



## UNIVERSITY OF CALCUTTA

### Notification No. CSR/ 15 /18

It is notified for information of all concerned that the Syndicate in its meeting held on 12.06.2018 (vide Item No.24) approved the syllabus of 3-year B.A./ B.Sc. (Honours) in Library and Information Studies under CBCS mode under this University, As laid down in the accompanying pamphlet.

The above shall be effective from the academic session 2018-2019.

SENATE HOUSE

KOLKATA-700073

The 20<sup>th</sup> June, 2018

  
(Dr. Santanu Paul)

Deputy Registrar

**3 Year B.A./B.Sc. (Honours) in Library and Information Studies**

**UNIVERSITY OF CALCUTTA**

**CBCS Syllabus and Course Structure for 3 Year B.A./B.Sc.**  
**(Honours) in Library and Information Studies**

**A. Core Courses : ( Total : 84 Credits)**

Course Code	Core Course (CC)
LS-A-CC-1-1-TH/TU	Philosophy of Librarianship
LS-A-CC-1-2-TH/TU	History of Books and Libraries
LS-A-CC-2-3-TH/TU	Laws and Ethics of Librarianship
LS-A-CC-2-4-TH/TU	Reference Source
LS-A-CC-3-5-TH/TU	Reference Service -
LS-A-CC-3-6-TH/TU	Library Administration
LS-A-CC-3-7-TH/TU	Preservation and Conservation of Library Materials
LS-A-CC-4-8-TH/TU	Cataloguing I
LS-A-CC-4-9-TH/TU	Cataloguing II
LS-A-CC-4-10-TH/TU	Computer Applications I
LS-A-CC-5-11-TH/TU	Classification I
LS-A-CC-5-12-TH/TU	Classification II
LS-A-CC-6-13-TH/TU	Bibliography
LS-A-CC-6-14-TH/P	Computer Application II

**B. Discipline Specific Elective (DSE):-** [Four courses; Each course: 6 credits (5 theoretical segment+ 1 for tutorial-related segment). Total: 24 credits.

<b>Discipline Specific Electives (Group A)</b>	
<b>DSE A</b> [anyone among 1 & 2 in the 5 <sup>th</sup> Semester and any one among 3 & 4 in 6 <sup>th</sup> semester]	
<b>LS-A-DSE-A-5-1-TH/TU</b>	Public Library
<b>LS-A-DSE-A-5-2-TH/TU</b>	Community Library
<b>LS-A-DSE-A-6-3-TH/TU</b>	Academic Library
<b>LS-A-DSE-A-6-4-TH/TU</b>	Special Library
<b>Discipline Specific Electives (Group B)</b>	
<b>DSE B</b> [anyone 1 & 2 in the 5 <sup>th</sup> Semester and any one among 3 & 4 in 6 <sup>th</sup> semester]	
<b>LS-A-DSE-B-5-1-TH/TU</b>	User Studies
<b>LS-A-DSE-B-5-2-TH/TU</b>	Manuscript Studies
<b>LS-A-DSE-B-6-3-TH/TU</b>	Archival studies
<b>LS-A-DSE-B-6-4-TH/TU</b>	Information Awareness Program

**C. Skill Enhancement Courses:-** (Two courses; each course: 2 credits. Total: 4 credits)

<b>Skill Enhancement Course (Group A) SEC A (Any one in Semester 3)</b>	
<b>LS-A-SEC-A-3-1-TH</b>	Soft Skills and Personality Development
<b>LS-A-SEC-A-3-2-TH</b>	Story Telling and Author Reading Circle
<b>Skill Enhancement Course (Group B) SEC B (Any one in Semester 4)</b>	
<b>LS-A-SEC-B-4-1-TH</b>	Document Editing
<b>LS-A-SEC-B-4-2-TH</b>	Creative Writing

