NOTIFICATION
(23/May/Adp./27)

It is hereby notified for the information of all concerned that the Vice-Chancellor, in anticipation of the approval of the Academic Council, is pleased to authorize the following

a) The existing syllabi and Courses of Studies of the subject of Library Science of semester Ist and IInd for Four Year Under Graduate Programme under the **Choice Based Credit System** as per **NEP-2020 as notified vide no. F.Acd./II/22/5705-5716 dated 19.09.2022** is applicable for the academic session 2022-2023 only for the examinations to be held as per the details given below:

Subject	Semester	for the examination to be held in the years
Library Science	Semester-I	December 2022
	Semester-II	May 2023

b) Adoption of the Syllabi and Courses of Study of subject of Library Science of Semesters Ist, IInd, IIIrd and IVth for **Four Year Under Graduate Programme** under the **Choice Based Credit System** as per NEP-2020 **(as given in the annexure)** for the examinations to be held in the years as per the details given below:

Subject	Semester	for the examination to be held in the years
Library Science	Semester-I	December 2023, 2024 and 2025
	Semester-II	May 2024, 2025 and 2026
	Semester-III	December 2023, 2024 and 2025
	Semester-IV	May 2024, 2025 and 2026

The Syllabi of the courses is available on the University website: www.jammuuniversity.ac.in

Sd/-
DEAN ACADEMIC AFFAIRS

No. F. Acd/II/23/ 3046-3057
Dated: 17-5-2023.

Copy for information and necessary action to:

1. Dean, Faculty of Social Science
2. Convener, Board of Studies in Library Science
3. Sr. P.A.to the Controller of Examinations
4. All members of the Board of Studies
5. Confidential Assistant to the Controller of Examinations
6. I/C Director, Computer Centre, University of Jammu
7. Deputy Registrar/Asst. Registrar (Conf. /Exams. UG/Eval Non-Prof)
8. Incharge, University Website for Uploading of the notification.

Deputy Registrar (Academic)

Course Scheme of Syllabus Library Science at FYUP under CBCS as per NEP- 2020

Semester-I

S. No.	Course Type	Course Code	Course Title	Credits	Maximum Marks			
					Mid Sem Test	Tutorial	End Sem Exam	Total
1	Major	UMJLST-106	Library and Society	4 (3Th+1T)	15	25 (15+10)	60	100
2	Minor	UMILST-107	Fundamentals of Library Science	4 (3Th+1T)	15	25 (15+10)	60	100
3	MD	UMDLST-108	Documentation Services	3	15	---	60	75
4	SEC	USELST-109	Communication Skills	2	10	---	40	50

Semester-II

S. No.	Course Type	Course Code	Course Title	Credits	Maximum Marks			
1	Major	UMJLST-206	Library Management	4 (3Th+1T)	15	25 (15+10)	60	100
2	Minor	UMILST-207	Library Administration	4 (3Th+1T)	15	25 (15+10)	60	100
3	MD	UMDLST-208	Intellectual Property Rights (IPR)	3	15	---	60	75
4	SEC	USELST-209	Basics of website design	2	10	---	40	50

Semester-III

S. No.	Course Type	Course Code	Course Title	Credits	Maximum Marks			
1	Major	UMJLST-301	Library Classification	4 (3Th+1T)	15	25 (15+10)	60	100
2	Major	UMJLST-302	Basics of Librarianship	4 (3Th+1T)	15	25 (15+10)	60	100
3	Minor	UMILST-303	Types of Libraries	4 (3Th+1T)	15	25 (15+10)	60	100
4	MD	UMDLST-304	Preservation and Conservation of Library Material	3	15	---	60	75
5	SEC	USELST-305	Literature Search	2	10	---	40	50

Semester-IV

S. No.	Course Type	Course Code	Course Title	Credits	Maximum Marks			
1	Major	UMJLST-401	Library Cataloguing- I	4 (3Th+1T)	15	25 (15+10)	60	100
2	Major	UMJLST402	Library Cataloguing- II	4 (3Th+1T)	15	25 (15+10)	60	100
3	Major	UMJLST-403	History and Development of Libraries	4 (3Th+1T)	15	25 (15+10)	60	100
4	Major	UMJLST-404	Library Services	4 (3Th+1T)	15	25 (15+10)	60	100
5	Minor	UMILST-405	Reference Services	4 (3Th+1T)	15	25 (15+10)	60	100

Abbreviation Used:

U: Undergraduate
LS: Library Science
MJ: Major

MI: Minor
Th: Theory
T: Tutorial
P: Project/ Dissertation

I: Summer Internship
MD: Multidisciplinary
SE: Skill Enhancement
SEC: Skill Enhancement Course

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Course Scheme of Syllabus Library Science at FYUP under CBCS as per NEP- 2020

S. No.	Course Type	Course Code	Course Title	Credits	Maximum Marks			
					Mid Sem Test	Tutorial	End Sem Exam	Total
1	Major	UMJLST-106	Library and Society	4 (3Th+1T)	15	25 (15+10)	60	100
2	Minor	UMILST-107	Fundamentals of Library Science	4 (3Th+1T)	15	25 (15+10)	60	100
3	MD	UMDLST-108	Documentation Services	3	15	---	60	75
4	SEC	USELST-109	Communication Skills	2	10	---	40	50

Semester-I
(Examination to be held in December 2023, 2024, 2025)

Course Scheme of Syllabus Library Science at FYUP under CBCS as per NEP- 2020
SEMESTER-I
(Examination to be held in December 2023, 2024, 2025)

MAJOR COURSE

Course Code: UMJLST-106
Course Title: Library and Society
Total Lectures: Theory 45 + Tutorial 30
Credits: 4 (3Th + 1T)

Max. Marks: 100
End Sem. Exam: 60
Mid Sem Test: 15
Tutorial: 25 (15 + 10)

Course Outcome:
The student will be able to:
➢ Understand the concept and development of libraries
➢ Classify libraries on the basis of their purpose and functions
➢ Understand laws related to Library Science

Unit-I:
➢ Concept of Library: Definition, need and purpose
➢ Role and importance of Libraries in society
➢ Introduction to Knowledge Society

Unit-II:
➢ Development of Library Movement in India
➢ Library Legislation: Need and Importance
➢ Copyright Act and Delivery of Books and Newspapers Act

Unit-III:
➢ First Law of Library Science and its Implications
➢ Second Law of Library Science and its Implications
➢ Third Law of Library Science and its Implications
➢ Forth Law of Library Science and its Implications
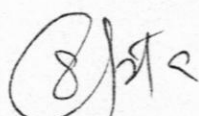➢ Fifth Law of Library Science and its Implications

Unit-IV:
➢ Library extension activities: Need and Purpose
➢ Resource Sharing: Concept, Objectives and Need
➢ Resource Sharing: DELNET,
➢ Resource Sharing: INFLIBNET

Recommended Books:
➢ Marshal, D. N. (1983). History of libraries: Ancient and medieval. New Delhi: Oxford & IBH.
➢ Ranganathan, S. R. (1963). Five Laws of Library Science. Bombay: Asia.
➢ Sharma, Pandey S. K. (1992). Library and society. (2nd rev. & enl. ed.). New Delhi: EssEss.
➢ Hessel, A. (1955). History of libraries. Reuben Press (Trans). New York: Scarecrow Press.
➢ Khanna, J. K. (1987). Library and society. Kurukshetra: Research Publication.
➢ Rout, R. K. (1991). Library legislation in India. New Delhi: Reliance.
➢ Vasishta, C. P. (Ed.). (1994). Library movement and library development in India. Delhi: ILA.

Scheme of Examination:
(a) Mid Term Examination covering 50% of the syllabus: (to be conducted by course coordinator). **Time Duration- 1.5 hours (15 Marks).**
Section- A (5 marks) - Five Very Short Answer questions of 1 mark each to be attempted.
Section- B (10 marks) - 2 Long Answer questions of 5 marks each to be attempted out of 3 questions.
(b) External End Semester University Examination **(60 Marks). Time Duration- 03 Hours.**

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Course Scheme of Syllabus Library Science at FYUP under CBCS as per NEP- 2020
SEMESTER-I
(Examination to be held in December 2023, 2024, 2025)
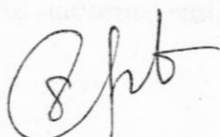
MAJOR COURSE

Course Code: UMJLST-106
Course Title: Library and Society
Total Lectures: Theory 45 + Tutorial 30
Credits: 4 (3Th + 1T)

Max. Marks: 100
End Sem. Exam: 60
Mid Sem Test: 15
Tutorial: 25 (15 + 10)

Section A: Four (04) short answer questions representing all units/ syllabi i.e., one (01) question from each unit. The students shall require to attempt all the questions. Each question shall be of three (03) marks. (4x3= 12)

Section B: Eight (08) Long answer questions representing the whole of the syllabi i.e., two (02) questions from each unit. The students shall require to attempt one question from each unit. Each question shall be of 12 marks. (12x4= 48)

(c) **Continuous Assessment** of **10 Marks** will be done based on daily performance only. **External Tutorial Examination** will be of **15 Marks**. Course coordinator/ Subject teacher concern will assign topic from the course to each student. On the topic assigned the student will be evaluated as follows for the assign topic:

    i.   Report **05** marks
    ii.   Presentation **05** marks
    iii. Viva-Voce **05** marks.

