



UNIVERSITY OF JAMMU

(NAAC ACCREDITED 'A' GRADE UNIVERSITY)
Baba Sahb Ambedkar Road, Jammu-180005 (J&K)

Academic Section

Email: academicsectionju14@gmail.com

NOTIFICATION (22/Sept./Adp/22)

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 adoption of the Syllabi and Courses of Study in the subject of **Library Science** of Semesters Ist and IInd 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 2022, 2023 and 2024
	Semester-II	May 2023, 2024 and 2025

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

Sd/-
DEAN ACADEMIC AFFAIRS

No. F. Acd/II/22/5705-5716

Dated: 19-9-2022

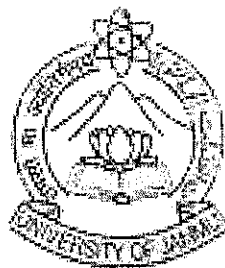
Copy for information and necessary action to:

1. Special Secretary to the Vice-Chancellor, University of Jammu for information of Hon'ble Vice-Chancellor
2. Dean, Faculty of Social Science
3. HOD/Convener, Board of Studies in **Library Science**
4. Sr. P.A. to the Controller of Examinations
5. All members of the Board of Studies
6. Confidential Assistant to the Controller of Examinations
7. I/C Director, Computer Centre, University of Jammu
8. Deputy Registrar/Asst. Registrar (Conf /Exams. LG/ Exam Eval Non-Prof/CDC)
9. Incharge, University Website for Uploading of the notification.

Sumita Sharma
Deputy Registrar (Academic) 16/9

15/9/22

University of Jammu
Course Outline for 1st and 2nd Semester
Library Science



Four Year Undergraduate Programme (FYUP)
Under
National Education Policy (NEP-2020)

Handwritten signature

Course Outline for 1st and 2nd Semester of Library Science
Four Year Undergraduate Programme (FYUP) Under
National Education Policy (NEP-2020)

Major /Minor, Multidisciplinary (MD) and Skills Enhancement Courses

Semester - I

S.No.	Course Type	Course No.	Course Title	Credits	Marks				Total Marks
					Theory		Practical/Tutorial		
1.	Major	UMJLST101	Fundamentals of Library Science	4 3Th+1P/T	Mid Semester 15 marks	End Exam 60 marks	Assessment 10 marks	Exam 15 marks	100
2.	Minor	UMILST102	Reference and Information Sources	4 3Th+1P/T	Mid Semester 15 marks	End Exam 60 marks	Assessment 10 marks	Exam 15 marks	100

Major= MJ,MI-Minor, LS= Library Science T= Theory cum Practical, 1=Semester Number,01=Course Number

S.No.	Course Type	Course No.	Course Title	Credits	Marks		Total Marks
					Theory		
3.	Multidisciplinary (MD)	UMDLST103	Basics of Librarianship	3	Mid Semester 15 marks	End Exam 60 marks	75

Multidisciplinary (MD),LS= Library Science T= Theory cum Practical, 1=Semester Number,01=Course Number

S.No.	Course Type	Course No.	Course Title	Credits	Marks		Total Marks
					Theory		
4.	Skill Enhancement (SE)	USELST104	Preservation and Conservation of Library Materials	2	Mid Semester 10 marks	End Exam 40 marks	50

Skill: Enhancement (SE),LS= Library Science T= Theory cum Practical, 1=Semester Number,01=Course Number

Handwritten signature

Semester -II

S.No.	Course Type	Course No.	Course Title	Credits	Marks				Total Marks
					Theory		Practical/Tutorial		
1.	Major	UMJLST201	Reference and Information Sources	4 3Th+1P/T	Mid Semester 15 marks	End Exam 60 marks	Assessment 10 marks	Exam 15 marks	100
2.	Minor	UMJLST202	Library Classification Cataloguing	4 3Th+1P/T	Mid Semester 15 marks	End Exam 60 marks	Assessment 10 marks	Exam 15 marks	100

Major= MJ,MI-Minor, LS= Library Science T= Theory cum Practical, 2=Semester Number,02=Course Number

S.No.	Course Type	Course No.	Course Title	Credits	Marks		Total Marks
					Theory		
3.	Multidisciplinary (MD)	UMDLST203	Intellectual Property Rights (IPR)	3	Mid Semester 15 marks	End Exam: 60 marks	75

Multidisciplinary (MD),LS= Library Science T= Theory cum Practical, 2=Semester Number,02=Course Number

S.No.	Course Type	Course No.	Course Title	Credits	Marks		Total Marks
					Theory		
4.	Skill Enhancement (SE)	USELST204	Library Management	2	Mid Semester 10 marks	End Exam: 40 marks	50

Skill Enhancement (SE),LS= Library Science T= Theory cum Practical, 2=Semester Number,02=Course Number

[Handwritten Signature]

University of Jammu
Syllabi of Library Science at FYUP under CBCS as per NEP-2020
Semester – I
(Examination to be held December 2022, 2023, 2024)

Major Course

Course Code: UMLST101

Title: Fundamentals of Library Science
Credits: 4

Total no. of Lectures: Theory: 45 hours
Practical: 30 hours

Maximum Marks: 100 (Theory: 75)
(Practical/Tutorial: 25)
End Term Examination: 60 Marks
Mid -Term Assessment: 15 Marks
Final Examination: 15 Marks
Assessment: 10 Marks

Duration of Exam: 3 hrs.

