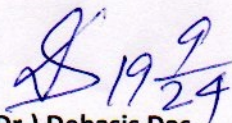# UNIVERSITY OF CALCUTTA

Notification No. CSR/77/2024

It is notified for information of all concerned that in terms of the provisions of Section 54 of the Calcutta University Act, 1979, (as amended), and, in the exercise of her powers under 9(6) of the said Act, the Vice-Chancellor has, by an order dated 12.09.2024 approved the new revised syllabus (Semester- 1 to 4) of Library and Information Studies (4-year Honours & Honours with Research and Three-year MDC & Minor) under CCF, under this University, as laid down in the accompanying pamphlet.

The above shall take effect from Odd semester Examinations, 2024 and onwards.

SENATE HOUSE

Kolkata-700073

19.09.2024

Prof.(Dr.) Debasis Das

Registrar

UNIVERSITY OF CALCUTTA

4 Year BA/BSc (Hons) in Library and Information Studies

Course Structure

A. Discipline Specific Core (DSC) Courses: (Total : 88 Credits)

Semester	Course Code	DSC / Core	Credits (TH +P/TU)
I	LBST-H-CC1-1-TH/TU	Foundation of Librarnship	3TH+1TU
II	LBST-H-CC2-2-TH/TU	Reference Sources	3TH+1TU
III	LBST-H-CC3-3-TH/TU	Reference Services	3TH+1TU
	LBST-H-CC4-3-TH/TU	History of Books and Libraries	3TH+1TU
IV	LBST-H-CC5-4-TH/TU	Bibliography	3TH+1TU
	LBST-H-CC6-4-TH/TU	Library Administration	3TH+1TU
	LBST-H-CC7-4-TH/TU	Classification I	3TH+1TU
	LBST-H-CC8-4-TH/TU	Information Awareness Program	3TH+1TU
V			
VI			
VII			

VIII			

B. Skill Enhancement Courses: (Three courses in 3 Semesters; each courses: 4credits. Total : 12 credits)

Semester	Course Code	Skill Enhancement Courses	Credits (TH +P/TU)
I	LBST-H-SEC1-1-TH/TU	Soft Skills and Personality Development	3TH+1TU
II	LBST-H-SEC2-2-TH/TU	Story Telling and Author Reading Circle	3TH+1TU
III	LBST-H-SEC3-3-TH/TU	Book Publishing	3TH+1TU

Detailed Syllabus

Core Courses

Semester 1

CC1-   Foundation of Librarianship

LBST-H-CC1-1-TH/TU   **3TH+1TU**   **100 = (TH:75+ TU:25)**

Chronology of Librarianship: ancient, medieval and enlightenment era.
Great Library Philosophers and their contributions: Conrad Gessner, Gabriel Naudé, John Dury, Gottfried Leibniz and Sir Thomas Bodley, Meilvil Dewey.
Great Library Philosophers of Ind and Bengal: S R Ranganathan and R.N. Tagore, Harinath Dey, Rajendra Lal Mitra, Manindra Deb, Keshavan and Gayekward.

Semester 2

CC2- Reference Sources

LBST-H-CC2-2-TH/TU   **3TH+1TU**   **100 = (TH:75+ TU:25)**

Reference Sources: Origin, development, Categorization by different Library Scientists. Types- Documentary and non-documentary, institutional, human, characteristics of each type, utilization, evaluation and limitations, Studies on Documentary Sources - Primary Sources: Primary periodicals, technical reports, etc.; Secondary Sources: Dictionaries, Encyclopedias, Yearbooks, etc.; Tertiary Sources: Guides to reference sources, Bibliography of bibliographies, Directories, etc.

