

Sant Gadge Baba Amravati University, Amravati

REVISED SYLLABUS FOR ONE YEAR BLISc WITH SEMESTER PATTERN

- 1. Title of course:** Bachelor of Library and Information Science (B.L.I.Sc.)
- 2. Duration of the Course:** One year (Two Semesters)
- 3. Objectives of the Course:** Bachelor of Library and Information Science (B.L.I.Sc.) of one year duration with semester pattern has following objectives:-
 - a) To give the students an understanding of the basic principles and fundamental laws of librarianship.
 - b) To enable the students to understand and appreciate the function and purposes of LICs in the changing social, cultural, technological and economic environment.
 - c) To train the students in organization and the management of LICs including advance computer application to house-keeping activities of the libraries.
 - d) To develop thorough knowledge of various sources of information, their organization and the necessary skills to provide traditional and modern library services.
 - e) To develop the knowledge, skills and attitudes of the students leading to professional qualification for practicing librarianship as a career.
- 4. Eligibility:** The course shall be open to graduates of the Sant Gadge Baba Amravati University or any other Indian University recognized by it.
- 5. External Students:** This course is not open to external students. **Only full time regular students are eligible for this course.**

6. Structure of the Course:

Semester – I

Paper No./Code	Title of the Paper	Marks		Total Marks
		External	Internal	
BL-101	Foundation of Library and Information Science	80	20	100
BL-102	Library Organization	80	20	100
BL-103	Library Classification and Library Cataloguing	80	20	100
BL-104	Basic Computer Application in LIS	80	20	100
BL-105	Reference Sources and Services	80	20	100
BL-106	Library Skills and Communication	80	20	100
BL-107	Library Classification: Practical	80	20	100
BL-108	Library Cataloguing: Practical	80	20	100
BL-109	Basic Computer Application in LIS: Practical	80	20	100
BL-110	Reference Services and Information Sources: Viva-Voce			050
BL-111	Library Project & Library Visit			050
Total Marks				1000

Semester – II

Paper No./Code	Title of the Paper	Marks		Total Marks
		External	Internal	
BL-201	Librarianship as a Profession	80	20	100
BL-202	Library Management	80	20	100
BL-203	Knowledge Organization and Document Description	80	20	100
BL-204	Advance Computer Application in LIS	80	20	100
BL-205	Information Sources, Products and Services	80	20	100
BL-206	Personality Development and Career Planning	80	20	100
BL-207	Knowledge Organization: Practical	80	20	100
BL-208	Document Description: Practical	80	20	100
BL-209	Advance Computer Application in LIS: Practical	80	20	100
BL-210	Information Services and Products: Practical			50
BL-211	Internship + Study Tour Report			50
Total Marks				1000
Grand Total (Sem-I + Sem-II)				1000

a) **Medium of Instruction:** English (The medium of instruction shall be in English)

b) **Medium of questions paper:** English and Marathi only

c) **Medium of writing examination:** English, Marathi and Hindi.

7. **University Terms:** For the award of Bachelor of Library and Information Science (B.L.I.Sc.) a candidate should fulfill the following conditions:-

- i) A student should have attended at least 75% of the total number of lectures and practicals in the said course, and shall have secured at least 40% of marks in

Theory and Practical. A student, who does not thus obtain 40% of marks in the Theory, Practical, and internal, will have to keep fresh terms.

8. Examination:

A) Total marks and their allocation per paper

Semester I	Six Theory Papers	600 Marks
	Three Practical papers	300 Marks
	BL-110 Viva-Voce	50 Marks
	BL-111: Library Project & Library Visit	50 Marks
	Total	1000 Marks
Semester II	Six Theory Papers	600 Marks
	Three Practical papers	300 Marks
	BL-210 Viva-Voce	50 Marks
	BL-211: Internship & Study Tour Report	50 Marks
	Total	1000 Marks
	Grand Total	2000 Marks

B) Standard of Passing:

1. For passing the B.L.I.Sc. Examination a candidate shall have to secure:
 - a) Minimum 40% marks in each theory paper and
 - b) Minimum 40% marks each in practical, Viva-Voce.