Objectives:

- To make the students understand the basics of Library Science as a subject.
- To acquaint them with the concept of a library.
- To acquaint them with the implications of Laws of Library Science and Library Legislation.

Learning Outcomes:

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 Libraries and Information centers
- Understand Librarianship as a Profession.
- Assess the Role of National and International Library Associations and Organizations

Theory

Unit-I:

- Library Science: Scope and Evolution
- Library: Definition, Objectives and Functions
- Types of Libraries: Functions of Academic, Public, Special and National Libraries.

Unit-II:

- History of Libraries: An overview
- Library Legislation: Need and importance
- Library Legislation in India: An overview

Unit-III:

- Five Laws of Library Science: Narration.
 - Implications of Five Laws of Library Science
- Librarianship as a Profession and its Ethics

University of Jammu
Syllabi of Library Science at FYUP under CBCS as per NEP-2020
Semester – I
(Examination to be held December 2022, 2023, 2024)
Major Course

Course Code: UMJLST101
Credits: 4

Title: Fundamentals of Library Science
Total no. of Lectures: Theory: 45 hours
Practical: 30 hours

Maximum Marks: 100 (Theory: 75)
(Practical/Tutorial: 25)

End Term Examination: 60 Marks
Mid -Term Assessment: 15 Marks
Final Examination: 15 Marks
Assessment: 10 Marks

Duration of Exam: 3 Hrs.

Practical / Tutorial

Unit-IV:

- o Evaluation of Objectives and Services of Library Professional Associations from their Official Websites
 - National Association - LA, IASLIC
 - International Association- ALA, IFLA
- o Evaluation of Library Services of various University Libraries from their Official Websites

Question Paper Setting Pattern:

THEORY	DESCRIPTION	TIME ALLOTTED	MARKS
	Mid Semester Assessment Test shall be conducted by the course coordinator after completion of the syllabus up to 50% and the pattern of the examination shall be decided by the respective Board of Studies.	1½ hours	15 Marks for /04 Credits
	End Semester University Examination shall be conducted for entire syllabus. The break up is as under: 1. <u>04 credits papers</u>		
	Section A shall consist Four (4) short answer questions having one question from each unit. The students are required to attempt all questions. Each question shall be of 3 Marks.	03 hours for 04 credits	60 Marks for 04 Credits
	Section B shall consist Eight (8) long answer questions having two questions from each unit. The students are required to attempt one question from each unit. Each question shall be of 12 Marks		
PRACTICAL/TUTORIAL			
	i. Daily evaluation of practical's/tutorials/Viva voce/Records etc		10 Marks for Continuous assessment
	ii. Final Examination		15 Marks for Final examination

[Handwritten Signature]

University of Jammu
Syllabi of Library Science at FYUP under CBCS as per NEP-2020
Semester – I
(Examination to be held December 2022, 2023, 2024)

Major Course

Course Code: UMJLST101
Credits: 4

Title: Fundamentals of Library Science
Total no. of Lectures: Theory: 45 hours

Practical: 30 hours

Maximum Marks: 100 (Theory: 75)
(Practical/Tutorial: 25)

End Term Examination: 60 Marks

Duration of Exam: 3 Hrs.

Mid -Term Assessment: 15 Marks

Final Examination: 15 Marks

Assessment: 10 Marks

Recommended Readings:

- ⇒ Bawden, D., & Robinson, L. (2013). *Introduction to information science*. Chicago: Neal Schuman.
- ⇒ Davies, D.L. (2013). *Library and Information Science*. New Delhi: Random Exports
- ⇒ Isaac, K. A. (2004). *Library legislation in India: A critical and comparative study of state library Acts*. New Delhi: Ess Ess Publications.
- ⇒ Khanna, J. K. (1987). *Library and Society*. Kurukshetra: Research Publications.
- ⇒ McIntosh, J. (2011). *Library and information science: Parameters and perspectives*. Oakville, Ont: Apple Academic Press.
- ⇒ Ranganathan, S. R. (1989). *Library Manual*. Bangalore: Sarada Ranganathan Endowment for Library Science.
- ⇒ Ranganathan, S. R. (1989). *The Five Laws of Library Science*. Bangalore: Sarada Ranganathan Endowment for Library Science.
- ⇒ Rout, R.K. (1986). *Library Legislation in India: Problems and Prospects*. New Delhi: Reliance Publishing House.
- ⇒ Rubin, Richard E. (2013). *Foundations of library and information science*. 3rd ed. New Delhi: DBS Imprints
- ⇒ Sharma, P. S. K. (1992). *Libraries and Society*. New Delhi: EssEss.
- ⇒ Singh, S. P. (2005). *Special Libraries in the Electronic Environment*. New Delhi: Bookwell.
- ⇒ Venkappaiah, V. & Madhusudan, M. (2006). *Public Library Legislation in the New Millennium*. New Delhi: Bookwell.