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Course Scheme of Syllabus Library Science at FYUP under CBCS as per NEP- 2020
SEMESTER-I
(Examination to be held in December 2023, 2024, 2025)

MINOR COURSE

Course Code: UMILST-107
Course Title: Fundamental of Library Science
Total Lectures: Theory 45 + Tutorial 30
Credits: 4 (3Th + 1T)

Max. Marks: 100
End Sem. Exam: 60
Mid Sem Test: 15
Tutorial: 25 (15 + 10)

Course Outcome:
The student will be able to:
➢ Understand librarianship as a profession
➢ Assess the role of national and international library associations and organizations.

Unit-I:
➢ General Ethics
➢ Profession, Professional, Professionalism
➢ Professional Ethics
➢ Librarianship as a Profession

Unit-II:
➢ Professional Ethics in Librarianship
➢ Professional Ethics in Librarianship: Indian Situation
➢ Professional Ethics in Librarianship: Issue and Problems
➢ Professional Associations: Need and Importance

Unit-III:
➢ Role of Professional Associations
➢ IASLIC
➢ IFLA
➢ ILA

Unit-IV:
➢ Role of Organization in Library growth and Development
➢ UNESCO
➢ UGC
➢ RRLF

Recommended Books:

➢ Abelson, Raziel and Kai Nielsen. "Ethics, History of" in Encyclopedia of Philosophy. Ed. Donald M.Borchert, 2006, 394-439.
➢ Beauchamp, Tom L. Philosophical Ethics: An Introduction to Moral Philosophy.2nd ed. New York: McGraw-Hill, 1991.
➢ Norman, Richard. The Moral Philosophers. An Introduction to Ethics, 2nd ed. New York: Oxford University Press, 1998.
➢ American Library Association. ALA World Encyclopedia of Library and Information Services. 2nd ed. American Library Association: Chicago, 1986. 43- 49, 462-67. Print.
➢ Stern, J. Encyclopedia of Library and Information Science. Vol. 1. New York: Marcell Dekker, 1968. 666. Print.

Scheme of Examination:
(a) Mid Term Examination covering 50% of the syllabus: (to be conducted by course coordinator).
Time Duration- 1.5 hours (15 Marks).
Section- A (5 marks) - Five Very Short Answer questions of 1 mark each to be attempted.

Course Scheme of Syllabus Library Science at FYUP under CBCS as per NEP- 2020
SEMESTER-I
(Examination to be held in December 2023, 2024, 2025)

MINOR COURSE

Course Code: UMILST-107
Course Title: Fundamental of Library Science
Total Lectures: Theory 45 + Tutorial 30
Credits: 4 (3Th + 1T)

Max. Marks: 100
End Sem. Exam: 60
Mid Sem Test: 15
Tutorial: 25 (15 + 10)

Section- B (10 marks) - 2 Long Answer questions of 5 marks each to be attempted out of 3 questions.

(b) External End Semester University Examination (60 Marks).
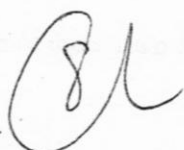
Time Duration- 03 Hours.

Section A: Four (04) short answer questions representing all units/ syllabi i.e., one (01) question from each unit. The students shall require to attempt all the questions. Each question shall be of three (03) marks. (4x3= 12)

Section B: Eight (08) Long answer questions representing the whole of the syllabi i.e., two (02) questions from each unit. The students shall require to attempt one question from each unit. Each question shall be of 12 marks. (12x4= 48)

(c) **Continuous Assessment of 10 Marks** will be done based on daily performance only. **External Tutorial Examination** will be of **15 Marks**. Course coordinator/ Subject teacher concern will assign topic from the course to each student. On the topic assigned the student will be evaluated as follows for the assign topic:

    i.   Report **05** marks
    ii.   Presentation **05** marks
    iii.   Viva-Voce **05** marks

Course Scheme of Syllabus Library Science at FYUP under CBCS as per NEP- 2020
SEMESTER-I
(Examination to be held in December 2023, 2024, 2025)

(MULTIDISCIPLINARY FOUNDATION COURSE)

Course Code: UMDLST-108   **Max. Marks: 75**
Course Title: Documentation Services   **End Sem. Exam: 60**
Total Lectures: Theory- 45   **Mid Sem Test: 15**
Credits:3

Course Outcome:
The student will be able to:
➢ Understand the nature and purpose of various services in libraries
➢ Understand the concept of vocabulary control and Reprography
➢ Create awareness about the documentation centres

Unit-1:
➢ Documentation: objective and its facets
➢ Abstracts: Definition, Need, Importance
➢ Current Awareness Service (CAS)
➢ Selective Dissemination of Information (SDI)

Unit-II:
➢ Vocabulary Control
➢ Need, Importance and Types of Information Sources
➢ Index and Indexing: Concept, Definition, types
➢ Indexing and Abstracting Services

Unit-III:
➢ Reprography: Concept, need and importance
➢ Reprography: Photographic Methods
➢ Reprography: Micrographic Methods
➢ Reprographic Tools

Unit-IV:
➢ Documents Delivery Service
➢ Documentation Centres: NIScPR
➢ Documentation Centres: NASSDOC
➢ Documentation Centres: SENDOC

Recommended Books:
➢ Guha, B. (1983). Documentation and information: Services, techniques and systems (2nd rev. ed.). Calcutta: World Press.
➢ Hackos, JoAnn T. 2006. Managing Your Documentation Projects. Canada: John Wiley & Sons Ltd.
➢ Rueping, Andreas. 2003. Agile Documentation: A Pattern Guide to Producing Lightweight Documents for Software Projects. Canada: John Wiley and Sons

Scheme of Examination:

(a) Mid Term Examination covering 50% of the syllabus: (to be conducted by course coordinator).
   Time Duration- 1.5 hours (15 Marks).
   Section- A (5 marks) - Five Very Short Answer questions of 1 mark each to be attempted.
   Section- B (10 marks) - 2 Long Answer questions of 5 marks each to be attempted out of 3 questions.
(b) External End Semester University Examination (60 Marks). **Time Duration- 03 Hours.**

Course Scheme of Syllabus Library Science at FYUP under CBCS as per NEP- 2020
SEMESTER-I
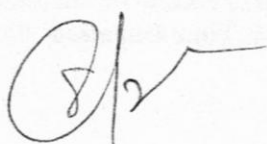(Examination to be held in December 2023, 2024, 2025)

(MULTIDISCIPLINARY FOUNDATION COURSE)

Course Code: UMDLST-108
Course Title: Documentation Services
Total Lectures: Theory- 45

Max. Marks: 75
End Sem. Exam: 60
Mid Sem Test: 15

Section A: Four (04) short answer questions representing all units/ syllabi i.e., one (01) question from each unit. The students shall require to attempt all the questions. Each question shall be of three (03) marks. (4x3= 12)

Section B: Eight (08) Long answer questions representing the whole of the syllabi i.e., two (02) questions from each unit. The students shall require to attempt one question from each unit. Each question shall be of 12 marks. (12x4= 48)

Course Scheme of Syllabus Library Science at FYUP under CBCS as per NEP- 2020
SEMESTER-I
(Examination to be held in December 2023, 2024, 2025)

(SKILL ENHANCEMENT COURSE)

Course Code: USELST-109   **Max. Marks: 50**
Course Title: Communication Skills   **End Sem. Exam: 40**
Total Lectures: 30   **Mid Sem Test: 10**
Credits: 2

Course Outcome:
The student will be able to:
➤ Understand the importance of Communication
➤ Understand the concept, modes and styles of communication
➤ Practice how to great, introduce yourself and your friend

Unit-I:
➤ Communication: Concept and Need
➤ Kinds of Communication
➤ Communication Process

Unit-II:
➤ Channels of Communication
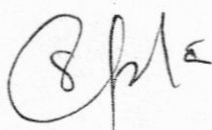➤ Verbal Communication
➤ Non- Communication

Unit-III:
➤ Models of Communication
➤ Reading Comprehension: Characteristics of a good Conversation
➤ Barriers to Communication

Recommended Books:
➤ Attwood, G. and J. Harold. Communication: A Keyboard Approach. London: McGraw-Hill, 1984. Print.
➤ Schnurr, S. Exploring Professional Communication. Routledge, 2012. Print.
➤ Monippally, M. M. 1996. Effective Communication Skills. Tata McGraw Hill

Scheme of Examination:

a. **Mid Term Examination:** The Mid Semester Test question paper will consist of six short answer type questions set from the first one and half unit. The candidates are required to attempt any four questions. The upper limit for the answer of each question will be 200-250 words and each question carry 2 ½ marks. The time duration for the Mid Semester Test is 1 ½ hours.

b. **End Semester Examination:** The question paper shall consist of two sections.