C) ATKT Rule:

1. An applicant who has passed Semester-I shall be eligible for admission to Semester-II subject to ATKT rules.
2. Reappearing candidate shall be awarded the actual class based on total marks obtained in the re-examination.

D) Pattern of Question Paper:

9. Pattern of Question Paper on the unit system:

A) Theory:

The pattern of question paper as per unit system will be broadly based on the following pattern.

1. Syllabus has been divided into FIVE units equal to the number of question to be answered in the paper. On each unit there will be a question either a long answer type, short answer type or multiple choice types.
2. Number of question will be in accordance with the unit prescribed in the syllabi for each paper i.e. there will be one question on each unit.
3. For every question long answer type and short answer type there will be an alternative choice from the same unit. However, there will be no internal choice in a question.
4. Each short answer type question shall contain FOUR short sub questions with no internal choice.
5. There will be no internal choice in Multiple Choice Questions.

6. Division of marks between long answer, short answer and multiple choice type questions will be as-
There will be Long Questions of 16 Marks each on TWO units (32 Marks), FOUR Short Questions of 04 Marks each on TWO Units (32 Marks), and EIGHT Multiple Choice Questions of 02 Marks each on any ONE Unit (16 Marks).
7. Question paper will be of 80 Marks (32+32+16) and consists of five questions and all the questions shall be compulsory.
8. The duration of the paper will be three hours.

B) Practical:

1. Question paper will be of 80 marks and questions will be asked from all the units of the syllabus.
2. The duration of the paper will be of THREE hours.

C) Internal Assessment:

1. Internal Assessment Marks shall be allotted on the basis of Assignments, Class Work, Seminars and Observation of Teacher.
2. Appropriate record of assignment, class work and seminars shall be kept in the department/college.

**DRAFT SCHEME OF TEACHING AND EXAMINATION FOR SEMESTER & CREDITS PATTERN OF BACHELOR OF
LIBRARY AND INFORMATION SCIENCE (B.L.I.Sc.)**

SEMESTER-I										
Paper No./Code	Title of the Paper	Teaching Scheme			Examination Scheme					Total Marks
		Theory	Pract. / Internal	Total Credits	Theory			Pract. / Internal		
		Credits	Credits		Dur.	Max. Mar.	Min. Passing Marks	Max. Mar.	Min. Passing Marks	
BL-101	Foundation of Library and Information Science	3	1	4	3 Hr.	80	32	20	08	100
BL-102	Library Organization	3	1	4	3 Hr.	80	32	20	08	100
BL-103	Library Classification and Library Cataloguing	3	1	4	3 Hr.	80	32	20	08	100
BL-104	Basic Computer Application in LIS	3	1	4	3 Hr.	80	32	20	08	100
BL-105	Reference Sources and Services	3	1	4	3 Hr.	80	32	20	08	100
BL-106	Library Skills and Communication	3	1	4	3 Hr.	80	32	20	08	100
BL-107	Library Classification: Practical	3	1	4	3 Hr.	80	32	20	08	100
BL-108	Library Cataloguing: Practical	3	1	4	3 Hr.	80	32	20	08	100
BL-109	Basic Computer Application in LIS: Practical	3	1	4	3 Hr.	80	32	20	08	100
BL-110	Reference Services and Information Sources: Viva-Voce	2	-	2		50	20			50
BL-111	Library Project and Library Visit	2	-	2		50	20			50
Total		31	9	40		820				1000
SEMESTER-II										
BL-201	Librarianship as a Profession	3	1	4	3 Hr.	80	32	20	08	100
BL-202	Library Management	3	1	4	3 Hr.	80	32	20	08	100
BL-203	Knowledge Organization and Document Description	3	1	4	3 Hr.	80	32	20	08	100
BL-204	Advance Computer Application in LIS	3	1	4	3 Hr.	80	32	20	08	100
BL-205	Information Sources, Products and Services	3	1	4	3 Hr.	80	32	20	08	100
BL-206	Personality Development and Career Planning	3	1	4	3 Hr.	80	32	20	08	100
BL-207	Knowledge Organization: Practical	3	1	4	3 Hr.	80	32	20	08	100
BL-208	Document Description: Practical	3	1	4	3 Hr.	80	32	20	08	100
BL-209	Advance Computer Application in LIS: Practical	3	1	4	3 Hr.	80	32	20	08	100
BL-210	Information Products and Services: Practical	2	-	2	2 Hr.	50	20			50
BL-211	Internship and Study Tour Report	2	-	2		50	20			50
Total		31	9	40		820		160		400
Grand Total		62	18	80		1640		240		800