# Semesterwise Course Structure

## SEMESTER – 1 [July – December ]

Type of Course	Name of the Course	Credit	Marks
Core Course – 1	Philosophy of Librarianship	5+1 = 6	100
Core Course – 2	History of Books and Libraries	5 + 1 = 6	100
Total		12	200

## SEMESTER – 2 [January – June ]

Type of Course	Name of the Course	Credit	Marks
Core Course – 3	Laws and Ethics of Librarianship	5+1=6	100
Core Course – 4	Reference Source	5+1=6	100
Total		12	200

## SEMESTER – 3 [July – December ]

Type of Course	Name of the Course	Credit	Marks
Core Course – 5	Reference Service	5+1 = 6	100
Core Course – 6	Library Administration	5+1 = 6	100
Core Course – 7	Preservation and Conservation of Library Materials	5+1 = 6	100
Skill Enhancement Courses (Group A) SEC A (Any one)	1 Soft Skills and Personality Development Or 2 Story Telling and Author Reading Circle	2	100
Total		20	400

**SEMESTER – 4 [January – June ]**

Type of Course	Name of the Course	Credit	Marks
Core Course – 8	Cataloguing I	5+1 = 6	100
Core Course – 9	Cataloguing II	5+1 = 6	100
Core Course – 10	Computer Application I	5+1 = 6	100
Skill Enhancement Courses (Group B) SEC B (Any one)	1. Document Editing Or 2 Creative Writing	2	100
Total		20	400

**SEMESTER – 5 [July – December ]**

Type of Course	Name of the Course	Credit	Marks
Core Course – 11	Classification I	5+1 = 6	100
Core Course – 12	Classification II	5+1 = 6	100
DSE A (Any one)	1 Public Library Or 2 Community Library	5+1 = 6	100
DSE B (Any one)	1 User Study Or 2 Manuscript Studies	5+1 = 6	100
Total		24	400

**SEMESTER – 6 [January – June ]**

Type of Course	Name of the Course	Credit	Marks
Core Course – 13	Bibliography	5+1 = 6	100
Core Course – 14	Computer Application II	4+2 = 6	100
DSE A	3 Academic Library Or 4 Special Library	5+1 = 6	100
DSE B	3 Archival studies Or 4 Information Awareness Programme	5+1 = 6	100
Total		24	400

# **Detailed Syllabus**

## **Core Courses:**

### **Semester 1**

#### **CC 1- Philosophy of Librarianship**

**LS-A-CC-1-1-TH/TU**

**100 = (TH:65 + TU:15 + IA:20 (10+10))**

Chronology of Librarianship: ancient, medieval and enlightenment era.

Great Library Philosophers and their contributions: Conrad Gessner, Gabriel Naudé, John Dury, Gottfried Leibniz and Sir Thomas Bodley , Meilvil Dewey.

Great Library Philosophers of India and Bengal: S R Ranganathan and R.N. Tagore , Harinath Dey, Rajendra Lal Mitra, Manindra Deb, Keshavan and Gaekward.

#### **CC 2- History of Books and Libraries**

**LS-A-CC-1-2-TH/TU**

**100 = (TH:65 + TU:15 + IA:20 (10+10))**

Origin of Libraries in the Western world: ancient, medieval and modern period

Origin of Libraries in India: ancient, medieval and modern period

Book history timeline, From orality to Literacy, coming of print, author, publisher and scholarship

Readers and Reading, Future of the book

### **Semester -2**

#### **CC 3- Laws and Ethics of Librarianship**

**LS-A-CC- 2-3-TH/TU**

**100 = (TH:65 + TU:15 + IA:20 (10+10))**

Library Philosophy: LIS profession, Professional ethics

Library legislation: Need and essential features, Library legislation in India with special reference to features of all the Acts, comparative study

Press and Registration of Books Act, Delivery of Books (Public Libraries) Act, Indian Copyright Act..