Section-A shall carry four short answer type compulsory questions at least carrying one question from each unit. The upper limit for the answer of each question will be 200-250 words and each question carry 2 ½ marks.

Section-B shall consist of six long answer type questions at least carrying two questions from each unit. The candidates are required to attempt three questions by selecting one question from each unit. The upper limit for the answer of each question will be 600-650 words and each question carry 10 marks. The time duration for the End Semester Test is 2 ½ hours.

Semester-II (Examination to be held in May 2024, 2025, 2026)								
S. No.	Course Type	Course Code	Course Title	Credits	Maximum Marks			
1	Major	UMJLST-206	Library Management	4 (3Th+1T)	15	25 (15+10)	60	100
2	Minor	UMILST207	Library Administration	4 (3Th+1T)	15	25 (15+10)	60	100
3	MD	UMDLST208	Intellectual Property Rights (IPR)	3	15	---	60	75
4	SEC	USELST209	Basics of Website Design	2	10	---	40	50

Course Scheme of Syllabus Library Science at FYUP under CBCS as per NEP- 2020
SEMESTER-II
(Examination to be held in May 2024, 2025, 2026)

MAJOR COURSE

Course Code: UMJLST-20**6**   Max. Marks: 100
Course Title: Library Management   Mid Sem Test: 15
Total Lectures: Theory 45 + Tutorial 30   End Sem. Exam: 60
Credits: 4 (3Th + 1T)   Tutorial: 25 (15 + 10)

Course Outcome:
The student will be able to:
➤ Understand the concept, scope and functions of Library Management
➤ Understand the principles of Library Management
➤ Understand laws related to libraries and information centres

Unit-I:
➤ Definition, Scope and Objectives of Library Management
➤ Elements and Functions of Management
➤ Principles of Library Management

Unit-II:
➤ Organisational Structure of Libraries
➤ Library Authority: Concept and Functions
➤ Library Committee: Concept and Functions

Unit-III:
➤ Library Building: Preliminary Considerations (Preplanning Activities)
➤ Preparation of a Library Programme/ Proposal
➤ Space Allocation, Utilisation and Management

Unit-IV:
➤ Library Equipment: Library Stack
➤ Periodical Display Rack
➤ Card Catalogue Cabinet

Recommended Books:
➤ Bryson, Jo (1990). Effective Library and Information Centre Management. England: Grower.
➤ Evan, G. Edward (1976). Management Techniques for Libraries. New York: Academic Press.
➤ Hitt, Michael A. [et al]. (1979). Effective Management., New York: West Publishing Co.
➤ Thompson, Godfrey (1973). Planning and Design of Library Building 2nd ed. London: Architectural Press.
➤ Metcalf, Keyes D. (1966). Planning Academic and Research Library Buildings. New York: McGraw Hill.
➤ Tripathi, P. C. and Reddy, P. N. (1991). Principles of Management. 2nd ed. New Delhi: Tata McGraw Hill.
➤ Koontz, Harold and O' Donnell, Cyril (1974). Essentials of Management. New Delhi: Tata McGraw Hill.

Scheme of Examination:

(a) Mid Term Examination covering 50% of the syllabus: (to be conducted by course coordinator). **Time Duration- 1.5 hours (15 Marks).**
    Section- A (5 marks) – Five Very Short Answer questions of 1 mark each to be attempted.
    Section- B (10 marks) – 2 Long Answer questions of 5 marks each to be attempted out of 3 questions.
(b) External End Semester University Examination (60 Marks).
    Time Duration- 03 Hours.
    Section A: Four (04) short answer questions representing all units/ syllabi i.e., one (01) question from each unit. The students shall require to attempt all the questions. Each question shall be of three (03) marks. (4x3= 12)

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Course Scheme of Syllabus Library Science at FYUP under CBCS as per NEP- 2020
SEMESTER-II
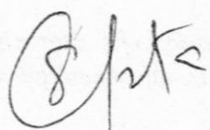(Examination to be held in May 2024, 2025, 2026)

MAJOR COURSE

Course Code: UMJLST-206
Course Title: Library Management
Total Lectures: Theory 45 + Tutorial 30
Credits: 4 (3Th + 1T)

Max. Marks: 100
Mid Sem Exam: 15
End Sem. Exam: 60
Tutorial: 25 (15 + 10)

Section B: Eight (08) Long answer questions representing the whole of the syllabi i. e. two (02) questions from each unit. The students shall require to attempt one question from each unit. Each question shall be of 12 marks. (12x4= 48)

(c) **Continuous Assessment of 10 Marks** will be done based on daily performance only. **External Tutorial Examination** will be of **15 Marks**. Course coordinator/ Subject teacher concern will assign topic from the course to each student. On the topic assigned the student will be evaluated as follows for the assign topic:

   i.   Report **05** marks
   ii. Presentation **05** marks
   iii. Viva-Voce **05** marks

Course Scheme of Syllabus Library Science at FYUP under CBCS as per NEP- 2020
SEMESTER-II
(Examination to be held in May 2024, 2025, 2026)

MINOR COURSE

Course Code: UMILST-207

Course Title: Library Administration

Total Lectures: Theory 45 + Tutorial 30

Credits: 4 (3Th + 1T)

Max. Marks: 100
End Sem. Exam: 60
Mid Sem Exam: 15
Tutorial: 25 (15 + 10)

Course Outcome:

The student will be able to:

➢ Understand the concept, scope and functions of Library Administration

➢ Understand the principles of Library Administration

➢ Understand laws related to libraries and information centers

Unit-I:

➢ Definition, Scope and Objectives of Library Administration

➢ Elements and Functions of Administration

➢ Principles of Library Management

Unit-II:

➢ Organisational Structure of Libraries

➢ Library Authority: Concept and Functions

➢ Library Committee: Concept and Functions

Unit-III:

➢ Library Building: Preliminary Considerations (Preplanning Activities)

➢ Preparation of a Library Programme/ Proposal

➢ Space Allocation, Utilisation and Management

Unit-IV:

➢ Library rule and regulation

➢ Acquisition policy

➢ Issue return policy

➢ Library Working hours etc

Recommended Books:

➢ Bryson, Jo (1990). Effective Library and Information Centre Management. England: Grower.

➢ Evan, G. Edward (1976). Management Techniques for Libraries. New York: Academic Press.

➢ Hitt, Michael A. [et al]. (1979). Effective Management., New York: West Publishing Co.

➢ Thompson, Godfrey (1973). Planning and Design of Library Building 2nd ed. London: Architectural Press.

➢ Metcalf, Keyes D. (1966). Planning Academic and Research Library Buildings. New York: McGraw Hill.

➢ Tripathi, P. C. and Reddy, P. N. (1991). Principles of Management. 2nd ed. New Delhi: Tata McGraw Hill.

➢ Koontz, Harold and O' Donnell, Cyril (1974). Essentials of Management. New Delhi: Tata McGraw Hill

Scheme of Examination:

(a)   Mid Term Examination covering 50% of the syllabus: (to be conducted by course coordinator). **Time Duration- 1.5 hours (15 Marks).**

Section- A (5 marks) – Five Very Short Answer questions of 1 mark each to be attempted.

Section- B (10 marks) – 2 Long Answer questions of 5 marks each to be attempted out of 3 questions.