SEMESTER-I

BL-101 FOUNDATION OF LIBRARY AND INFORMATION SCIENCE

Unit	Total Number of Credits = 3
Unit – 1	Development of Libraries: An Overview Definitions, Evolution and Development of Libraries in the World Writing Materials and Printing development in India Development of Libraries and History of Library Movement in India
Unit – 2	Role of Libraries: Role of libraries in formal and in-formal education Role of Library and Information Centers in Modern Societies Library as a Social Institution Reading, Reading Habits and Role of Libraries in developing Reading Habits Library as an agency of mass communication.
Unit – 3	National and International Level Promoters of Library and Information Services RRRLF UNESCO UGC OCLC World Bank
Unit – 4	Types of Libraries: Academic Libraries (School, College and University Libraries), Special Libraries and Information Centers, Public Libraries, Mobile Library, National Library of India: Concept, Functions and Services
Unit – 5	Normative Principles of Library and Information Science: Five Laws of Library Science Implications of Five Laws in Library and Information Activities

BL-102 LIBRARY ORGANIZATION

Unit	Total Number of Credits = 3
Unit – 1	Document Selection and Collection Development: Definitions, Need and Purpose of Book Selection Principles (Drury, Dewey & Mc-Colvin, Practices- Books on approval etc.) Book selection policies in different libraries Book selection tools: Indian and Foreign (UK & USA), Online, Reviewing Tools, Publishers Catalogue, National Bibliographies
Unit – 2	Technical Services- Acquisition of Books and Serials: Acquisition of Books: Objectives and Functions of acquisition sections, sources of Acquisition, Acquisition and Processing of Books and Non-print Materials Serials Control: Type of Periodicals, Selection Tools, Procurement (Direct and through Agent), Receipt and Recording of Periodicals, Shelving, Routing of Periodicals, Collation of completed volumes Good Office Committee: History and Role in Acquisition Work
Unit – 3	Circulation- Work and Methods: Circulation Work: Definitions, Importance and Activities in Circulation Work (Registration Work, Reservation Work, Renewal, Overdue Reminders etc.) Charging System: History and Development, Pre-requisites of a Good Charging System, Browne and Newark Charging System, Computerized Charging System, Use of Bar Code in Charging System
Unit – 4	Reporting Library Statistics: Purpose, Sources and Kinds Library Rules and Regulations: Need, Purpose and Draft of the Rules Annual Report: Definitions, Purpose, Contents, and its compilation.
Unit – 5	Maintenance Open vs Closed Access, Protection against Enemies of Books, Binding, Conservation, Preservation and Restoration of Print, Non-Print and Electronic Materials Stock Verification: Purpose and Methods, Loss and Write off (Weeding of Books)

BL-103 LIBRARY CLASSIFICATION AND LIBRARY CATALOGUING

Unit	Total Number of Credits = 3
Unit – 1	Classification: Classification: Definition, Purpose, Natural and Artificial Classification, Classification vs. Division Knowledge Classification: Definition, Purpose, History of Knowledge Classification
Unit – 2	Library Classification: Library Classification: Definition, Need, Purpose and Function Methods of arrangement of books on shelves Knowledge Classification vs. Book Classification
Unit – 3	Classification Schemes: Dewey Decimal Classification (Latest Edition):General Outline, Main Class, Hierarchical Structure, Notation, Mnemonics, Auxiliary Tables, Synthetic Devices, Phoenix Schedules, Index and other features, Current Trends in Classification
Unit – 4	Library Catalogue: Nature, Functions, Need and Purpose Reading a Book Technically Kind of Catalogue: Outer (Physical) Forms of Library Catalogue (Book, Sheaf, Printed, OPAC, MARC etc.) Inner Forms of Library Catalogue (Classified Dictionary, Alphabetical, etc.)
Unit – 5	Catalogue Entries: Entries and their function (AACR): Main, Added, Analytical, Parts of entries including Unit Card System Filing of Entries: Alphabetical, Classified Alphabetization-Letter by letter, Word by word.

