

# **VIDYASAGAR UNIVERSITY**

**Midnapore, West Bengal**



***PROPOSED CURRICULUM & SYLLABUS (DRAFT) OF***

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

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**4-YEAR UNDERGRADUATE PROGRAMME**

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

*Based on*

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

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**VIDYASAGAR UNIVERSITY, PASCHIM MIDNAPORE, WEST BENGAL**

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

Level	YR.	SE M	Course Type	Course Code	Course Title	Credit	L-T-P	Marks				
								CA	ESE	TO TA L		
<b>SEMESTER-III</b>												
BA (Hons.)	2 <sup>nd</sup>	III	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 ( <i>common for all programmes</i> )	2	2-0-0	10	40	50		
			MDC	MDC03	Multidisciplinary Course -3 ( <i>to be chosen from the list</i> )	3	3-0-0	10	40	50		
			Minor -3 (Disc.-I)	LISMIN03	T: Knowledge Organization in Libraries	4	3-1-0	15	60	75		
<b>Semester-III Total</b>						<b>20</b>				<b>375</b>		
<b>SEMESTER-IV</b>												
IV	IV	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 ( <i>common for all programmes</i> )	2	2-0-0	10	40	50		
			Minor-4 (Disc.-II)	LISMIN04	T: Reference and Information Sources	4	3-1-0	15	60	75		
			Internship/ Apprent.	INT	Internship/ Apprenticeship - activities to be decided by the Colleges following the guidelines to be given later	4	0-0-4	-	-	50		
<b>Semester-IV Total</b>						<b>22</b>				<b>400</b>		
<b>TOTAL of YEAR-2</b>						<b>42</b>				<b>775</b>		

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)

<b>MJ-3: Laws and Ethics of Librarianship</b>	<b>Credits 04</b>
<b>MJ-3T: Laws and Ethics of Librarianship</b>	<b>Full Marks: 75</b>

### **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.

<b>MJ-4: Library Administration</b>	<b>Credits 04</b>
<b>MJ-4T: Library Administration</b>	<b>Full Marks: 75</b>

### **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.

<b>MJ-5: Reference Source</b>	<b>Credits 04</b>
<b>MJ-5T: Reference Source</b>	<b>Full Marks: 75</b>

### **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)**

<b>MI – 3: Knowledge Organization in Libraries</b>	<b>Credits 04</b>
<b>MI – 3T: Knowledge Organization in Libraries</b>	<b>Full Marks: 75</b>

### **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

<b>MI – 4: Reference and Information Sources</b>	<b>Credits 04</b>
<b>MI – 4T: Reference and Information Sources</b>	<b>Full Marks: 75</b>

### **Course contents:**

#### **Bibliographical, Indexing and Abstracting Sources:**

- A. Bibliographical Sources
  - Indian National Bibliography
  - British National Bibliography
  - Cumulative Book Index
- B. Indexing and Abstracting Sources
  - 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.