[Handwritten signature]

University of Jammu
Syllabi of Library Science at FYUP under CBCS as per NEP-2020
Semester – I
(Examination to be held December 2022, 2023, 2024)
Minor Course

Course Code: UMILST102
Credits: 4

Title: Reference and Information Sources
Total no. of Lectures: Theory: 45 hours
Practical: 30 hours

Maximum Marks: 100 (Theory: 75)
(Practical/Tutorial: 25)

End Term Examination: 60 Marks
Mid -Term Assessment: 15 Marks
Final Examination: 15 Marks
Assessment: 10 Marks

Duration of Exam: 3 Hrs.

Objectives:

- To provide an Overview of different categories of Reference and Information Sources.
- To make them understand the Criteria for evaluation of Reference and Information Sources.
- To evaluate Selected Reference and Information Sources.

Learning Outcomes:

The student will be able to:

- Understand different types of Reference and Information sources.
- Understand the scope and use of different categories of Reference and Information Sources.
- Evaluate various categories of Reference and Information Sources.

Theory

Unit-I:

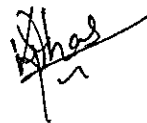
- o Reference and Information Sources: Definition, Need and Characteristics.
- o Types of Reference and Information Sources: Primary, Secondary, Tertiary.
- o Criteria for Evaluation of Reference and Information Sources.

Unit-II:

- o Evaluation of select Dictionaries (abridged editions only).
 - Concise Oxford English Dictionary
 - Merriam-Webster's Collegiate Dictionary
- o Evaluation of select Encyclopedias
 - The New Encyclopedia Britannica
 - The Encyclopedia Americana
- o Evaluation of Select Directories
 - World of Learning
 - Universities Handbook (AIU, India)

Unit-III:

- o Evaluation of select Biographical Sources
 - India Who's Who
 - International Who's Who
- o Evaluation of select Yearbooks
 - Statistical Yearbook India
 - India: A Reference Annual
 - Europa Yearbook
- o Evaluation of select Geographical Sources
 - The Statesman's Yearbook, World Gazetteer
 - Fodor's Guide to India



University of Jammu
Syllabi of Library Science at FYUP under CBCS as per NEP-2020
Semester – 1
Examination to be held December 2022, 2023, 2024)

Course Code: UMILST102
 Credits: 4

Minor Course
Title: Reference and Information Sources
Total no. of Lectures: Theory: 45 hours
Practical: 30 hours

Maximum Marks: 100 (Theory: 75)
 (Practical/Tutorial: 25)

End Term Examination: 60 Marks
 Mid -Term Assessment: 15 Marks
 Final Examination: 15 Marks
 Assessment: 10 Marks

Duration of Exam: 3 Hrs.

Practical /Tutorial

Unit-IV:

- Reference Queries pertaining to all Types of Reference Sources
 - Dictionaries
 - Encyclopedias
 - Biographical Sources
 - Geographical Sources
 - Directories
 - Yearbooks

Question Paper Setting Pattern:

THEORY

DESCRIPTION	TIME ALLOTTED	MARKS
Mid Semester Assessment Test shall be conducted by the course coordinator after completion of the syllabus up to 50% and the pattern of the examination shall be decided by the respective Board of Studies.	1½ hours	15 Marks for 04 Credits
End Semester University Examination shall be conducted for entire syllabus. The break up is as under: 2. 04 credits papers Section A shall consist Four (4) short answer questions having one question from each unit. The students are required to attempt all questions. Each question shall be of 3 Marks.	03 hours for 04 credits	60 Marks for 04 Credits
Section B shall consist Eight (8) long answer questions having two questions from each unit. The students are required to attempt one question from each unit. Each question shall be of 12 Marks		

PRACTICAL/TUTORIAL

- | | |
|---|------------------------------------|
| i. Daily evaluation of practical's/tutorials/Viva voce/Records etc. | 10 Marks for Continuous assessment |
| ii. Final Examination | 15 Marks for Final examination |

[Handwritten Signature]

University of Jammu

Syllabi of Library Science at FYUP under CBCS as per NEP-2020
Semester – I

(Examination to be held December 2022, 2023, 2024)

Minor Course

Course Code: UMILST102

Title: Reference and Information Sources

Credits: 4

Total no. of Lectures: Theory: 45 hours

Practical: 30 hours

Maximum Marks: 100 (Theory: 75)
(Practical/Tutorial: 25)

End Term Examination: 60 Marks

Duration of Exam: 3 Hrs.

Mid -Term Assessment: 15 Marks

Final Examination: 15 Marks

Assessment: 10 Marks

Recommended Readings:

- ⇔ 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* (3rd ed.). Chicago: American Library Association.
- ⇔ Katz, W. A. (1997). *Introduction to Reference Work* (5th ed.). 2nd, 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*. (5th ed.). USA: ABC-CLIO.

