

Letter No. : 1709 /DLISc/BBAU/2020

Date: 18.11.2020

**Notice**

It is to inform to all concerned that the Department of Library & Information Science is offering Two optional paper under open elective course in 1<sup>st</sup> Semester (BLIS/MLIS). Open Elective Paper can be optional under **Choice Based Credit System** being followed by University and course teachers are Prof. K. L. Mahawar (BLIS-101) and Prof. M. P. Singh (MLIS-101) for the below courses.

**The details are as follows:-**

S. No	Paper Code	Timing	Paper Name	Maximum Marks		Credit	No. of Seats	Email ID	Mob. No.
				End Semester	Sessional				
1	BLIS-101	09: 30 AM to 10:30 AM	Library Organization and Services	70	30	04	50	mahawar67@gmail.com mahawar_67@yahoo.co.in	9559879040
2	MLIS-101	09: 30 AM to 10:30 AM	Information System and Programmes	70	30	04	38	mpsinghdlis@gmail.com	9415951864

Students are informed to give their application along with copy to concerned course teacher on email [headdlis@bbauplilko.com](mailto:headdlis@bbauplilko.com) latest by **25 November, 2020**.

Head, DLIS

**Copy To:-**

1. Dean Academic Affairs, BBAU.
2. All Dean/Head/Coordinator, BBAU.
3. COE, BBAU.
4. Prof. K.L. Mahawar, DLIS (Course Teacher).
5. Prof. M. P. Singh, DLIS (Course Teacher).
6. I/C University website for it uploading on the University website.
7. Notice Board.

Registration for uploading on website  
19.11.2020  
HEAD  
Department of Library & Information Science  
Babasaheb Bhimrao Ambedkar University  
Vidya Vihar, Raebareli Road,  
Lucknow-226 025 (U.P.)

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# Annexure - A

DEPARTMENT OF LIBRARY & INFORMATION SCIENCE  
Bachelor of Library & Information Sciences (B. Lib. I Sc.)  
(w.e.f. 2019-20)  
Ist Semester

Course Code	BLIS-101*
Course Title	Library Organization and Services
Type of Paper	Open Elective
Credits	04
Teaching Hours:	48 Hours

**Objectives of the Course:**

- To know the basics of the library and its types.
- To explain the functions and services of the various libraries.
- To identify the differences in school, college and university libraries.

**Course Content:**

**Unit-1**

- Library: Concept, Definition, Need, Purpose and Functions
- National Library of India
- Public Libraries- Features
- Academic Libraries- Features
- Special Libraries- Features

**Unit-2**

- Library Housekeeping Operations
- Acquisition Section
- Technical Section
- Circulation Section
- Periodical Section
- Reference Section and Maintenance Section

**Unit-3**

- Reference Services
- Referral Services
- Documentation Services- CAS and SDI
- Indexing and Abstracting Services
- Translation Services

**Unit-4**

- Bibliography- INB, BNB
- Encyclopedia- Features of Britannica and Americana
- Directory- Features of Ulrich International Periodical Directory
- Yearbook- India: A Reference Annual
- Biographical Sources: International Who is Who, Who is Who India
- Dictionaries

**Unit-5**

- Emerging Trends in Libraries
- E-ShodhSindhu, Shodhganga
- National Knowledge Commission
- User Orientation Programmes
- Information Literacy

**Method of Teaching:** Lecture, Seminars, Library visits, etc.

**Method of Assessments and weightage:** Assignment and written exam.

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**Recommended Books::**

- Ranganathan S.R. Reference service. Ed 2. 1989. Ranganathan Endowment for Library Science, Bangalore.
- Krishna Kumar. Reference service. Ed. 3. 1996. Vikas Publishing, New Delhi.
- Cheney F.N. and Williams W.J. Fundamental reference sources. Ed. 3. 2000. ALA, Chicago.
- Foskett D.J. Information service in libraries. Ed. 2. 1967. Archon Book Hamden, Connecticut.
- Katz W.A. Introduction to reference work: reference service and reference process. v.2. Ed. 5. 1987. McGraw-Hill, New York.
- Crawford John. Evaluation of Library and Information Services. 2000. ASLIB, London.
- Mittal, R.L. Library Administration: Theory and Practice. 2007. Ess Ess Publication.

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**DEPARTMENT OF LIBRARY & INFORMATION SCIENCE**  
**Master of Library & Information Sciences (M.Lib. I. Sc.)**  
(w.e.f. 2019-20)

I<sup>st</sup> Semester

Course Code	MLIS 101**
Course Title	Information Systems and Programmes
Type of Paper	Open Elective
Credits	04
Teaching Hours:	48 Hours

**Objectives of the Course:**

- To identify national information system;
- To understand their role in providing information;
- To list out and elaborate various national information systems; and
- To explain the activities and programs undertaken by such organizations in promotion of library and information services.

**Course Content:**

**Unit-1**

- Information Systems: Concept, Definition, and Characteristics
- Types and various components
- Broad areas of Operations-Health, Science, Social Sciences, Agriculture and Technology Information Systems.

**Unit-2**

- National Organizations and Programs: Functions, Features and Services
  - CSIR
  - ICSSR
  - ICAR
  - DRDO
  - DST

**Unit 3**

- National Information Systems: Functions and features
  - NASSDOC
  - NISCAIR
  - DESIDOC
  - INFLIBNET
  - DELNET

**Unit-4**

- Regional Information Systems: Functions, Features and Services
  - SENDOC
  - ENVIS
  - NIC
  - NKN
  - SAARC

**Unit-5**

- International Information Systems: Functions features and Services
  - AGRIS
  - INIS
  - MEDLARS
  - INSPEC

**Method of Teaching:** Lecture, Seminars, Library visits, etc.

**Method of Assessments and weightage:** Assignment and Written exam.









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**Recommended Books:**

- Kent, Allen (ed). (1980). Encyclopaedia of Library and Information Science. London: Macmillian.
- Khanna, J.K. (2000). Documentation and Information Services, Systems and Techniques. Agra: Y.K. Publishers.
- Khanna, J.K. (1996). Handbook of Information Systems and Services. New Delhi: Beacon Books.

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