#### **CC 4- Reference Sources**

**LS-A-CC-2-4-TH/TU**

**100 = (TH:65 + TU:15 + IA:20 (10+10))**

Reference Sources: Origin, development, Categorization by different Library Scientists. 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, Encyclopaedias, Yearbooks, etc.; Tertiary Sources: Guides to reference sources, bibliography of bibliographies, directories, etc.

#### **Semester 3**

#### **CC 5 –Reference Service**

**LS-A-CC-3-5-TH/TU**

**100 = (TH:65 + TU:15 + IA:20 (10+10))**

Definition, Nature and Scope. Types of Reference Service. Organization of Reference Section - Reference tools- both print and non-print. Reference queries, suggestions for further development.

#### **CC 6- Library Administration**

**LS-A-CC-3-6-TH/TU**

**100 = (TH:65 + TU:15 + IA:20 (10+10))**

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

#### **CC 7- Preservation and Conservation of Library Materials**

**LS-A-CC-3-7-TH/TU**

**100 = (TH:65 + TU:15 + IA:20 (10+10))**

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.

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.

#### **Semester 4**

##### **CC 8- Cataloguing I**

**LS-A-CC-4-8-TH/TU** **100 = (TH:65 + TU:15 + IA:20 (10+10))**

Library catalogue: definition, objectives, purpose, functions,

Kinds of Library Catalogue; Physical forms.

Catalogue entry elements, different entries and their usefulness;

Comparison: catalogue, bibliography and index; Problems of Indic Names

##### **CC 9- Cataloguing II**

**LS-A-CC-4-9-TH/TU** **100 = (TH:65 + TU:15 + IA:20 (10+10))**

Hands on practice on AACR2R (Level 1) using Anglo American Cataloguing Rules (AACR 2R), revised edition 1998.

##### **CC 10- Computer Applications I**

**LS-A-CC-4-10-TH/TU** **100 = (TH:65 + TU:15 + IA:20 (10+10))**

Computer: Type, Generation, Basic structure, Common terminologies, Number system (Binary, Octal, Decimal, Hexadecimal); Representational codes (ASCII, EBCDIC, UNICODE etc.); CPU Organization.

Computer components- hardware and software, I/O devices, Application Software, System Software.; Concepts of Internet and email and other application software (Editor, Worksheet etc.), Operating systems: single user and multiple user,



## **CC 14- Computer Application II**

**LS-A-CC-6-14-TH/P**

**100 = (TH:50+P:30+IA:20(10+10))**

Application software, programming language: algorithm, Flowchart, Programming-BASIC;

Office Tools; File Organisation;

Data Base Management Systems, and Relational Data Base Management, Advantages and Disadvantages, Preliminaries of LMS software.

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## **Discipline Specific Elective Courses**

### **For Semester 5- Discipline Specific Elective**

**DSE - A – (Anyone LS-A-DSE-A-5-1/2-TH/TU )**

#### **1.Public Library**

**LS-A-DSE-A-5-1-TH/TU**

**100 = (TH:65 + TU:15 + IA:20 (10+10))**

Public Library: Basic Concepts , Public Library: Origin and Growth.

Public Library and Society. Agencies in the Promotion and Development of Public Library and role of RRRLF. DB Act 1956. National Library Policy and Library Legislation. Public Library System: Resource Development.Financial Resources Human Resources and Extensional services. Tiers of Public Libraries, Rural, District and Block Libraries. . Organisational Structure of Public Library System, Local Pathagar and Mobile Library . Planning and Administration, Public Library Standards and Guidelines of UNESCO Library Manifesto Public Library in ICT era .

Public Library Scenario in India, UK, USA and Canada.

## **2. Community Library**

**LS-A-DSE-A-5-2-TH/TU**

**100 = (TH:65 + TU:15 + IA:20 (10+10))**

Community: meaning, types, nature, users and non-users community, literate and non-literate community, stimulating the non-user community, community need, community profile

Community Information Service: Meaning, nature and scope, origin and development in different countries with special references to India, USA, UK and other developing countries

Community information services and public libraries and/or non-public libraries, urban areas, semi-urban areas, rural areas, various ways and means. Idea about Organizing Community Profile.