University of Jammu

Syllabi of Library Science at FYUP under CBCS as per NEP-2020

Semester – I

(Examination to be held December 2022, 2023, 2024)

Multidisciplinary (MD) Course

Course Code: UMDLST103

Title: Basics of Librarianship

Credits: 03

Total no. of Lectures: Theory: 45 hours

Maximum Marks: 75

Duration of Exam: 3 Hrs.

End Term Examination: 60 Marks

Mid -Term Assessment: 15 Marks

Final Examination: 15 Marks

Assessment: 10 Marks

Objectives:

- To make the students aware of the basics of Library Science as a subject.
- To acquaint them with the concept of a library and its various sections.

Learning Outcomes:

The student will be able to:

- Understand the Concept of a library.
- Classify libraries on the basis of their purpose and functions
- Understand the working of different sections of a library.
- Understand the concept of Library Classification and Cataloguing.

Unit-I:

- Library Science: Scope and evolution
- Library: Definition, Objectives and Functions
- Types of Libraries: Academic, Public, Special and National.

Unit-II:

- Library Orientation : Introducing library activities and rules
- Different sections of a library and their functions: Acquisition, Technical, Circulation, Reference and Periodical.
- Types of library collection: Book and Non-Book materials.

Unit-III:

- Library Classification: Concept, Need and Purpose
- Library Catalogue: Concept, Need and Purpose
- Bibliography: Concept, Need and Purpose

Unit-IV:

- Stock verification and weeding of documents
- Preservation and Conservation of library materials: An overview
- Binding of library material

Shas

University of Jammu

Syllabi of Library Science at FYUP under CBCS as per NEP-2020
Semester – I

(Examination to be held December 2022, 2023, 2024)
Multidisciplinary (MD) Course

Title: Basics of Librarianship

Total no. of Lectures: Theory: 45 hours

Course Code: UMDLST103

Credits: 03

Duration of Exam: 3 Hrs.

Maximum Marks: 75

End Term Examination: 60 Marks

Mid -Term Assessment: 15 Marks

Final Examination: 15 Marks

Assessment: 10 Marks

Question Paper Setting Pattern:

THEORY	DESCRIPTION	TIME ALLOTTED	MARKS
	Mid Semester Assessment Test shall be conducted by the course coordinator after completion of the syllabus up to 50% and the pattern of the examination shall be decided by the respective Board of Studies.	1½ hours	15 Marks for 03 Credits
	End Semester University Examination shall be conducted for entire syllabus. The break up is as under: 3. <u>03 credits papers</u>		
	Section A shall consist Four (4) short answer questions having one question from each unit. The students are required to attempt all questions. Each question shall be of 3 Marks.	03 hours for 03 credits	60 Marks for 03 Credits
	Section B shall consist Eight (8) long answer questions having two questions from each unit. The students are required to attempt one question from each unit. Each question shall be of 12 Marks.		

Recommended Readings:

- ⇒ Magrill, R. M. (1989). *Acquisitions management and collection development in libraries* (2nd ed). Chicago: American Library Association.
- ⇒ Millard, S. (2004). *Introduction to serials work for library technicians* U.S.A: Haworth Press.
- ⇒ Moran and Morner, (2017). *Library and information center management*. (9th ed.). US: ABC-CLIO.
- ⇒ Mukherjee, A. K. (1974). *Book selection, principles, practices and tools*. Calcutta: World Press.
- ⇒ Ranganathan, S. R. (1989). *Library administration* (2nd rev. ed.). Bangalore: Sarada Ranganathan Endowment for Library Science.

Shas

University of Jammu
Syllabi of Library Science at FYUP under CBCS as per NEP-2020
Semester – I

(Examination to be held December 2022, 2023, 2024)

Skill Enhancement (SE)

Course Code: USELST104

Credits: 02

Title: Preservation and Conservation of Library Materials

Total no. of Lectures: Theory: 40 hours

Maximum Marks: 50

End Term Examination: 40 Marks

Mid -Term Assessment: 10 Marks

Duration of Exam: 2^{1/2}-Hrs.

Objectives:

- To acquaint the students with the concepts of Preservation and Conservation
- To make them aware of the techniques of Preservation and Conservation.

Learning Outcomes:

The student will be able to:

- Understand the basics of Preservation and Conservation.
- Understand the nature of materials for which conservation techniques are used
- Know the various hazards and techniques of preservation.

Unit I:

- Preservation: Concept, Need and Purpose
- Conservation: Concept, Need and Purpose
- Nature of materials: Palm leaves, Manuscripts and Print Materials
- Factors of Hazards
 - Environmental factors ,Biological factors Chemical factors

Unit II:

- Techniques of Prevention
 - Chemical De-acidification
 - Microfilming
 - Digitization

Unit III:

- Conservation: Restoration
 - Flattening of Creases and Wrinkles , Repair of Minor Tears
 - Treatment of Fragile Paper
 - Removal of Stains and Fumigation

Handwritten signature

University of Jammu
Syllabi of Library Science at FYUP under CBCS as per NEP-2020
Semester – I

(Examination to be held December 2022, 2023, 2024)

Skill Enhancement (SE)

Course Code: USELST104

Title: Preservation and Conservation of Library Materials

Credits: 02

Total no. of Lectures: Theory: 40 hours

Maximum Marks: 50

End Term Examination: 40 Marks

Duration of Exam: 2^{1/2} Hrs.