Semester 3

CC 3 – Reference Services

LBST-H-CC3-3-TH/TU   **3TH+1TU**   **100 = (TH:75 + TU:25)**

Definition, Nature and Scope. Types of Reference Service. Organization of Reference Section **-** R e f e r e n c e tools-both print and non-print. Reference queries: Open questions, Closed Questions. Qualities of a Reference Personnel

Digital Reference Services – real time digital reference service, email reference service, Alerting Service, online database, CAS, SDI

Major Digital reference services. Chemical Abstracting Service, BIOSIS, INIS, AGRIS, MEDLINE, CRIS, STN International,   Evaluation of Digital reference services.

CC 4 -   History of Books and Libraries

LBST-H-CC4-3-TH/TU   **3TH+1TU**   **100 = (TH:75 + TU:25)**

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

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

Book history timeline, From orality to Literacy, Early Writing Materls, Emergence of print, author, publisher and scholarship

Readers and Reading, Future of the book

Semester 4

CC 5- Bibliography

LBST-H-CC5-4-TH/TU   3TH+1TU   100 = (TH:75 + TU:25)

Bibliography- Definition, Function, Aims, Parts of a Book.
Types: Historical Bibliography, Physical Bibliography, Analytical Bibliography, Enumerative Bibliography& Systematic Bibliography.
Systematic Bibliography : Nature, Importance and Types - Universal Bibliography and Incunabula, rare books Bibliography, Indexing and Abstracting periodicals.
National Bibliography, Subject Bibliography, Author Bibliography, Trade Bibliography, Bibliography of Bibliographies.

CC 6- Library Administration

LBST-H-CC6-4-TH/TU   3TH+1TU   100 = (TH:75 + TU:25)

Organizational structure of a library, different sections and their functions : acquisition, technical processing, circulation, Reference, Periodicals, Reprographic, Preservation and Conservation, maintenance, collection development: stock verification,
Library Budget : techniques and methods, budgetary control.
Library Personnel: Job description and Job analysis, recruitment, training and development.
Library Committee, Library Reports, Library Rules. Library Furniture and equipment.

CC 7- Classification I

LBST-H-CC7-4-TH/TU   3TH+1TU   100 = (TH:75 + TU:25)

Concept of Classification: Definition, Scope, Importance; classification in everyday life; knowledge classification and book classification; Classification as a base of organization of knowledge and information retrieval in libraries; extension vs intension; chain vs array; enumerative vs faceted classification. Some Useful Concepts in Library Classification: Call Number, Class Number, Book Number and Collection Number
Notation: Need, Purpose and Qualities

Contribution on library classification: Bliss, Sayers, Cutter, Rajkumar Mukhopadhyay

Ranganathan on library classification: Modes of Formation of Subjects, PMEST (Fundamental Categories), Facet Analysis, Common and Specl Isolates, Phase Relation

Library Classification Scheme: Concepts of Dewey Decimal Classification in detail including tables and devices

CC 8- Information Awareness Programme

LBST-H-CC8-4-TH/TU   3TH+1TU   100 = (TH:75 + TU:25)

Helping the users to identify the various types and formats of information. Identifying the potentl sources of information.

Understanding the value and nature of information. Information need and related concepts, Information behaviour and study of Information use. Various Information Tools and Techniques for Digital Campaigning.

Evaluating information and its sources critically. Organization of information and effective use of information.

Impact of Information Awareness Campaigning

Skill Enhancement Courses   (SEC)

Semester 1

SEC1   Soft Skills and Personality Development

LBST-H-SEC1-1-TH/TU   **3TH+1TU**   **100 = (TH:75 + TU:25)**

Awareness of the importance of communication in their day-to-day work. Verbal and Non Verbal Communication : Interpersonal Communication and breaking speaking hesitation.
Active Listening (Listening Process, Types of Listening, How to improve Listening Skills). Feedback. Semantic Problems, Perceptual Distortions, Physical Distractions. Loud reading,   Introducing self before Interview board.
Intercultural Communication: Understanding and Apprecting Cultural Differences.Hofstede's Cultural Dimensions.
Emotional Intelligence in Communication and creative talking styles .
Communication and stage presentation practice public speaking, mass communication integrating audiovisual med with a presentation.