**DSE B (Any one LS-A-DSE-B-5-1/2-TH/TU)**

### **1. User Study**

**LS-A-DSE-B-5-1-TH/TU**

**100 = (TH:65 + TU:15 + IA:20 (10+10))**

User studies and Use studies: Meaning, scope, needs, types, trends, methods and techniques

User education : Need of user education; types and characteristics of users, potential and non-potential users, non-users; utilization of information by users; users' participation in collection building; planning for user education program; evaluation of user education program.

Use of information and information resources in different types of libraries and information center, information dissemination and utilization studies; Reading habits in using information; Reading Circle.

Information seeking behavior of users: Purposes of seeking information; nature and types of information required; delegation of information gathering works; dependence on sources of information; inter-personal information – sharing. Information needs and digital environment

Survey of user study: component and area study.

### **2. Manuscript Studies**

**LS-A-DSE-B-5-2-TH/TU**

**100 = (TH:65 + TU:15 + IA:20 (10+10))**

Definition, Types, Classification of MSS, Organization of MSS, Organization of MSS, Manuscript Sections and Conservation of MSS. Preliminary idea about National Mission of Manuscript.

## **For Semester 6- Discipline Specific Elective**

**DSE - A** (Any one **LS-A-DSE-A-6-3/4-TH/TU** )

### **3.Academic Library**

**LS-A-DSE-A-6-3-TH/TU** **100 = (TH:65 + TU:15 + IA:20 (10+10))**

The evolution of higher education in India. Development of academic library; role of UGC and other Bodies in promoting Academic Library; the teaching, service, collecting, preservation and access roles and function of Academic Libraries.

Resource sharing program; need and objectives; INFLIBNET:Academic Library Network and Consortia.

### **4 Special Library**

**LS-A-DSE-A-6-4-TH/TU** **100 = (TH:65 + TU:15 + IA:20 (10+10))**

Types and structure Functions ,CSIR,ICSSR,ICMR and function, services and products of different categories of special libraries programs at the local, national and global levels.

Asiatic Society, Khuda Baux, Sarswati Mohal Library.

**DSE B** (Any one **LS-A-DSE-B-6-3/4-TH/TU**)

### **3. Archival Studies**

**LS-A-DSE-B-6-3-TH/TU** **100 = (TH:65 + TU:15 + IA:20 (10+10))**

Principles of selection of archival materials, purpose of acquisition. Types of archival materials. Management of archives. Preliminary idea of classification and cataloguing of archival materials. Nature of records, life cycle of records. Ethical issues in record acquisition and handling. Institutional policy in acquiring records and handling.

### **4. Information Awareness Programme**

**LS-A-DSE-B-6-4-TH/TU** **100 = (TH:65 + TU:15 + IA:20 (10+10))**

Helping the users to identify the various types and formats of information. Identifying the potential sources of information . Evaluating information and its sources critically. Organization of information and effective use of information. Understanding the value and nature of information. Information need and related concepts, Information seeking behaviour and study of Information use.

# Skill Enhancement Courses

## For Semester 3- Skill Enhancement Course

SEC- A (Any one LS-A-SEC-A-3-1/2-TH).

### 1. Soft Skills and Personality Development

**LS-A-SEC-A-3-1-TH**

**100 = (TH:80 + IA:20 (10+10))**

Awareness of the importance of communication in their day-to-day work. Verbal and Non Verbal Communication : Interpersonal Communication and breaking speaking hesitation.

Active Listening (Listening Process, Types of Listening, How to improve Listening Skills). Feedback. Semantic Problems, Perceptual Distortions, Physical Distractions. Loud reading, Introducing self before Interview board.