Mid -Term Assessment: 10 Marks

Question Paper Setting Pattern:

THEORY

DESCRIPTION	TIME ALLOTTED	MARKS
Mid Semester Assessment Test shall be conducted by the course coordinator after completion of the syllabus up to 50% and the pattern of the examination shall be decided by the respective Board of Studies.	1½ hours	10 Marks for 02 Credits

End Semester University Examination shall be conducted for entire syllabus. The break up is as under:

02 credits papers

Section A shall consist Four (4) short answer questions having one question from each unit. The students are required to attempt all questions. Each question shall be of 2½ Marks.

Section B shall consist Six (6) long answer questions having two questions from each unit. The students are required to attempt one question from each unit. Each question shall be of 10 Marks.

2½ hours for 02 credits 40 Marks for 02 Credits

Recommended Readings:

- ⇒ Aire, Camila,(2000). *Library disaster planning and recovery handbook* New York: Nean-Schuman,
- ⇒ Banks, Pilette. *Defining the library preservation programme policies and organisation*. Morrow: Carolyn Clark
- ⇒ Harvey, Ross,(1993). *Preservation in Libraries A Reader Topics in Library and information Studies London* New York: Bowker.
- ⇒ <http://www.kb.nl/cons/faq-conserving-faq-en.html>
- ⇒ <http://www.kb.nl/cons/ineep/index-en.html>
- ⇒ http://www.google.co.in/search?sourceid=navclient&aq=et.&cq=&ie=UTF8&rlz=1T4GPKC_enIN324IN325&q=draft+of-digital+preservation+polici

Handwritten signature

Jniversity of Jammu
Syllabi of Library Science at FYUP under CBCS as per NEP-2020

Semester – II

(Examination to be held May 2023, 2024, 2025)

Major Course

Course Code: UMJLST201

Credits: 4

Title: Reference and information Sources

Total no. of Lectures: Theory: 45 hours

Practical: 30 hours

Maximum Marks: 100 (Theory: 75)

(Practical/Tutorial: 25)

End Term Examination: 60 Marks

Mid -Term Assessment: 15 Marks

Final Examination: 15 Marks

Assessment: 10 Marks

Duration of Exam: 3 Hrs.

Objectives:

- To acquaint the students about different types and categories of Reference Sources.
- To make them understand the criteria for evaluation of Reference Sources.
- To prepare the students to handle reference queries.

Learning Outcomes:

The student will be able to:

- Understand different types of Reference sources
- Understand the criteria for evaluation of Reference Sources
- Solve the reference queries using various reference sources.

Theory

Unit-I:

- Reference Sources: Concept, Need and Purpose
- Types of Reference Sources: Primary, Secondary and Tertiary.
- Criteria for evaluation of Reference Sources.

Unit-II:

- Dictionaries: Definition, Need, Use and Types.
- Encyclopedias: Definition, Need, Use and Types.
- Biographical Sources: Definition, Need, Use and Types.

Unit-III:

- Geographical Sources: Definition, Need, Use and Types.
- Directories: Definition, Need, Use and Types.
- Yearbooks: Definition, Need, Use and Types.

Handwritten signature

University of Jammu
Syllabi of Library Science at FYUP under CBCS as per NEP-2020
Semester – II
(Examination to be held May 2023, 2024, 2025)

Course Code: UMJLST201
Credits: 4

Title: Reference and Information Sources
Total no. of Lectures: Theory: 45 hours
Practical: 30 hours

Maximum Marks: 100 (Theory: 75)
(Practical/Tutorial: 25)

End Term Examination: 60 Marks

Mid -Term Assessment: 15 Marks

Final Examination: 15 Marks

Assessment: 10 Marks

Duration of Exam: 3 Hrs.

Practical /Tutorial

Unit-IV:

- Reference Queries pertaining to all Types of Reference Sources
 - Dictionaries
 - Encyclopedias
 - Biographical Sources
 - Geographical Sources
 - Directories
 - Yearbooks

Question Paper Setting Pattern:

THEORY

DESCRIPTION	TIME ALLOTTED	MARKS
Mid Semester Assessment Test shall be conducted by the course coordinator after completion of the syllabus up to 50% and the pattern of the examination shall be decided by the respective Board of Studies.	1½ hours	15 Marks for 03/04 Credits
End Semester University Examination shall be conducted for entire syllabus. The break up is as under: 4. <u>04 credits papers</u>		
Section A shall consist Four (4) short answer questions having one question from each unit. The students are required to attempt all questions. Each question shall be of 3 Marks.	03 hours for 04 credits	60 Marks for 04 Credits
Section B shall consist Eight (8) long answer questions having two questions from each unit. The students are required to attempt one question from each unit. Each question shall be of 12 Marks		

PRACTICAL/TUTORIAL

ii. Daily evaluation of practical's/tutorials/viva voce/Records etc.	10 Marks for Continuous assessment
ii. Final Examination	15 Marks for Final examination

University of Jammu
Syllabi of Library Science at FYUP under CBCS as per NEP-2020
Semester – II
(Examination to be held May 2023, 2024, 2025)

Course Code: UMJLST201

Credits: 4

Title: Reference and Information Sources

Total no. of Lectures: Theory: 45 hours

Practical: 30 hours

Maximum Marks: 100 (Theory: 75)

(Practical/Tutorial: 25)

End Term Examination: 60 Marks

Duration of Exam: 3 Hrs.

