BibliographyCumulative Book Index

- Library and Information Science Abstracts (LISA)
- Dissertation Abstracts International
- Library Literature

SKILL ENHANCEMENT COURSE (SEC)

SEC 3: Creative Writing (Practical)

Credits 03

SEC3P: Creative Writing

Full Marks: 50

Course Outline:

- 1. Preparing Abstracts (Indicative and Informative)
- 2. Preparing administrative reports.