Semester 2

SEC2   Story Telling and Author Reading Circle

LBST-H-SEC2-2-TH/TU   **3TH+1TU**   **100 = (TH:75+ TU:25)**

Storytelling: Definition, Evolution, Types - Oral storytelling, Visual storytelling, Written storytelling, Digital storytelling, Musical storytelling, Dance storytelling,
Story telling techniques: Eight techniques - Monomyth, The mountain, Nested loops, Sparklines, In med res, Converging ideas, False start, Petal structure; other techniques
Storytelling as a Communications Strategy: Five Cs - Character – Context- Conflict - Climax - Closure.
Keys to Good storytelling, the Five Commandments of Storytelling
Four Truths of the Storyteller: The Leader as Storyteller, Truth to the Teller, Truth to the Audience, Truth to the Moment, Truth to the Mission,
Application of Aristotle's Seven Golden Rules on storytelling: plot, character, theme, speech/dlog, chorus/music, decor and spectacle.

Storytelling and other aspects

Semester 3

SEC3   Book Publishing

LBST-H-SEC3-3-TH/TU   **3TH+1TU**   **100 = (TH:75+ TU:25)**

History and culture of Book Publishing: Growth of book publishing in Pre and Post Independent Ind. ISBN. Categories of Books – by binding style, by content, by size etc.

Various Stakeholders in Book Publishing Industry: Authors, Publishers, Printers, Distributors, Retailers, Consumers, Major Book Publishing House in Ind.

Role of Government in promotion of the Book Publishing Industry – Role of National Book Trust, Ind; Sahitya Akademi; RRRLF; Publishers and Book Sellers Guilds etc.

Book Promotion: Impact of Book Fairs, Advertisement, Press Release, Promotional mails, Display Board, e-publishing, online publishing etc.

UNIVERSITY OF CALCUTTA

Minor Course in Library and Information Studies for B.A./B.Sc. (Hons) Students

Minor Course Structure

A. Minor Courses: (Total: 4X4=16 Credits)

Semester	Course Code	Course Name	Credits (TH +P/TU)	Remarks LBST opted as Hons Minor
I	LBST-H-MC1-1-TH/TU	Foundation of Librarianship	3TH+1TU	m1
II	LBST-H-MC2-2-TH/TU	Reference Sources	3TH+1TU	m1
III	LBST-H-MC1-3-TH/TU	Foundation of Librarianship	3TH+1TU	m2
IV	LBST-H-MC2-4-TH/TU	Reference Sources	3TH+1TU	m2
V	LBST-H-MC3-5-TH/TU	Reference Service	3TH+1TU	m1/m2
VI	LBST-H-MC4-6-TH/TU	Bibliography	3TH+1TU	m1/m2

Minor Course in Library and Information Studies for BA/BSc (Hons) Students

Minor Course : Detailed Syllabus

Semester 1 / Semester 3

MC1- Foundation of Librarianship

LBST-H-MC1-1-TH/TU	**3TH+1P/TU**	**100 = (TH:75+ TU:25)**
Or **LBST-H-MC1-3-TH/TU**	**3TH+1P/TU**	**100 = (TH:75+ TU:25)**

Chronology of Librarianship: ancient, medieval and enlightenment era.
Great Library Philosophers and their contributions: Conrad Gessner, Gabriel Naudé, John Dury, Gottfried Leibniz and Sir Thomas Bodley, Meilvil Dewey.
Great Library Philosophers of India and Bengal: S R Ranganathan and R.N. Tagore, Harinath Dey, Rajendra Lal Mitra, Manindra Deb, Keshavan and Gaekward.