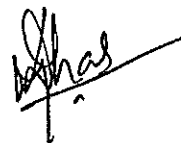
Mid -Term Assessment: 15 Marks

Final Examination: 15 Marks

Assessment: 10 Marks

Recommended Readings:

- ⇒ Grogan, D. (1992). *Practical reference work*. London: Library Association.
- ⇒ Katz, B. (1991). *Reference and information services: A Reader for the Nineties*. Metuchen: Scarecrow Press.
- ⇒ Krishan K. (1980). *Reference services*. New Delhi: Vikas Publishing
- ⇒ Mukherji, A. K. (1975). *Reference work and its tools (3rd Rev. ed.)*. Calcutta: World Process.
- ⇒ Ghenney, F. N. (1980). *Fundamentals of reference sources*. New York: McGraw Hill.
- ⇒ Higgs, C. (Ed.). (1980). *Printed reference materials*. London: Library Association.
- ⇒ Reference & User Services Association (RUSA) (2017) 'Guidelines for implementing and maintaining virtual reference services.' Available at: http://www.raa.org/rusa/sites/raa.org_rusa/files/content/GuidelinesVirtualReference_2017.pdf.



University of Jammu
Syllabi of Library Science at FYUP under CBCS as per NEP-2020
Semester – II
(Examination to be held May 2023, 2024, 2025)

Course Code: UMILST202
Credits: 4

Minor Course

Title: Library Classification and Cataloguing
Total no. of Lectures: Theory: 45 hours
Practical: 30 hours

Maximum Marks: 100 (Theory: 75)
(Practical/Tutorial: 25)

End Term Examination: 60 Marks
Mid -Term Assessment: 15 Marks

Duration of Exam: 3 Hrs.

Final Examination: 15 Marks
Assessment: 10 Marks

Objectives:

- To make the students aware of the concepts of Library Classification & Cataloguing.
- To introduce them to various library classification schemes.
- To make the students aware of important cataloguing codes

Learning Outcomes: The student will be able to:

- To understand the concept of library classification.
- Understand features of different schemes of classification.
- Understand the concept of library catalogue.
- Comprehend various inner and outer forms of library catalogue.
- Understand the main and added entries of library catalogue.

Theory

Unit I:

- Library Classification: Concept, Need and Purpose
- Broad terminology of library classification: Call No., Book No., Class No., Collection No.
- Species of Library Classification: Enumerative and Analytico-Synthetic

Unit II:

- Notation: Types and Functions
- Brief introduction to CC and DDC
- Five fundamental categories

Unit III:

- Library Catalogue: Concept, Need and Purpose.
- Physical Forms of Library Catalogue
- Types of Library Catalogue.

Practical /Tutorial

Unit IV:

- Kinds of entries: AACR-II and CCC
- Subject headings: Concept and brief introduction to Sears List of Subject Headings
- Introduction and Structure of Dewey Decimal Classification (DDC)
- Introduction and Structure of Colon Classification (CC)
- Ascertaining of subjects of documents and assigning numbers to it; Classification of simple subjects according to DDC and CC

Handwritten signature

University of Jammu
Syllabi of Library Science at FYUP under CBCS as per NEP-2020
Semester – II
(Examination to be held May 2023, 2024, 2025)
Minor Course

Course Code: UMILST202
Credits: 4

Title: Library Classification and Cataloguing
Total no. of Lectures: Theory: 45 hours
Practical: 30 hours

Maximum Marks: 100 (Theory: 75)
(Practical/Tutorial: 25)
End Term Examination: 60 Marks
Mid -Term Assessment: 15 Marks
Final Examination: 15 Marks
Assessment: 10 Marks

Duration of Exam: 3 Hrs.

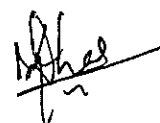
Question Paper Setting Pattern:

THEORY

DESCRIPTION	TIME ALLOTTED	MARKS
Mid Semester Assessment Test shall be conducted by the course coordinator after completion of the syllabus up to 50% and the pattern of the examination shall be decided by the respective Board of Studies.	1½ hours	15 Marks for 04 Credits
End Semester University Examination shall be conducted for entire syllabus. The break up is as under: 5. <u>04 credits papers</u> Section A shall consist Four (4) short answer questions having one question from each unit. The students are required to attempt all questions. Each question shall be of 3 Marks. Section B shall consist Eight (8) long answer questions having two questions from each unit. The students are required to attempt one question from each unit. Each question shall be of 12 Marks.	03 hours for 04 credits	60 Marks for 04 Credits

PRACTICAL/TUTORIAL

iii. Daily evaluation of practicals/tutorials/Viva voce/Recrds etc.	10 Marks for Continuous assessment
ii. Final Examination	15 Marks for Final examination