(b)   External End Semester University Examination (60 Marks). **Time Duration- 03 Hours.**

Course Scheme of Syllabus Library Science at FYUP under CBCS as per NEP- 2020
SEMESTER-II
(Examination to be held in May 2024, 2025, 2026)

MINOR COURSE

Course Code: UMILST-202
Course Title: Library Administration
Total Lectures: Theory 45 + Tutorial 30
Credits: 4 (3Th + 1T)

Max. Marks: 100
End Sem. Exam: 60
Mid Sem Exam: 15
Tutorial: 25 (15 + 10)

Section A: Four (04) short answer questions representing all units/ syllabi i.e., one (01) question from each unit. The students shall require to attempt all the questions. Each question shall be of three (03) marks. (4x3= 12)

Section B: Eight (08) Long answer questions representing the whole of the syllabi i. e. two (02) questions from each unit. The students shall require to attempt one question from each unit. Each question shall be of 12 marks. (12x4= 48)

(c) **Continuous Assessment** of **10 Marks** will be done based on daily performance only. **Internal Tutorial Examination** will be of **15 Marks**. Course coordinator/ Subject teacher concern will assign topic from the course to each student. On the topic assigned the student will be evaluated as follows for the assign topic:

    i.   Report **05** marks
    ii. Presentation **05** marks
    iii. Viva-Voce **05** marks

Course Scheme of Syllabus Library Science at FYUP under CBCS as per NEP- 2020
SEMESTER-II
(Examination to be held in May 2024, 2025, 2026)

MULTIDISCIPLINARY COURSE

Course Code: UMDLST-208   Max. Marks: 75
Course Title: Intellectual Property Rights   End Sem. Exam: 60
Total Lectures: Theory 45 + Tutorial 30   Mid Sem Exam: 15
Credits: 3

Course Outcome:
The student will be able to:
➢   Discuss the salient features of the Berne Convention and Rome Convention
➢   Discuss the WIPO Copyright Treaty (WCT), WIPO Performances and Phonograms, Treaty (WPPT)
➢   Explain the extent of copyright protection

Unit-I:
➢   Intellectual Property Rights: An Overview
➢   Salient Features of the Berne Convention
➢   Salient Features of the Rome Convention

Unit-II:
➢   Patents: An overview
➢   Trademarks: An overview
➢   Copyrights: An overview

Unit-III:
➢   Protection of traditional knowledge: An overview
➢   Protection of Plant Varieties: An overview
➢   Trade Secrets, Competition Law and Protection of TCE

Unit-IV:
➢   Right to Information Act
➢   IT Act
➢   Cyber law- An Introduction

Recommended Books:
➢   Background Reading Material on Intellectual Property Rights (WIPO, 1988)
➢   WIPO Handbook: Policy, Law and Use (WIPO) see www.wipo.int.
➢   The Trademarks Act ,1999, 1999 (as amended).
➢   www.wto.org
➢   www.wipo.int
➢   Geographical Indications of Goods (Registration and Protection) Act,1999.
➢   Baeumer, Ludwig (1997) "Protection of Geographical Indications under WIPO Treaties and Questions Concerning the Relationship between those Treaties and the TRIPs Agreement", WIPO Publication.
➢   Venria, Surinder Kaur (1998) "Protection of Trade Secrets under the TRIPs Agreement and Developing Countries" Journal of World Intellectual Property, (1)5 -pp. 723-42

Scheme of Examination:
 (a) Mid Term Examination covering 50% of the syllabus: (to be conducted by course coordinator).
 Time Duration- 1.5 Hour (15 Marks).
 Section- A (5 marks) -Five Very Short Answer questions of 1 mark each to be attempted.
 Section- B (10 marks) -2 Long Answer questions of 5 marks to be attempted out of 3 given questions.

 (b) External End Semester University Examination (60Marks).

Course Scheme of Syllabus Library Science at FYUP under CBCS as per NEP- 2020
SEMESTER-II
(Examination to be held in May 2024, 2025, 2026)

MULTIDISCIPLINARY COURSE

Course Code: UMDLST-208   Max. Marks: 75
Course Title: Intellectual Property Rights   End Sem. Exam: 60
Total Lectures: Theory 45 + Tutorial 30   Mid Sem Exam: 15
Credits: 3

Time Duration— 03 Hours.

Section A: Four (04) short answer questions representing all units/ syllabi i. e. one (01) question from each unit. The students are required to attempt all the questions. Each question shall be of three (03) marks (All Compulsory).

Section B: Eight (08) Long answer questions representing whole of the syllabi i. e. two (02) questions from each unit. The students are required to attempt one question from each unit. Each question shall be of 12 marks

Course Scheme of Syllabus Library Science at FYUP under CBCS as per NEP- 2020
SEMESTER-II
(Examination to be held in May 2024, 2025, 2026)

(SKILLS ENHANCEMENT COURSE)

Course Code: USELST-209
Course Title: Basics of Website Design
Total Lectures: 30
Credits: 2

Max. Marks: 5 0
End Sem. Exam: 40
Mid Sem Exam: 10

Course Outcome:
The student will be able to:
➢ Develop and design professional websites with the aid of various designing tools and techniques
➢ Learn Webpage designing

Unit-I:
➢ Principles and developing a website
➢ Web page Design
➢ Web page lay out

Unit-II:
➢ Introduction to HTML
➢ Structure and creation of HTML Documents
➢ MARK UP and HTML Tags

Unit-III:
➢ Elements of HTML
➢ Working with Texts/Tables, Images, Multi Media
➢ Designing a website

Recommended Readings

➢ Devika, P. M. (2003). Introduction to XML and HTML. In: PGDLAN course material, MLI-006, Unit 8. New Delhi: Indira Gandhi National Open University.
➢ Devika, P.M. (2003). Web based content development. In: PGDLAN course material, MLI-006, Unit 9. New Delhi: Indira Gandhi National Open University.
➢ Powell, T. A. (2000). The HTML complete reference. (2nded.). New Delhi: Tata McGraw Hill.
➢ Robbins, J.N. (2012). *Learning Web Design: A Beginners Guide to HTML, CSS, JavaScript, and Web Graphics (4th ed)*. Cambridge: O'Reilly. ISBN: 9781449319274
➢ HTML Tutorial. Link: https://www.w3schools.com/html/default.asp

Scheme of Examination:

(a) Mid Term Examination covering 50% of the syllabus: (to be conducted by course coordinator).
   Time Duration- 1.5 Hour (10 Marks).
   Section- A (5 marks) -Five Very Short Answer questions of 1 mark each to be attempted.
   Section- B (5 marks) -2 Long Answer questions of 2.5 marks to be attempted out of 3 given questions.
(b) External End Semester University Examination (40Marks). Time Duration— 2.5 Hours.
   Section A: Four (04) short answer questions representing all units/ syllabi i.e., one (01) question from each unit. The students are required to attempt all the questions. Each question shall be of 2.5 marks (All Compulsory).
   Section B: Six (06) Long answer questions representing whole of the syllabi i.e., two (02) questions from each unit. The students are required to attempt one question from each unit. Each question shall be of 10 marks.

Course Scheme of Syllabus Library Science at FYUP under CBCS as per NEP- 2020

S. No.	Course Type	Course Code	Course Title	Credits	Maximum Marks			
			Semester-III (Examination to be held in December 2023, 2024, 2025)					
1	Major	UMJLST301	Library Classification	4 (3Th+1T)	15	25 (15+10)	60	100
2	Major	UMJLST302	Basics of Librarianship	4 (3Th+1T)	15	25 (15+10)	60	100
3	Minor	UMILST303	Types of Libraries	4 (3Th+1T)	15	25 (15+10)	60	100
4	MD	UMDLST304	Preservation and Conservation of Library Material	3	15	---	60	75
5	SEC	USELST305	Literature Search	2	10	---	40	50

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Course Scheme of Syllabus Library Science at FYUP under CBCS as per NEP- 2020
SEMESTER-III
(Examination to be held in December 2023, 2024, 2025)

MAJOR COURSE

Course Code: UMJLST-301
Course Title: Library Classification
Total Lectures: Theory 45 + Tutorial 30
Credits: 4 (3Th + 1T)

Max. Marks: 100
End Sem. Exam: 60
Mid Sem Exam: 15
Tutorial: 25 (15 + 10)

Course Outcome:
The student will be able to:
➢ Explain the process of classification
➢ Explain the basic concepts of classification
➢ Discuss the various manifestations of library classification

Unit-I:
➢ Classification Terminology
➢ Library Classification: Definition, Need and Purpose
➢ Theories of Library Classification
➢ Development of Library Classification

Unit-II:
➢ Library Classification Scheme: Concept and Types
➢ DDC: an Overview
➢ UDC: an Overview
➢ CC: an Overview

Unit-III:
➢ Five Fundamental Categories
➢ Notation: meaning, types, qualities and Functions
➢ Call Number: Concept and tools
➢ Mnemonics

Unit-IV:
➢ Organisations, Societies, and Research Groups
➢ Library Research Centre
➢ Classification Research Group
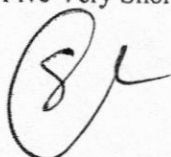➢ Documentation Research and Training Centre

Recommended Books:
➢ Ranganathan, S.R. Prolegomena to Library Classification, 3rd ed. Bombay, Asia, 1967. 77-79, 547. Print
➢ Satija M.P. "Classification: Some Fundamentals Some Myths". Knowledge Organisation. 25.1-2(1998): 32-35. Print.
➢ Satija, M.P. "Classification: An Essay in Terminology". Knowledge Organisation. 27. 4(2000): 221-229. Print.
➢ Satija, M.P. A Dictionary of Knowledge Organization. Amritsar: Guru Nanak Dev University, 2004.35-36. Print.
➢ Chan, Lois Mai. Cataloguing and Classification: An Introduction. 3rd ed. Lanham, MD: The Scarecrow Press, 2007. 309-314. Print.