Semester 2 / Semester 4

MC2- Reference Sources

LBST-H-MC2-2-TH/TU	**3TH+1P/TU**	**100 = (TH:75+ TU:25)**
Or **LBST-H-MC2-4-TH/TU**	**3TH+1P/TU**	**100 = (TH:75+ TU:25)**

Reference Sources: Origin, development, Categorization by different Library Scientists. Types- Documentary and non-documentary, institutional, human, characteristics of each type, utilization, evaluation and limitations, Studies on Documentary Sources - Primary Sources: Primary periodicals, technical reports, etc.; Secondary Sources: Dictionaries, Encyclopaedias, Yearbooks, etc.; Tertiary Sources: Guides to reference sources, Bibliography of bibliographies, Directories, etc.

Semester 5

MC 3 – Reference Services

LBST-H-MC3-5-TH/TU   3TH+1P/TU   100 = (TH:75 + TU:25)

Definition, Nature and Scope. Types of Reference Service. Organization of Reference Section **-** Reference tools- both print and non-print. Reference queries: Open questions, Closed Questions. Qualities of a Reference Personnel

Digital Reference Services – real time digital reference service, email reference service, Alerting Service, online database, CAS, SDI

Major Digital reference services. Chemical Abstracting Service, BIOSIS, INIS, AGRIS, MEDLINE, CRIS, STN International,   Evaluation of Digital reference services.

Semester 6

MC 4- Bibliography

LBST-H-MC4-6-TH/TU   3TH+1P/TU   100 = (TH:75 + TU:25)

Bibliography- Definition, Function, Aims, Parts of a Book.

Types: Historical Bibliography, Physical Bibliography, Analytical Bibliography, Enumerative Bibliography& Systematic Bibliography.

Systematic Bibliography : Nature, Importance and Types - Universal Bibliography and Incunabula, rare books Bibliography, Indexing and Abstracting periodicals.

National Bibliography, Subject Bibliography, Author Bibliography, Trade Bibliography, Bibliography of Bibliographies.

3/4 Year BA/BSc IDC in Library and Information Studies

Inter Disciplinary Courses (IDC)

Studies in Fundamentals of Librarianship
Course Structure

A. Interdisciplinary Course (IDC)

Semester	Course Code	Course Name	Credits (TH +P/TU)
I	LBST-IDC-CC1-1-TH/TU	Studies in Fundamentals of Librarianship	2TH+1TU
II	LBST-IDC-CC1-2-TH/TU		
III	LBST-IDC-CC1-3-TH/TU		

Detailed Syllabus

Inter Disciplinary Courses (IDC)

Semester 1/ 2/ 3

IDC   Studies in Fundamentals of Librarianship

LBST-IDC-CC1-1-TH/TU	**2TH+1TU**	**75 = (TH:50 + TU:25)**
Or LBST-IDC-CC1-2-TH/TU	**2TH+1TU**	**75 = (TH:50 + TU:25)**
Or LBST-IDC-CC1-3-TH/TU	**2TH+1TU**	**75 = (TH:50 + TU:25)**

 Librarianship, Library and Society: concept, need, scope, growth and development, Types: Academic Library, Public Library, Research and Special Library; Books – Readers, Reading habits, Dr. S.R. Ranganathan, Five Laws of Library Science.

Library Materials / Sources: Concepts, Types: Text Book, Reference Book, Documentary (Primary, Secondary, Tertiary), Non- Documentary (E- resources), Institutional, Human resources with example; Preservation and conservation of Library materials.

Library Activities: Book selection, Acquisition, Concept of Library Classification – (Class Number, Call Number), Concept and brief history of Cataloguing – Use of Catalogue card (ISBD format following AACR2).

 Library System and Services: Accession Register, Accession Number, ISBN, ISSN, Circulation – Lending of books; Reference services, Reference queries, Library services in a network environment (OPAC).

Library Use – Facilities in Libraries: Reading, Reprographic, etc. Role and responsibility of a Librarian; Outreach activities – Information Literacy.