Intercultural Communication: Understanding and Appreciating Cultural Differences.Hofstede's Cultural Dimensions. Emotional Intelligence in Communication and creative talking styles .

Communication and stage presentation practice public speaking, mass communication integrating audiovisual media with a presentation.

### 2. –Story Telling and Author Reading Circle

**LS-A-SEC-A-3-2-TH**

**100 = (TH:80 + IA:20 (10+10))**

Story telling techniques to attract children. Examples of storytelling. Exercises to practice to carry out story telling process.

Organising authors meet in the library. Interview with authors. Authors reading out their writings in the library.

Oral tradition, historical significance, and evolution of storytelling in the modern world. Creating your storytelling. Creating your storytelling performance:build your skill. Storytelling in the classrooms,Storytelling in preserving personal/family/community history, story as change agents, advocacy efforts of libraries.

## For Semester 4- Skill Enhancement Course

### SEC- B (Any one LS-A-SEC-B-4-1/2-TH)

#### 1. Document Editing

LS-A-SEC-B-4-1-TH

100 = (TH:80 + IA:20 (10+10))

Book editing,

Editorial responsibilities in Planning and Production of documents,

Proof reading, designing, style editing etc.

#### 2. Creative Writing

LS-A-SEC-B-4-2-TH

100 = (TH:80 + IA:20 (10+10))

Preparing Abstracts (Indicative and Informative)

Preparing administrative reports.

## General Instructions:

- *University of Calcutta Notification No. CSR/03/18 dt 07.05.2018 regarding Admission and Examinations Regulations for B.A./B.Sc./B.Mus(Hons/Gen) under CBCS will be followed.*
- Core courses: There are 14 Core Courses [Fourteen courses; Each course: 6 credits (5 for theoretical segment + 1 for tutorial-related segment or 4 for theoretical segment + 2 for practical-related segment). Total: 84 credits]. Two each in Semesters 1 and 2; three each in Semesters 3 and 4; Two each in Semesters 5 and 6.
- Generic Electives (GE): [Four courses covering two unrelated Disciplines/Subjects (as per University rules) with two courses each to be completed during Semester 1-4; Each course: 6 credits]. Total: 24 credits.
- Discipline Specific Electives (DSE): One course each from Group A and Group B in each Semester 5 and Semester 6 respectively as specified.
- Skill Enhancement Course (SEC): Any one course from Group A in semester 3 and any one from Group B in Semester 4 respectively as specified.
- AECC1 and AECC2 as University Guidelines.

- Each course carries 100 marks; Internal Assessment: 20 marks (10 marks for attendance and 10 marks for Internal Examination), 15 marks for tutorial and 65 marks for theoretical segments.
  - For theoretical segment of 65 marks: subjective/descriptive questions of 50 marks + objective type questions of 15 marks (1 mark each question).
  - For theoretical segment of 80 marks of SECs: subjective/descriptive questions of 50 marks + Short descriptions type questions of 15 marks (3 out of 5 questions, 5 marks each) + objective type questions of 15 marks (1 mark each question).
  - 65 marks for theoretical segment: 50 marks for subjective/descriptive questions + 15 marks for 1 mark questions.
  - Question Pattern for subjective/descriptive segment of 50 marks: 2 questions (within 100 words; one from each module) out of 4 (10 x 2 = 20) + 2 questions (within 500 words; one from each module) out of 4 (15 x 2 = 30).
  - 15 marks for tutorial-related segments as suggested below :  
*Any one of the following modes: up to 1000 words for one Term Paper / up to 500 words for each of the two Term Papers/ equivalent Book Review /equivalent Comprehension /equivalent Quotation or Excerpt Elaboration. Report Presentation /Poster Presentation / Field work--- based on syllabus-related and/or on current topics (May be done in groups) [The modes and themes and/or topics are to be decided by the concerned faculty of respective colleges.]*
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