BL-104 BASIC COMPUTER APPLICATION IN LIS

Unit	Total Number of Credits = 3
Unit – 1	Introduction to Computer System: Computer: Definitions, Historical Development, Generations of Computer, Characteristics and Functions of Computers, Types of Computers (Mainframe, Super, Hybrid, Micro-mini, Personal-Laptop, Tab).
Unit – 2	Components of Computer System: Hardware: Storage Devices, Input and Output devices, CPU Software: System Software, Application Software Operating Systems: MSDOS, MS Windows, WINDOWS-NT LINUX, UNIX, etc.
Unit – 3	Information Technology (IT) IT: Definition, Need, Scope, Functions and Objectives Components of IT
Unit – 4	Computer Application to LIC: Library Automation: Concept, Need and Importance Areas of Automation- House Keeping Operations Planning, Hardware and Software requirement, Design and implementation of Automation
Unit – 5	Library Software: Criteria for Selection of Library Software, Special features, Modules of Library Software- WINISIS, SOUL, SLIM, LIBSYS etc. Open Source Library Management Software: e-Granthalaya and KOHA

BL-105 REFERENCE SOURCES AND SERVICES

Unit	Total Number of Credits = 3
Unit – 1	Introduction to Reference Sources: Types, Criteria for selection and evaluation of Reference Sources (Authority, Scope, Treatment, Arrangement, Special Features and Utility) Difference between General Books and Reference Books Study of Encyclopedia and Dictionary (Content, Types, Arrangement, Scope and Uses)
Unit – 2	Introduction to Reference Service: Reference Service: Definitions, Need, Scope and Objectives (Origin and development of Reference Service from beginning to Internet era)
Unit – 3	Theories and Functions of Reference Service: Theories: James I. Wyer and Samuel Rothstein Functions of Reference Service: Dr. S. R. Ranganathan and Prof. A. K. Mukherjee
Unit – 4	Types of Reference Service: Orientation Programme, Ready-Short and Long Range Reference Service, Reader Advisory and Guiding Service, Bibliographical and Fact Finding Assistance, Literature Search, Document Delivery Service , Web-Based Services and FAQs. Reference Services in various libraries.
Unit – 5	Organization and Management of Reference Department: Organization of Reference Department Evaluation of Reference Service Qualities of Reference Librarian Referral Service: Concept and Importance

BL-106 LIBRARY SKILLS AND COMMUNICATION

Unit	Total Number of Credits = 3
Unit – 1	<p>Library Skills: Need and Importance of Library Skills Types of Skills: Administrative Skills, Managerial Skills, Conceptual Skills, Technical Skills, Human Relation Skills, Soft Skills, Logical Skills, Decision Making Skill, Analytical Skills.</p>
Unit – 2	<p>Leadership Skill: Leadership: Definitions and Concept Importance of Leadership, Nature of Leadership, Formal and Informal Leaders, Leadership Styles Leadership Role of Library Professionals</p>
Unit – 3	<p>Library Letters and Writing Skills Types of Letters: Informal Letter/Personal Letters, Formal/Official letters. Personal Letters: Application Forms/Format, Joining Letter Official Letters: Book Order, Journal Subscription, Quotation Letters, Note Sheet, Notice, Circulars, Agenda, Minutes, Resolutions, Reminders Reports: Progress Report, Inspection Report, Confidential Report, etc Records Management: Types of filing- Official and personal files, Maintenance of filing</p>
Unit – 4	<p>Communication and User: Principles of effective Communication, Process of Communication, Barriers and Gateway to Communication, Do and Don'ts of Communication with Users, Types of Communication</p>
Unit – 5	<p>Team Building and Team Work Meaning, Aspects of Team Building in Library, Skills Needed for Teamwork in Library, Characteristics of Effective Team, Role of a Librarian as a team Leader, Role of Library Staff as Team Members</p>