Scheme of Examination:
(a) Mid Term Examination covering 50% of the syllabus: (to be conducted by course coordinator).
Time Duration- 1.5 hours (15 Marks).
Section- A (5 marks) - Five Very Short Answer questions of 1 mark each to be attempted.

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Course Scheme of Syllabus Library Science at FYUP under CBCS as per NEP- 2020
SEMESTER-III
(Examination to be held in December 2023, 2024, 2025)

MAJOR COURSE

Course Code: UMJLST-301
Course Title: Library Classification
Total Lectures: Theory 45 + Tutorial 30
Credits: 4 (3Th + 1T)

Max. Marks: 100
End Sem. Exam: 60
Mid Sem Exam: 15
Tutorial: 25 (15 + 10)

Section- B (10 marks) - 2 Long Answer questions of 5 marks each to be attempted out of 3 questions.

(b) External End Semester University Examination (60 Marks).
Time Duration- 03 Hours.
Section A: Four (04) short answer questions representing all units/ syllabi i.e., one (01) question from each unit. The students shall require to attempt all the questions. Each question shall be of three (03) marks. (4x3= 12)
Section B: Eight (08) Long answer questions representing the whole of the syllabi i.e. two (02) questions from each unit. The students shall require to attempt one question from each unit. Each question shall be of 12 marks. (12x4= 48)

(c) **Continuous Assessment** of **10 Marks** will be done based on daily performance only. **Internal Examination** will be of **15 Marks**. Course coordinator/ Subject teacher concern will assign topic from the course to each student. On the topic assigned the student will be evaluated as follows for the assign topic:

    i.   Report **05** marks
    ii.   Presentation **05** marks
    iii. Viva-Voce **05** marks

Course Scheme of Syllabus Library Science at FYUP under CBCS as per NEP- 2020
SEMESTER-III
(Examination to be held in December 2023, 2024, 2025)

MAJOR COURSE

Course Code: UMJLST-302
Course Title: Basics of Librarianship
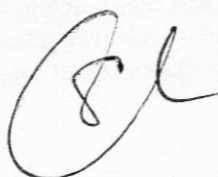**Total Lectures: Theory 45 + Tutorial 30**
Credits: 4 (3Th + 1T)

Max. Marks: 100
End Sem. Exam: 60
Mid Sem Exam: 15
Tutorial: 25 (15 + 10)

Course Outcome:
The student will be able to:
➢ Understand the concept of ethics as a building block in a profession
➢ Understand librarianship as a profession
➢ Make students appreciate the basic ethics and philosophy of Librarianship
➢ Create awareness about the role of professional library associations

Unit-I:
➢ General Ethics
➢ Profession, Professional, Professionalism
➢ Professional Ethics
➢ Librarianship as a Profession

Unit-II:
➢ Professional Ethics in Librarianship
➢ Professional Ethics in Librarianship: Indian Situation
➢ Professional Ethics in Librarianship: Issue and Problems
➢ Professional Associations: Need and Importance

Unit-III:
➢ Role of Professional Associations
➢ IASLIC
➢ IFLA
➢ ILA

Unit-IV:
➢ Role of Organization in Library growth and Development
➢ UNESCO
➢ UGC
➢ RRLF

Recommended Books:
➢ Mukherjee, A. K. (1966). Librarianship: Its philosophy and history. Bombay: Asia.
➢ Thompson, James. (1977). A History of the principles of librarianship. London: Clive Bingley
➢ Mangla, P. B., Sardana, J. L., & Singh, Mohinder (Eds.). (1983). Fifty years of librarianship in India. Delhi: ILA

Scheme of Examination:
(a) Mid Term Examination covering 50% of the syllabus: (to be conducted by course coordinator).
Time Duration- l.5 hours (15 Marks).
Section- A (5 marks) - Five Very Short Answer questions of 1 mark each to be attempted.
Section- B (10 marks) - 2 Long Answer questions of 5 marks each to be attempted out of 3 questions.
External End Semester University Examination (60 Marks). **Time Duration- 03 Hours.**

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Course Scheme of Syllabus Library Science at FYUP under CBCS as per NEP- 2020
SEMESTER-III
(Examination to be held in December 2023, 2024, 2025)

MAJOR COURSE

Course Code: UMJLST-302   Max. Marks: 100
Course Title: Basics of Librarianship   End Sem. Exam: 60
Total Lectures: Theory 45 + Tutorial 30   Mid Sem Exam: 15
Credits: 4 (3Th + 1T)   Tutorial: 25 (15 + 10)

Section A: Four (04) short answer questions representing all units/ syllabi i.e., one (01) question from each unit. The students shall require to attempt all the questions. Each question shall be of three (03) marks. (4x3= 12)

Section B: Eight (08) Long answer questions representing the whole of the syllabi i. e. two (02) questions from each unit. The students shall require to attempt one question from each unit. Each question shall be of 12 marks. (12x4= 48)

(c) **Continuous Assessment** of **10 Marks** will be done based on daily performance only. **Internal Examination** will be of **15 Marks**. Course coordinator/ Subject teacher concern will assign topic from the course to each student. On the topic assigned the student will be evaluated as follows for the assign topic:

    i.   Report -**05** marks
    ii.   Presentation -**05** marks
    iii.   Viva-Voce- **05** marks

Course Scheme of Syllabus Library Science at FYUP under CBCS as per NEP- 2020
SEMESTER-III
(Examination to be held in December 2023, 2024, 2025)

<u>MINOR COURSE</u>

Course Code: UMILST-303
Course Title: Types of Libraries
Total Lectures: Theory 45
Credits: 3

Max. Marks: 75
End Sem. Exam: 60
Mid Sem Exam: 15

Course Outcome:
The student will be able to:
➢ Explain the role of libraries at various levels of formal education
➢ Describe the functions of libraries in schools, colleges and universities
➢ Explain the concept and the meaning of electronic, digital, virtual and hybrid libraries and their functions

Unit-I:
➢ National Libraries: Objectives, Need and Functions
➢ Public Libraries: Objectives, Need and Functions
➢ Special Libraries: Objectives, Need and Functions

Unit-II:
➢ Need and Functions of School Library
➢ Need and Functions of College Library
➢ Need and Functions of University Library

Unit-III:
➢ Digital Libraries: Concept, Need and Functions
➢ Virtual Libraries: Concept, Need and Functions
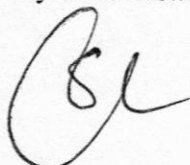➢ Hybrid Libraries: Concept, Need and Functions

Unit-IV:
➢ National Library of India
➢ National Digital Library of India
➢ Khuda-Baksh Oriental Library
➢ National Library for Blinds

Recommended Books:

➢ Dolan, J. A Blue Print for Excellence: Public Libraries 2008 – 2011: Connecting People to Knowledge and Inspiration. London: MLA, 2007. Print.
➢ The European Library. Connecting Knowledge. Web. 27 September 2012. < http://www.theeuropeanlibrary.org/tel4/ >
➢ Grimes, Deborah Jean. Academic Library Centrality. ACRL Publications in Librarianship. 50. Chicago: Association of College and Research Libraries, 1998.
➢ Hybrid Library. Web. 25 September 2012. < http://en.wikipedia.org/wiki/ Hybridlibrary>.
➢ Ranganathan, S. R. (1973). New Educational School Library, New Delhi: Vikas Publications.
➢ Role and Functions of a School Library (1989). New Delhi: National Book Trust India (folder).
➢ Trehan, G. L. Malhan, L. V. (1980). School Library Management. New Delhi: Sterling.

Scheme of Examination:

(a) Mid Term Examination covering 50% of the syllabus: (to be conducted by course coordinator). **Time Duration- l.5 Hour (15 Marks).**
Section- A (5 marks) -Five Very Short Answer questions of 1 mark each to be attempted.