UNIVERSITY OF CALCUTTA

Minor Course in Library and Information Studies for 3 Year BA/BSc MDC Students

Course Structure

A. Minor Courses: (Total: 6X4= 24 Credits)

Semester	Course Code	Course Name	Credits (TH +P/TU)	Remarks LBST Opted as MDC
III	LBST-MD-MC1-3-TH/TU	Foundation of Librarianship	3TH+1TU	minor
IV	LBST-MD-MC2-4-TH/TU	Reference Sources	3TH+1TU	minor
V	LBST-MD-MC3-5-TH/TU	Reference Service	3TH+1TU	minor
	LBST-MD-MC4-5-TH/TU	Bibliography	3TH+1TU	minor
VI	LBST-MD-MC5-6-TH/TU	Readers and Reading Materials	3TH+1TU	minor
	LBST-MD-MC6-6-TH/TU	Library Organisation	3TH+1TU	minor

B. Skill Enhancement Courses (1X4=4 Credits)

Semester	Course Code	Course Name	Credits (TH +P/TU)
III	LBST-MD-SEC1-3-TH/TU	Soft Skills and Personality Development	3TH+1TU

MDC (Minor) Course in LBST : Detailed Syllabus

Semester 3

MC1-   Foundation of Librarianship

LBST-MD-MC1-3-TH/TU   **3TH+1TU**   **100 = (TH:75+ TU:25)**

Chronology of Librarianship: ancient, medieval and enlightenment era.
Great Library Philosophers and their contributions: Conrad Gessner, Gabriel Naudé, John Dury, Gottfried Leibniz and Sir Thomas Bodley, Meilvil Dewey.
Great Library Philosophers of India and Bengal: S R Ranganathan and R.N. Tagore, Harinath Dey, Rajendra Lal Mitra, Manindra Deb, Keshavan and Gaekward.

Semester 4

MC2- Reference Sources

LBST-MD-MC2-4-TH/TU   **3TH+1TU**   **100 = (TH:75+ TU:25)**

Reference Sources: Origin, development, Categorization by different Library Scientists. Types- Documentary and non-documentary, institutional, human, characteristics of each type, utilization, evaluation and limitations, Studies on Documentary Sources - Primary Sources: Primary periodicals, technical reports, etc.; Secondary Sources: Dictionaries, Encyclopaedias, Yearbooks, etc.; Tertiary Sources: Guides to reference sources, Bibliography of bibliographies, Directories, etc.

Semester 5

MC 3 – Reference Services

LBST-MD-MC3-5-TH/TU   3TH+1TU   100 = (TH:75 + TU:25)

Definition, Nature and Scope. Types of Reference Service. Organization of Reference Section **-** R e f e r e n c e tools- both print and non-print. Reference queries: Open questions, Closed Questions. Qualities of a Reference Personnel

Digital Reference Services – real time digital reference service, email reference service, Alerting Service, online database, CAS, SDI

Major Digital reference services. Chemical Abstracting Service, BIOSIS, INIS, AGRIS, MEDLINE, CRIS, STN International,   Evaluation of Digital reference services.

MC 4- Bibliography

LBST-MD-MC4-5-TH/TU   3TH+1TU   100 = (TH:75 + TU:25)

Bibliography- Definition, Function, Aims, Parts of a Book.

Types: Historical Bibliography, Physical Bibliography, Analytical Bibliography, Enumerative Bibliography& Systematic Bibliography.

Systematic Bibliography : Nature, Importance and Types - Universal Bibliography and Incunabula, rare books Bibliography, Indexing and Abstracting periodicals.

National Bibliography, Subject Bibliography, Author Bibliography, Trade Bibliography, Bibliography of Bibliographies.