BL-107 LIBRARY CLASSIFICATION: PRACTICAL

Total Number of Credits = 3
<p>Classification of subjects using latest DDC Edition (60 Marks)</p> <ul style="list-style-type: none"> – Classification of Basic and Compound Subjects – Use of Table-1 – Use of Table-2 (Subject + Area) – Use of Table-3 (Use of Literary Forms) – Table-4 <p>Colon Classification (7th Edition) (20 Marks)</p> <ul style="list-style-type: none"> – Basic and Compound Subjects in CC

BL-108 LIBRARY CATALOGUING: PRACTICAL

Total Number of Credits = 3
Library Cataloguing (80 Marks) <ul style="list-style-type: none">- Cataloguing of Document using AACR Latest Edition- Simple, Joint Author, Corporate Author, Composite Books.- Structure of Main Entries, Added Entries and Reference Entries

BL-109 BASIC COMPUTER APPLICATION IN LIS: PRACTICAL

Total Number of Credits = 3
MS-Office Suit (80 Marks) <ul style="list-style-type: none">- MS-Word: Document Creation, Formatting, Table Creation and Printing etc.- Creation of Resume/BIODATA using word file.- MS-Excel: Database Creation, Charts etc.- MS-Power Point: Slide Preparation and Presentation- Viva-Voce

BL-110 REFERENCE SOURCES AND SERVICES: PRACTICAL

Total Number of Credits = 3
Study of Reference Sources and Evaluation (50 Marks) <ul style="list-style-type: none">- Study of Various Reference Sources with special reference to India: Dictionaries, Encyclopedias, Year Book and Directories.- Evaluation of selected standard reference sources- Finding information from above standard reference sources- Viva-Voce

BL-111 LIBRARY PROJECT & LIBRARY VISIT

Total Number of Credits = 2
Library Project (25 Marks) <ul style="list-style-type: none">- Compilation of Bibliography/News Paper Clipping Library Visit (25 Marks) <ul style="list-style-type: none">- Visit of local College/University Libraries.- Preparation of visit report and submission of it.- After submission of Library Visit report the Head of the Department or Principal allot the Tour Report Marks.

SEMESTER-II

BL-201 LIBRARIANSHIP AS A PROFESSION

Unit	Total Number of Credits = 3
Unit – 1	Librarianship as a Profession: Attribution of Profession Librarianship as a Profession Philosophy of Librarianship Professional Ethics: Need and Importance
Unit – 2	Library Legislation: Brief History of Library Legislation in India and with special reference to Maharashtra (MPLA-1967) Brief Outline of Press and Registration Act, Delivery of Books and Newspaper Act, and Copyright Act. Need and Purpose of Library Legislation Principles of Library Legislation
Unit – 3	Professional Associations: National LIS Associations (ILA, IASLIC, IATLIS) International LIS Associations (IFLA, ALA, FID) Role of Professional Association in growth of LIS profession
Unit – 4	Library Publicity: Public Relation and Publicity Publicity and Extension Outreach Activities Promotional and Consultancy Services Library Path Finder (guides)
Unit – 5	Role of Government and Its Agencies Role of State and Central Government Sinha Committee Report Planning Commission(National Institution for Transforming India (NITI) Ayog) Working Group, UGC, RRRLF, National Knowledge Commission

BL-202 LIBRARY MANAGEMENT

Unit	Total Number of Credits = 3
Unit – 1	Management: Management: Definitions, Purpose and Steps , History of Management, Administration: Definitions, and Purpose Principles of Management and its application to library Functions of Management (POSDCORB) Qualities of Good Manager
Unit – 2	Library Planning and Library Committee: Physical Planning: Standards, Equipments, Furniture, Planning and Space Management: Modern Library Building, Sections of Modern Library Library Committees: Need, and Purpose, Composition and Functions Role of Librarian in Library Committee.
Unit – 3	Personnel Management: Definition, Concept, and Function of Personnel Management Manpower Planning: Recruitment and Selection of Personnel: Sources of Recruitment, Steps in Selection Procedures.
Unit – 4	Financial Management: Budget: Concept, Need and Importance Budgeting Techniques and Methods (Line-by-Line, Formula Budgeting, Programme Budgeting, Performance Budgeting, Planning Programming Budgeting Systems (PPBS), Zero Based Budgeting (ZBB) etc.)
Unit – 5	Job Analysis and Performance Appraisal: Job Analysis: Definitions and Need, Job Evaluation, Performance Evaluation and Performance Appraisal, Performance Measurement