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Course Scheme of Syllabus Library Science at FYUP under CBCS as per NEP- 2020
SEMESTER-III
(Examination to be held in December 2023, 2024, 2025)

<u>MINOR COURSE</u>

Course Code: UMILST-303

Course Title: Types of Libraries

Total Lectures: Theory 45

Max. Marks: 75

End Sem. Exam: 60

Mid Sem Exam: 15

Section- B (10 marks) -2 Long Answer questions of 5 marks to be attempted out of 3 given questions.

(b) External End Semester University Examination (60Marks).

Time Duration— 03 Hours.

Section A: Four (04) short answer questions representing all units/ syllabi i. e. one (01) question from each unit. The students are required to attempt all the questions. Each question shall be of three (03) marks (All Compulsory).

Section B: Eight (08) Long answer questions representing whole of the syllabi i. e. two (02) questions from each unit. The students are required to attempt one question from each unit. Each question shall be of 12 marks.

Course Scheme of Syllabus Library Science at FYUP under CBCS as per NEP- 2020
SEMESTER- III
(Examination to be held in December 2023, 2024, 2025)

(MULTIDISCIPLINARY FOUNDATION COURSE)

Course Code: UMDLST- 304
Course Title: Preservation and Conservation of Library Material
Total Lectures: Theory 45
Credits: 03

Max. Marks: 75
End Sem. Exam: 60
Mid Sem Exam: 15

Course Outcome:
The student will be able to:
➤ Know the concept of preservation and conservation and the role of the librarian in doing so
➤ Understanding of the chemical nature and behaviour of these components
➤ Obtain an insight into the techniques and chemicals

Unit-I:
➤ Preservation: Concept, need and purpose
➤ Deterioration of library material
➤ Environmental factors

Unit-II:
➤ Preservative measures/ Techniques
➤ Preservation of non- book material
➤ Preservation: issues and challenges

Unit-III:
➤ Evolution of Writing Materials
➤ Digital preservation- concept, need and purpose
➤ Historical perspective of preservation and conservation

Unit-IV:
➤ Conservation: Concept, need and purpose
➤ Conservation techniques
➤ Types of binding , binding material
➤ Removal of Stains and Fumigation, Flattening of creases and wrinkles

Recommended Books:
➤ Feather, John (1996). Preservation and the Management of Library Collections. 2nd Ed. London: Library Association Publishing.
➤ Henderson, Kathryn Luther and Henderson, William T. (ed). (1983). Conserving and Preserving Library Materials. Urbana Champaign: University of Illinois.
➤ Harvey, Ross. (1994). Preservation in libraries: principles, strategies and practices for librarians. London: Bowker Saur.
➤ Johnson, Arthur W. (1983). The Practical Guide to Book Repair and Conservation. London: Thames and Hudson.
➤ Morrow, Carolyn Clark. (1983). The Preservation Challenge: A Guide to Conserving Library Materials: Knowledge. Industry Publications.

Scheme of Examination:
(a) Mid Term Examination covering 50% of the syllabus: (to be conducted by course coordinator).
Time Duration- l.5 Hour (15 Marks).
Section- A (5 marks) -Five Very Short Answer questions of 1 mark each to be attempted.
Section- B (10 marks) -2 Long Answer questions of 5 marks to be attempted out of 3 given questions.

SEMESTER- III
(Examination to be held in December 2023, 2024, 2025)
(MULTIDISCIPLINARY FOUNDATION COURSE)

Course Code: UMDLST303
Course Title: Preservation and Conservation of Library Material
Total Lectures: Theory 45
Credits: 03

Max. Marks: 75
End Sem. Exam: 60
Mid Sem Exam: 15

(b) External End Semester University Examination (60Marks).
Time Duration— 03 Hours.

Section A: Four (04) short answer questions representing all units/ syllabi i. e. one (01) question from each unit. The students are required to attempt all the questions. Each question shall be of three (03) marks (All Compulsory).

Section B: Eight (08) Long answer questions representing whole of the syllabi i. e. two (02) questions from each unit. The students are required to attempt one question from each unit. Each question shall be of 12 marks.

Course Scheme of Syllabus Library Science at FYUP under CBCS as per NEP- 2020
SEMESTER- III
(Examination to be held in December 2023, 2024, 2025)

(SKILL ENHANCEMENT COURSE)

Course Code: USELST-305
Course Title: Literature Search
Total Lectures: Theory 45
Credits: 02

Max. Marks: 50
End Sem. Exam: 40
Mid Sem Exam: 10

Course Outcome:

The student will be able to:
➢ Elaborate the term 'literature search
➢ Describe the search technique involving subject approach and author approach
➢ Discuss the steps involved in conducting manual as well as computer-based search

Unit-I:
➢ Literature search – definition, need and purpose
➢ Search Technique: Subject and Classified Approach
➢ Search Technique: Author and Title Approach

Unit-II:
➢ Search Process: Manual
➢ Search through OPAC and Web- OPAC
➢ Internet Search

Unit-III:
➢ Abstracting Services
➢ Indexing Services
➢ Bibliographic Search

Recommended Books:
➢ Sen, B. K. Literature Search. Training Course in Documentation and Information Services. October 18 – December 13, 1975. – Course Material. Paper IV.3. Print.
➢ Jeevan, V.K. Technology Enhanced Library Services and the Librarian's Identity Crisis in Academic and Research Libraries of India. Libri 57 (2007): 100- 109.Print.
➢ Monippally, M. M. 1996. Effective Communication Skills. Tata McGraw Hill
➢ Tuckrnan, B.W. (1988); Conducting Educational Resemh. San Diego: Harcourt Brace Jovanovich Publishers.
➢ Wiersma, W. (1986); Research Methods in &cation: An Introduction. Boston: Allyn and Bacon Inc.

Scheme of Examination:

(a) Mid Term Examination covering 50% of the syllabus: (to be conducted by course coordinator).
Time Duration- 1.5 Hour (10 Marks).
Section- A (5 marks) -Five Very Short Answer questions of 1 mark each to be attempted.
Section- B (5 marks) -2 Long Answer questions of 2.5 marks to be attempted out of 3 given questions.

(b) External End Semester University Examination (40Marks). Time Duration— 2.5 Hours.
Section A: Four (04) short answer questions representing all units/ syllabi i.e., one (01) question from each unit. The students are required to attempt all the questions. Each question shall be of 2.5 marks (All Compulsory).
Section B: Six (06) Long answer questions representing whole of the syllabi i.e., two (02) questions from each unit. The students are required to attempt one question from each unit. Each question shall be of 10 marks.
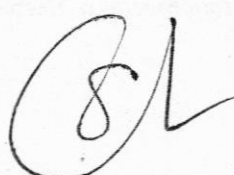
Course Scheme of Syllabus Library Science at FYUP under CBCS as per NEP- 2020

S. No.	Course Type	Course Code	Course Title	Credits	Maximum Marks			
			Semester-IV (Examination to be held in May 2024, 2025, 2026)					
1	Major	UMJLST401	Library Cataloguing- I	4 (3Th+1T)	15	25 (15+10)	60	100
2	Major	UMJLST402	Library Cataloguing-II	4 (3Th+1T)	15	25 (15+10)	60	100
3	Major	UMJLST403	History and Development of Libraries	4 (3Th+1T)	15	25 (15+10)	60	100
4	Major	UMJLST404	Library Services	4 (3Th+1T)	15	25 (15+10)	60	100
5	Minor	UMILST405	Reference Services	4 (3Th+1T)	15	25 (15+10)	60	100

Course Scheme of Syllabus Library Science at FYUP under CBCS as per NEP- 2020
SEMESTER-IV
(Examination to be held in May 2024, 2025, 2026)

MAJOR COURSE

Course Code: UMJLST-401
Course Title: Library Cataloguing-I
Total Lectures: Theory 45 + Tutorial 30
Credits: 4 (3Th + 1T)

Max. Marks: 100
End Sem. Exam: 60
Mid Sem Exam: 15
Tutorial: 25 (15 + 10)

Course Outcome:
The student will be able to:
➢ Define and describe a library catalogue
➢ Explain the objectives and functions of a library catalogue
➢ Distinguish a library catalogue from other library records

Unit-I:
➢ Library Catalogue: Definition, Purpose
➢ History of Library Catalogues Codes
➢ Functions of Library Catalogue

Unit-II:
➢ Concept of Library Catalogue Codes
➢ AACR-II
➢ CCC

Unit-III:
➢ Types of Catalogues: Author Catalogues
➢ Types of Catalogues: Dictionary Catalogue
➢ Types of Catalogues: Subject Catalogue
➢ Types of Catalogues: Classified Catalogue

Unit-IV:
➢ Cataloguing according to AACR-II: Single Author Entry
➢ Cataloguing according to AACR-II: Two Author Entry
➢ Cataloguing according to AACR-II: Three Author Entry

Recommended Books:
➢ Kishan Kumar (1993). Cataloguing. New Delhi: Har-Anand. p.9-23.
➢ Hunter, E.J. and K.G.B. Bakewell. (1993). Cataloguing 2nd ed. London Clive Bingley. Chapter 1, p.1-9.
➢ S. R. Ranganathan (1964). Classified Catalogue Code with Additional Rules for a Dictionary Catalogue 5th ed. Bombay: Asia Publishing House. Chapter DA
➢ Sen Gupta, B. (1974). Cataloguing: Its Theory and Practice. 3 rd ed. Calcutta: World Press. Viswanathan, C.G. (1983). Cataloguing Theory and Practice. 5th ed: Lucknow: Print House.
➢ Hunter, Eric J. and Bakewell, K.G.B. (1991) Cataloguing. 3rd ed. London: Library Association
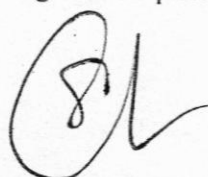➢ Rowley, Jennifer (1992). Organizing Knowledge. 2nd ed. Aldershot: Gower.

