

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, PASCHIM MIDNAPORE, WEST BENGAL

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

| Level | YR. | SEM | Course Type | Course Code | Course Title | Credit | L-T-P | Marks | | | | |
|---------------|-----------------|---------------------------|-------------------------|-------------|---|--------|-------|-----------|-----|-------|--|------------|
| | | | | | | | | CA | ESE | TOTAL | | |
| BA (Hons.) | 2 nd | III | SEMESTER-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 | LISSECO3 | 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 | | |
| | | Semester-III Total | | | | | | 20 | | | | 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 (<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 | | |
| | | 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.

MJ-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)

MI – 3: Knowledge Organization in Libraries

Credits 04

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

MI – 4: Reference and Information Sources

Credits 04

MI – 4T: Reference and Information Sources

Full Marks: 75

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.