BL-203 KNOWLEDGE ORGANIZATION AND DOCUMENT DESCRIPTION

Unit	Total Number of Credits = 3
Unit – 1	Universe of Knowledge: Structures and Attributes Universe of Subjects as mapped in DDC and CC Types of Subjects: Basic, Compound and Complex Modes of Formation of Subjects
Unit – 2	Notational System: Notation: Need and Importance, Types, Qualities of Good Notation Call Number: Structure and various parts, Importance, and Function Species of Library Classification Schemes
Unit – 3	Canons of Classification: Canon: Concept and Importance Three planes of Canon: Idea, Verbal, and Notational Postulates of Facet Sequence and Analysis
Unit – 4	Normative Principles and Cannons of Cataloguing: Cannons of Cataloguing International Standard Bibliographic Description: ISBD (M), ISSN(S) and ISBD (NBM) Resource Description and Access (RDA): Concept and Importance
Unit – 5	Catalogue-Utility and Economy Subject Cataloguing: Concept and Principles Subject Heading Lists and their features Selective and Simplified Cataloguing, Cataloguing of Non-book Material, Cooperative and Centralized Cataloguing, Union Catalogue, OPAC and WEBOPAC

BL-204 ADVANCE COMPUTER APPLICATION IN LIS

Unit	Total Number of Credits = 3
Unit – 1	Communication Technology: Fundamentals of Communication Technology: Media, Mode and Components Network Media: Optical Fiber, Ethernet, Network Interface Card, Hub, Routers and Modem, Open System Interconnection (OSI) Reference Model
Unit – 2	Networking Technology: Types of Network-LAN, WAN, MAN Network Topologies-Bus, Star, Ring, Mesh, Tree etc. LAN: Planning, Designing and Implementation Network Software: Network Operating System, Domain Name System, Network Management System
Unit – 3	Internet: Internet: Concept, Components and Importance Connectivity: Dialup, Leased Lines, ISDN Protocols: FTP, HTTP Web Browsers: Internet Explorer, Netscape Navigator
Unit – 4	Internet Services and Search Engines: Internet Services: Need and Importance Search Engines: Concept and Need Types of Search Engines: Google, Altavista, Yahoo, Dogpile, Infoseek etc.
Unit – 5	Library Security System: Library Security: Need and Importance Kinds of Security System: Electromagnetic Systems, 3M Security, RFID Technology, CCTV Internet Security-Firewall and Proxy Servers

BL-205 INFORMATION SOURCES, PRODUCTS AND SERVICES

Unit	Total Number of Credits = 3
Unit – 1	Information Sources: Sources of Information: Documentary- Print and Non-print, Electronics Nature, Characteristics, Utility and Evaluation of different types of Information Sources. Non-Documentary Information Sources: Human, Institutional- Nature, Types, Characteristics and Utility. Categories of Information Sources: Primary, Secondary and Tertiary
Unit – 2	Information Products: Information Products: Nature, Scope and Functions Various Information Products: Abstract, Index, Bibliographies, Catalogue, Contents, Databases (CD-ROM & Web), Repositories etc.
Unit – 3	Information Services: Information Services: Concepts, Definition, Need and Trends Information Alert Services (CAS & SDI) Need, Techniques and Evaluation Bibliographic, Abstract, Referral, Document Delivery and Translation Services
Unit – 4	Assessment of Users' Need and User Education Types of Users Approaches and Needs of Users Information Seeking Behavior User Studies: Methods, Techniques and Purpose User Education: Objectives, Level and Techniques
Unit – 5	Trends in Information Service: Impact of IT on Information Services: Databases, Electronic Reference Sources, Electronic Document Delivery , Internet as a source of Information