Scheme of Examination:

(a) Mid Term Examination covering 50% of the syllabus: (to be conducted by course coordinator). **Time Duration- l.5 hours (15 Marks).**
Section- A (5 marks) - Five Very Short Answer questions of 1 mark each to be attempted.
Section- B (10 marks) - 2 Long Answer questions of 5 marks each to be attempted out of 3 questions.

Course Scheme of Syllabus Library Science at FYUP under CBCS as per NEP- 2020
SEMESTER-IV
(Examination to be held in May 2024, 2025, 2026)

MAJOR COURSE

Course Code: UMJLST-401	Max. Marks: 100
Course Title: Library Cataloguing-I Time: 3 hours	End Sem. Exam: 60
Total Lectures: Theory 45 + Tutorial 30	Mid Sem Exam: 15
Credits: 4 (3Th + 1T)	Tutorial: 25 (15 + 10))

(b) External End Semester University Examination (60 Marks).
Time Duration- 03 Hours.
Section A: Four (04) short answer questions representing all units/ syllabi i.e., one (01) question from each unit. The students shall require to attempt all the questions. Each question shall be of three (03) marks. (4x3= 12)
Section B: Eight (08) Long answer questions representing the whole of the syllabi i. e. two (02) questions from each unit. The students shall require to attempt one question from each unit. Each question shall be of 12 marks. (12x4= 48)

(c) **Continuous Assessment** of **10 Marks** will be done based on daily performance only. **Internal Examination** will be of **15 Marks**. Course coordinator/ Subject teacher concern will assign topic from the course to each student. On the topic assigned the student will be evaluated as follows for the assign topic:
   i.   Report **05** marks
   ii.   Presentation **05** marks
   iii. Viva-Voce **05** marks

Course Scheme of Syllabus Library Science at FYUP under CBCS as per NEP- 2020
SEMESTER-IV
(Examination to be held in May 2024, 2025, 2026)

MAJOR COURSE

Course Code: UMJLST-402
Course Title: Library Cataloguing-II
Total Lectures: Theory 45 + Tutorial 30
Credits: 4 (3Th + 1T)

Max. Marks: 100
End Sem. Exam: 60
Mid Sem Exam: 15
Tutorial: 25 (15 + 10)

Course Outcome:
The student will be able to:
➢ Describe a catalogue entry
➢ Explain cataloguing-in-publication and pre-natal cataloguing
➢ Describe the different physical forms of library catalogues

Unit-I:
➢ Physical Forms of Library Catalogues: Conventional Forms
➢ Physical Forms of Library Catalogues: Non-Conventional/Modern Form
➢ Recent trends in library cataloguing

Unit-II:
➢ Kinds of entries in Catalogue
➢ Need for Catalogue Entries
➢ Format of Entry in Catalogue

Unit-III:
➢ MARC 1: an overview
➢ MARC 2: an overview
➢ MARC 21: an overview
➢ CCF: an overview

Unit-IV:
➢ Co-operative cataloguing and Centralised Cataloguing
➢ Union Catalogue
➢ Pre-natal Cataloguing
➢ Cataloguing-in-Publication

Recommended Books:
➢ Krishan Kumar (1993). Cataloguing. New Delhi: Har-Anand Publication: Hunter, Eric J. (1987).
➢ Computerised Cataloguing. London: Clive Bingley: Hunter, Eric J. and K.G.B. Bakewell (1983).
➢ Cataloguing. London: Clive Bingley. Rowley, Jennifer E. (1986). Computers for Libraries.
➢ London: Clive Bingley. Rowley, Jennifer E. (1987), Organising Knowledge. London: Gower.
➢ Coates, E.J. (1988). Subject Catalogues: Headings and Structure. London: Library Association.
➢ Foskett, A. C. (1982). Subject Approach to Information. 4th ed. London: Clive Bingley.
·➢ Hunter, E. J. and K.C.B. Bakewell (1983) Cataloguing. 2 nd ed. London: Clive Bingley.

Scheme of Examination:
(a) Mid Term Examination covering 50% of the syllabus: (to be conducted by course coordinator). **Time Duration- l.5 hours (15 Marks).**
Section- A (5 marks) - Five Very Short Answer questions of 1 mark each to be attempted.
Section- B (10 marks) - 2 Long Answer questions of 5 marks each to be attempted out of 3 questions.

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Course Scheme of Syllabus Library Science at FYUP under CBCS as per NEP- 2020
SEMESTER-IV
(Examination to be held in May 2024, 2025, 2026)

MAJOR COURSE

Course Code: UMJLST-402
Course Title: Library Cataloguing-II
Total Lectures: Theory 45 + Tutorial 30
Credits: 4 (3Th + 1T)

Max. Marks: 100
End Sem. Exam: 60
Mid Sem Exam: 15
Tutorial: 25 (15 + 10)

(b) External End Semester University Examination (60 Marks).
   Time Duration- 03 Hours.
   Section A: Four (04) short answer questions representing all units/ syllabi i.e., one (01) question from each unit. The students shall require to attempt all the questions. Each question shall be of three (03) marks. (4x3= 12)
   Section B: Eight (08) Long answer questions representing the whole of the syllabi i.e. two (02) questions from each unit. The students shall require to attempt one question from each unit. Each question shall be of 12 marks. (12x4= 48)

(c) **Continuous Assessment** of **10 Marks** will be done based on daily performance only. **Internal Examination** will be of **15 Marks.** Course coordinator/ Subject teacher concern will assign topic from the course to each student. On the topic assigned the student will be evaluated as follows for the assign topic:
   i.   Report **05** marks
   ii. Presentation **05** marks
   iii. Viva-Voce **05** marks

Course Scheme of Syllabus Library Science at FYUP under CBCS as per NEP- 2020
SEMESTER-IV
(Examination to be held in May 2024, 2025, 2026)

MAJOR COURSE

Course Code: UMJLST-403
Course Title: History and Development of Libraries
Total Lectures: Theory 45 + Tutorial 30
Credits: 4 (3Th + 1T)

Max. Marks: 100
End Sem. Exam: 60
Mid Sem Exam: 15
Tutorial: 25 (15 + 10)

Course outcome

The student will be able to:
➢ Understand the development of libraries in world since ancient period
➢ Understand Growth of Library Movement in India
➢ Understand History of paper, printing, and binding

Unit-I
➢ Ancient History of Libraries
➢ Medieval History of Libraries
➢ Growth of Library Movement in India

Unit-II

➢ Growth and Development of National Library of India
➢ Role of UGC
➢ Role of RRRLF

Unit-III

➢ Role of UNESCO
➢ Role of Union and State Government- Legislation
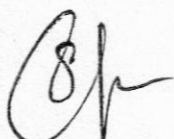➢ National knowledge commission

Unit-IV

➢ Kerela State Central Library
➢ Saraswati Mahal Library
➢ Libraries in Ancient India

Recommended readings:

➢ https://indianculture.gov.in/ebooks/libraries-librarianship-ancient-and-medieval-india
➢ https://egyankosh.ac.in/handle/123456789/33000
➢ https://www.britannica.com/topic/library/The-history-of-libraries

Scheme of Examination:

(a) Mid Term Examination covering 50% of the syllabus: (to be conducted by course coordinator). **Time Duration- 1.5 hours (15 Marks).**
Section- A (5 marks) - Five Very Short Answer questions of 1 mark each to be attempted.
Section- B (10 marks) - 2 Long Answer questions of 5 marks each to be attempted out of 3 questions.