University of Jammu
Syllabi of Library Science at FYUP under CBCS as per NEP-2020
Semester – II
(Examination to be held May 2023, 2024, 2025)
Minor Course

Course Code: UMILST202
Credits: 4

Title: Library Classification and Cataloguing
Total no. of Lectures: Theory: 45 hours
Practical: 30 hours

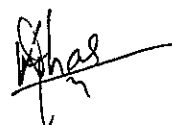
Maximum Marks: 100 (Theory: 75;
(Practical/Tutorial: 25)

End Term Examination: 60 Marks
Mid -Term Assessment: 15 Marks
Final Examination: 15 Marks
Assessment: 10 Marks

Duration of Exam: 3 Hrs.

Recommended Readings:

- ⇔ Bowman, J.H. (2003). *Essential cataloguing: The basics*. UK: Facet Publishing.
- ⇔ Hussain, S. (2004). *Library classification: Facets and Analyses*. Delh : B. R. Publishing
- ⇔ Krishan, Kumar. (1985). *Theory of classification*. New Delhi: Vikas Publishing House.
- ⇔ Krishan, Kumar. (1986). *An Introduction to AACR2: Anglo-American cataloguing rules*. (2nd ed.). New Delhi: Vikas Publishing.
- ⇔ Ranganathan, S. R. (1993). *Classification and communication*. Bangalore: Sarada Ranganathan Endowment for Library Science.
- ⇔ Satija, M. P. (2013). *Dewey Decima' Classification* (19th ed. – 23rd ed.). New Delh : EssEss Publications.
- ⇔ Satija, M. P. (2013). *Dewey Decima' Classification* (19th ed. – 23rd ed.). New Delh : EssEss Publications.
- ⇔ Satija, M.P. (2007). *The Theory and Practice of the Dewey Decimal Classification*. London: Chandos Publishing
- ⇔ Sharma, P.S. K. (1986). *Cataloguing theory*. New Delhi: EssEss Publications.
- ⇔ Taylor, A.G., & Miller, D.P. (2006). *Wynar's introduction to cataloguing and classification*. (10th ed.). London: Libraries Unlimited.
- ⇔ Viswanathan, C. G (2008). *Cataloguing: Theory and practice*. New Delhi: EssEss Publications.
- ⇔ Welsh, A., & Batley, S. (2013) *Practical cataloguing AACR, RDA, MARC-21*. New Delhi: EssEss Publications.



University of Jammu
Syllabi of Library Science at FYUP under CBCS as per NEP-2020
Semester – II
(Examination to be held May 2023, 2024, 2025)
Multidisciplinary (MD) Course

Course Code: UMDLST203
Credits: 03

Title: Intellectual Property Rights
Total no. of Lectures: Theory: 45 hours

Maximum Marks: 75

Duration of Exam: 3 Hrs.

End Term Examination: 60 Marks

Mid -Term Assessment: 15 Marks

Final Examination: 15 Marks

Assessment: 10 Marks

Objectives:

- To acquaint the students with the concept of IP
- To make them aware of the types of intellectual property

Learning Outcomes:

The student will be able to:

- Understand the concept and importance of Intellectual Property Rights
- Understand Indian Copyright Act and its provisions
- Understand the Trademark Act
- Understand the process of obtaining patents.

Unit-I:

- c IPR: Origin, Need and Importance
- c Types of Intellectual Property: Copyright, Trademarks and Patents
- c IPR laws in India: Brief overview

Unit-II

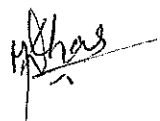
- c Copyright: Concept, Need and Purpose
- c Registration of Copyright under the Copyright Act 1957.
- c Copyright Act: Rights, Fair-use and Infringement of Copyright.

Unit-III

- c Trademarks: Concept, Need and Purpose
- c Indian Trademark Act: An Overview
- c Registration of Trademarks

Unit-IV

- c Patents: Concept, Need and Purpose
- c Process of obtaining a patent. Duration of Patent Grant; Infringement
- c Role of Indian Patent office



University of Jammu
Syllabi of Library Science at FYUP under CBES as per NEP-2020
Semester – II
(Examination to be held May 2023, 2024, 2025)
Multidisciplinary (MD) Course

Course Code: UMDLST203
Credits: 03

Title: Intellectual Property Rights
Total no. of Lectures: Theory: 45 hours

Maximum Marks: 75
End Term Examination: 60 Marks
Mid -Term Assessment: 15 Marks
Final Examination: 15 Marks
Continuous Assessment: 10 Marks

Duration of Exam: 3 Hrs.