BL-206 PERSONALITY DEVELOPMENT AND CAREER PLANNING

Unit	Total Number of Credits = 3
Unit – 1	Career Opportunities in LIC: Career opportunities in various libraries: Academic, Public and Special Libraries, National Library, Information Systems, Call Center, Data Base Center, and Corporate Sectors etc.
Unit – 2	Interview Techniques (LIC Oriented) Types of Interview, Preparation of Interview, Facing the Interview panel/board, Group Discussion Questions in Interview: Personal Questions, Questions on opted subjects, Job related Questions, Questions on General Knowledge, Questions on General Awareness, Questions on Extra-curricular Activities, Miscellaneous Questions Resume/Curriculum Vitae: Preparation of Resume/Curriculum Vitae, Different format of Resume/Curriculum Vitae
Unit – 3	Career Planning in Library and Information Sector: Concept and Need of Career Planning, Career Selection, Career Guidance, Career Advancement, Entrepreneurship Development in relation to Library and Information field
Unit – 4	Personality Development: Personality Development of Library Professionals, Inner Traits of Personality, Outer Traits of Personality, Personal Attributes required for Library Professional, Steps of Personality Development for Library Professional
Unit – 5	Personality Development Activities: Training and Development: Need and Importance Types of Training: Induction Training, Job Instruction Training, Vestibule Training, Refresher Training, Apprenticeship Training Methods of Training: On the Job and Off the Job Professional Development Activities: Workshop, Seminar, Conference, Orientation Programme, Refresher Courses, Short Term Course, Continuing Education etc.

BL-207 KNOWLEDGE ORGANIZATION: PRACTICAL

Total Number of Credits = 3
Classification of subjects using latest DDC Edition (60 Marks) <ul style="list-style-type: none">- Classification of Compound and Complex Subjects- Use of Table-2 (Subject + Area + Area)- Add to Instructions using Table-1- Use of Table-3 Detailed Study- Use of Table-5, Table-6 and Table-7- Add to Instructions. Colon Classification (7th Edition) (20 Marks) <ul style="list-style-type: none">- Use of PMEST Facet:- Use of Common Isolates (ACI)

BL-208 DOCUMENT DESCRIPTION: PRACTICAL

Total Number of Credits = 3
Document Description (80 Marks) <ul style="list-style-type: none">- Cataloguing of Document using AACR Latest Edition- Pseudonymous, Government Publication, Serial Publication, Collected Work, Series- Non-book Material: Audio, Video Disk, Microforms, Maps, Atlases, Globes.

BL-209 ADVANCE COMPUTER APPLICATION IN LIS: PRACTICAL

Total Number of Credits = 3
Data Base Creation, Search and Retrieval Using WINISIS / SOUL / SLIM / LYBSYS / LIBMAN Software (80 Marks) <ul style="list-style-type: none">- Creation of Database- Data Entry using any modules- Searching and Retrieval- Report Generation and Printout- Viva-Voce

BL-210 INFORMATION SOURCES, PRODUCT AND SERVICES: PRACTICAL

Total Number of Credits = 3
Study of Reference Sources and Evaluation (50 Marks) <ul style="list-style-type: none">- Study of Information Sources (Print): Bibliographical Sources, Geographical Sources, Special Reference Sources.- Study of Information Sources (Electronic): Portal, Blog, Databases and Repositories.- Study and Evaluation of Websites of Information Systems: NISCAIR, INFLIBNET, DESIDOC, NASSDOC,- Evaluation of selected standard reference sources- Finding information from above standard reference sources- Viva-Voce

BL-211 INTERNSHIP & STUDY TOUR REPORT

Total Number of Credits = 3
Internship (25 Marks) <ul style="list-style-type: none">- Internship for 30 Working Days in College/University Libraries. Norms prescribed for completion of Internship: The college library should have- <ul style="list-style-type: none">- A qualified librarian approved by the university.- The standing of the college library should be of minimum 20 years.- The library should have minimum collection of 20000 Books.- After submission of successfully completion of Internship certificate the Head of the Department or Principal allot the Internship Marks.
Tour Report (25 Marks) <ul style="list-style-type: none">- Education Tour of National recognized institute of LIS, Information Centers and Libraries.- After submission of Study Tour report the Head of the Department or Principal allot the Tour Report Marks.