(b) External End Semester University Examination (60 Marks). **Time Duration- 03 Hours.**
Section A: Four (04) short answer questions representing all units/ syllabi i.e., one (01) question from each unit. The students shall require to attempt all the questions. Each question shall be of three (03) marks. (4x3= 12)

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Course Scheme of Syllabus Library Science at FYUP under CBCS as per NEP- 2020
SEMESTER-IV
(Examination to be held in May 2024, 2025, 2026)

MAJOR COURSE

Course Code: UMJLST-403
Course Title: History and Development of Libraries
Total Lectures: Theory 45 + Tutorial 30
Credits: 4 (3Th + 1T)

Max. Marks: 100
End Sem. Exam: 60
Mid Sem Exam: 15
Tutorial: 25 (15 + 10)

Section B: Eight (08) Long answer questions representing the whole of the syllabi i. e. two (02) questions from each unit. The students shall require to attempt one question from each unit. Each question shall be of 12 marks. (12x4= 48)

(c) **Continuous Assessment** of **10 Marks** will be done based on daily performance only. **Internal Examination** will be of **15 Marks**. Course coordinator/ Subject teacher concern will assign topic from the course to each student. On the topic assigned the student will be evaluated as follows for the assign topic:

    i.   Report **05** marks
    ii.   Presentation **05** marks
    iii. Viva-Voce **05** marks

Course Scheme of Syllabus Library Science at FYUP under CBCS as per NEP- 2020
SEMESTER-IV
(Examination to be held in May 2024, 2025, 2026)

MAJOR COURSE

Course Code: UMJLST-404
Course Title: Library Services
Total Lectures: Theory 45 + Tutorial 30
Credits: 4 (3Th + 1T)

Max. Marks: 100
End Sem. Exam: 60
Mid Sem Exam: 15
Tutorial: 25 (15 + 10)

Course Outcome:
The student will be able to:
➢ Recognise the fundamental functions of library service
➢ Understand the process of dissemination of information services in computerised library systems
➢ Provide information services by utilising digital resources

Unit-I:
➢ Library Services: concept, definition, need and purpose
➢ Trends in Library Services
➢ Audio-Visual Services

Unit-II:
➢ Types of Library Services: CAS and SDI
➢ Types of Library Services: Indexing and Abstracting
➢ Types of Library Services: Bibliographic Services
➢ Document Delivery Services

Unit-III:
➢ Types of Library Services: Translation Services
➢ Types of Library Services: Reprographic
➢ Extension Services

Unit-IV:
➢ Online Services
➢ OPAC and Web-OPAC
➢ Online Academic and Research Databases
➢ Web Extension Services (Web 2.0)

Recommended Books:
➢ Breeding, M. (2001). Providing Virtual Reference Service. Information Today. 18(4); 42-43.
➢ Chowdhury, G. G. and Chowdhury, S. (2003). Introduction to Digital Library. London: Facet Publishing. 227-240.
➢ Chowdhury, G. G. (2001). Digital Libraries and Reference Services: Present and Future. Journal of Documentation. 58(3); 258-283.
➢ McKierman, G. (2001). LiveRef: Available at: www.public.iastate.edu/ ~cyberstacks/ .

Scheme of Examination:

(a) Mid Term Examination covering 50% of the syllabus: (to be conducted by course coordinator). **Time Duration- l.5 hours (15 Marks).**
Section- A (5 marks) - Five Very Short Answer questions of 1 mark each to be attempted.
Section- B (10 marks) - 2 Long Answer questions of 5 marks each to be attempted out of 3 questions.
(b) External End Semester University Examination (60 Marks).
Time Duration- 03 Hours.

Course Scheme of Syllabus Library Science at FYUP under CBCS as per NEP- 2020
SEMESTER-IV
(Examination to be held in May 2024, 2025, 2026)

MAJOR COURSE

Course Code: UMJLST-404
Course Title: Library Services
Total Lectures: Theory 45 + Tutorial 30
Credits: 4 (3Th + 1T)

Max. Marks: 100
End Sem. Exam: 60
Mid Sem Exam: 15
Tutorial: 25 (15 + 10)

Section A: Four (04) short answer questions representing all units/ syllabi i.e., one (01) question from each unit. The students shall require to attempt all the questions. Each question shall be of three (03) marks. (4x3= 12)
Section B: Eight (08) Long answer questions representing the whole of the syllabi i.e., two (02) questions from each unit. The students shall require to attempt one question from each unit. Each question shall be of 12 marks. (12x4= 48)

(c) **Continuous Assessment** of **10 Marks** will be done based on daily performance only. **Internal Examination** will be of **15 Marks**. Course coordinator/ Subject teacher concern will assign topic from the course to each student. On the topic assigned the student will be evaluated as follows for the assign topic:

   i.   Report **05** marks
   ii. Presentation **05** marks
   iii. Viva-Voce **05** marks

Course Scheme of Syllabus Library Science at FYUP under CBCS as per NEP- 2020
SEMESTER-IV
(Examination to be held in May 2024, 2025, 2026)

MINOR COURSE

Course Code: UMILST-405
Course Title: Reference Services
Total Lectures: Theory 45 + Tutorial 30
Credits: 4 (3Th + 1T)

Max. Marks: 100
End Sem. Exam: 60
Mid Sem Exam: 15
Tutorial: 25 (15 + 10)

Course Outcome:
The student will be able to:
➢ Define and describe a library catalogue
➢ Explain the objectives and functions of a library catalogue
➢ Distinguish a library catalogue from other library records

Unit-I:
➢ Reference Service: Concept, Definition
➢ Reference Services: Need and Purpose
➢ Types of Reference services: long range and Short Range

Unit-II:
➢ Referral Services: Concept, Definition
➢ Reference Interview
➢ Reference Service in School Libraries

Unit-III:
➢ Reference Service in College Libraries
➢ Reference Service in University Libraries
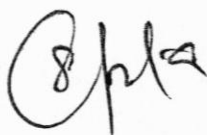➢ Reference Service in Public Libraries

Unit-IV:
➢ Qualities and Skills of a Reference Librarian
➢ Challenges of Reference Librarian
➢ Role of Reference Librarian in Collection Development

Recommended Books:

➢ Bopp, R. E. & Smith, L. C. (Eds.). (2011). Reference and information services: An Introduction. Santa Barbara: ABC-CLIO Publishing.
➢ Cassell, K.N., & Hiramath ,U. (2018). Reference and information service: An Introduction. UK: Facet Publications.
➢ Cheney, F. N. & Williams, W. J. (2000). Fundamentals of Reference Sources (3rded.). Chicago: American Library Association.
➢ Katz, W. A. (1997). Introduction to Reference Work (6thed.). 2V, New York: McGraw- Hill International.
➢ Krishan Kumar. (2001). Reference Service. New Delhi: Vikas Publishing.
➢ Smith, L.C., &Wong,M.A.(2016). Reference and information service: An introduction. (5thed.). USA: ABC-CLIO.

Scheme of Examination:

(a) Mid Term Examination covering 50% of the syllabus: (to be conducted by course coordinator).
   Time Duration- l.5 hours (15 Marks).
   Section- A (5 marks) - Five Very Short Answer questions of 1 mark each to be attempted.

Course Scheme of Syllabus Library Science at FYUP under CBCS as per NEP- 2020
SEMESTER-IV
(Examination to be held in May 2024, 2025, 2026)

MINOR COURSE

Course Code: UMILST-405
Course Title: Reference Services
Total Lectures: Theory 45 + Tutorial 30
Credits: 4 (3Th + 1T)

Max. Marks: 100
End Sem. Exam: 60
Mid Sem Exam: 15
Tutorial: 25 (15 + 10)

Section- B (10 marks) - 2 Long Answer questions of 5 marks each to be attempted out of 3 questions.

(b) External End Semester University Examination (60 Marks).
   Time Duration- 03 Hours.
   Section A: Four (04) short answer questions representing all units/ syllabi i.e., one (01) question from each unit. The students shall require to attempt all the questions. Each question shall be of three (03) marks. (4x3= 12)
   Section B: Eight (08) Long answer questions representing the whole of the syllabi i.e., two (02) questions from each unit. The students shall require to attempt one question from each unit. Each question shall be of 12 marks. (12x4= 48)

(d) **Continuous Assessment** of **10 Marks** will be done based on daily performance only. **Internal Examination** will be of **15 Marks**. Course coordinator/ Subject teacher concern will assign topic from the course to each student. On the topic assigned the student will be evaluated as follows for the assign topic:
   i.   Report **05** marks
   ii. Presentation **05** marks
   iii. Viva-Voce **05** marks