Question Paper Setting Pattern:

THEORY

DESCRIPTION	TIME ALLOTTED	MARKS
Mid Semester Assessment Test shall be conducted by the course coordinator after completion of the syllabus up to 50% and the pattern of the examination shall be decided by the respective Board of Studies.	1½ hours	15 Marks for 03 Credits
End Semester University Examination shall be conducted for entire syllabus. The break up is as under: 6. 03 credits papers		
Section A shall consist Four (4) short answer questions having one question from each unit. The students are required to attempt all questions. Each question shall be of 3 Marks.	03 hours for 03 credits	60 Marks for 03 Credits
Section B shall consist Eight (8) long answer questions having two questions from each unit. The students are required to attempt one question from each unit. Each question shall be of 12 Marks		

Recommended Readings:

- ⇒ Elias, Stephen (2007), *Trademark: legal care for your business & product name*. Nolo.
- ⇒ Fishman, Stephen, (1998). *Copyright handbook: how to protect & use written works*. Nolo Press.
- ⇒ Gilbert, Jill, (2004). *The entrepreneur's guide: to patents, copyrights, trademarks, trade secrets & licensing*. Berkley Books.
- ⇒ Holland, Catherine J, (2007). *Intellectual property: patents, trademarks, copyrights, trade secrets*. Entrepreneur Press.
- ⇒ Rubin, R. E. (2016). *Foundations of library and information science*. London Facet Publishing

Handwritten signature

University of Jammu
Syllabi of Library Science at FYUP under CBCS as per NEP-2020
Semester – II
(Examination to be held May 2023, 2024, 2025)
Skill Enhancement (SE)

Course Code: USELST204

Title: Library Management

Credits: 02

Total no. of Lect.ures: Theory: 40 hours

Maximum Marks: 50

End Term Examination: 40 Marks

Duration of Exam: 2^{1/2} Hrs.

Mid -Term Assessment: 10 Marks

Objectives:

- To make the students aware of the concept of Management and its role in libraries.
- To introduce them to various sections of a library.
- To make the students aware of the personnel and financial management in libraries.

Learning Outcomes:

The student will be able to:

- Understand the concept of Library Management
- Understand the principles and functions of management
- Carry out various operations in a library
- Comprehend the concept of financial management and human resource management.
- Maintain the Library Statistics and prepare Annual Report

Unit I:

- Library Management: Concept, Principles and Functions
- Library Organizational Structure
- Library Authority and Library Committee: Need and functions
- Human Resource Management: Importance, Categories of library staff: Their role and responsibilities.

Unit II:

- Selection, Recruitment, Training and development of staff.
- Different sections of a library and their functions: Acquisition, Technical, Circulation, Reference and Periodical.
- Stock verification and Stock Rectification.

Unit III:

- Library finance: Sources of finance
- Library building and furniture planning
- Library Statistics and Annual Report



Computer Centre
182

University of Jammu
Syllabi of Library Science at FYUP under CBCS as per NEP-2020
Semester – II
(Examination to be held May 2023, 2024, 2025)
Skill Enhancement (SE)

Course Code: USELST204

Title Library Management

Credits: 02

Total no. of Lectures: Theory: 40 hours

Maximum Marks: 50

End Term Examination: 40 Marks

Duration of Exam: 2^{1/2} Hrs.

Mid -Term Assessment: 10 Marks

THEORY

DESCRIPTION	TIME ALLOTTED	MARKS
Mid Semester Assessment Test shall be conducted by the course coordinator after completion of the syllabus up to 50% and the pattern of the examination shall be decided by the respective Board of Studies.	1 1/2 hours	10 Marks for 02 Credits

End Semester University Examination shall be conducted for entire syllabus. The break up is as under:

02 credits papers

Section A shall consist Four (4) short answer questions having one question from each unit. The students are required to attempt all questions. Each question shall be of 2 1/2 Marks.

Section B shall consist Six (6) long answer questions having two questions from each unit. The students are required to attempt one question from each unit. Each question shall be of 10 Marks

2 1/2 hours for 02 credits	40 Marks for 02 Credits
----------------------------	-------------------------

Recommended Readings:

- ⇒ Johnson, P. (2004). *Fundamentals of collection development and management*. Chicago: American Library Association.
- ⇒ Khanna, J. K. (2008). *Advances in library administration*. Agra: Y.K. Publishers.
- ⇒ Krishan K (1987). *Library administration and management*. Delhi: Vikas Publishing.
- ⇒ Krishna, K. (2011). *Library management in electronic environment*. New Delhi: Har-Anand.
- ⇒ Magill, R. M. (1989). *Acquisitions management and collection development in libraries* (2nd ed). Chicago: American Library Association.
- ⇒ Mittal, R. L. (2007). *Library administration: Theory and practice*. New Delhi: Ess Ess Publications.
- ⇒ Moran, Morner and Stuart (2012) *Library and information center management*. (3rd ed.). US: ABC-CLIO.
- ⇒ Mukherjee, A. K. (1974). *Book selection: principles, practices and tools*. Calcutta: World Press.
- ⇒ Ranganathan, S. R. (2006). *Library administration*. New Delhi: Ess Ess Publication
- ⇒ Sahu, A.K. (2008). *Library management: New trends*. New Delhi: Shree Publishers
- ⇒ Seetharama, S. (2015). *Marketing in library and information centres*. New Delhi: Ess Ess Publications.
- ⇒ Tripathi, P.C., & Reddy P N. (2017). *Principles of management*. (6th ed.). New Delhi: McGraw Hill.