Semester 6

MC 5- Readers and Reading Materials

LBST-MD-MC5-6-TH/TU **3TH+1TU** **100 = (TH:75 + TU:25)**

Origin of Libraries in India and in the Western world: ancient, medieval and modern period
Book history timeline, From orality to Literacy, Early Writing Materials.
Emergence of print, author, publisher and scholarship
Readers and Reading, Future of the book

CC 6- Library Organisation

LBST-MD-MC6-6-TH/TU **3TH+1P/TU** **100 = (TH:75 + IA:25)**

Organizational structure of a library, different sections and their functions : acquisition, technical processing, circulation, Reference, Periodicals, Reprographic, Preservation and Conservation, maintenance, collection development: stock verification,
Library Budget : techniques and methods, budgetary control.
Library Personnel: Job description and Job analysis, recruitment, training and development.
Library Committee, Library Reports, Library Rules. Library Furniture and equipment.

Skill Enhancement Courses

Semester 3

SEC1   Soft Skills and Personality Development

        LBST-MD-SEC1-3-TH/TU   **3TH+1TU**   **100 = (TH:75 + TU:25)**

Awareness of the importance of communication in their day-to-day work. Verbal and Non Verbal Communication : Interpersonal Communication and breaking speaking hesitation.
Active Listening (Listening Process, Types of Listening, How to improve Listening Skills). Feedback. Semantic Problems, Perceptual Distortions, Physical Distractions. Loud reading,   Introducing self before Interview board.
Intercultural Communication: Understanding and Appreciating Cultural Differences. Hofstede's Cultural Dimensions.
Emotional Intelligence in Communication and creative talking styles .
Communication and stage presentation practice public speaking, mass communication integrating audiovisual media with a presentation.

UNIVERSITY OF CALCUTTA

3 Year B.A./B.Sc. MDC in Library and Information Studies

Course Structure

A. Minor Courses: (Total: 8X4= 32Credits)

Semester	Course Code	Course Name	Credits (TH +P/TU)	Remarks LBST Opted as
I	LBST-MD-CC1-1-TH/TU	Foundation of Librarianship	3TH+1TU	cc1/cc2
II	LBST-MD-CC2-2-TH/TU	Reference Sources	3TH+1TU	cc1/cc2
III	LBST-MD-CC3-3-TH/TU	Reference Service	3TH+1TU	cc1/cc2
IV	LBST-MD-CC4-4-TH/TU	Bibliography	3TH+1TU	cc1/cc2
	LBST-MD-CC5-4-TH/TU	Readers and Reading Materials	3TH+1TU	cc1/cc2
V	LBST-MD-CC6-5-TH/TU	Library Organisation	3TH+1TU	cc1/cc2
	LBST-MD-CC7-5-TH/TU	Book Classification*	3TH+1TU	cc1
VI	LBST-MD-CC7-6-TH/TU	Book Classification*	3TH+1TU	cc2
	LBST-MD-CC8-6-TH/TU	Library and Information	3TH+1TU	cc1/cc2

*This paper will be offered either in Semester 5 or in Semester 6

B. Skill Enhancement Courses (1X4=4 Credits)

Semester	Course Code	Course Name	Credits (TH +P/TU)
I	LBST-MD-SEC1-1-TH/TU	Soft Skills and Personality Development	3TH+1TU
II	LBST-MD-SEC1-2-TH/TU		

MDC Course : Detailed Syllabus

Semester 1

CC1-   Foundation of Librarianship

LBST-MD-CC1-1-TH/TU   **3TH+1TU**   **100 = (TH:75+ TU:25)**

Chronology of Librarianship: ancient, medieval and enlightenment era.
Great Library Philosophers and their contributions: Conrad Gessner, Gabriel Naudé, John Dury, Gottfried Leibniz and Sir Thomas Bodley, Meilvil Dewey.
Great Library Philosophers of India and Bengal: S R Ranganathan and R.N. Tagore, Harinath Dey, Rajendra Lal Mitra, Manindra Deb, Keshavan and Gaekward.

Semester 2

CC2- Reference Sources

LBST-MD-CC2-2-TH/TU   **3TH+1TU**   **100 = (TH:75+ TU:25)**

Reference Sources: Origin, development, Categorization by different Library Scientists. Types- Documentary and non-documentary, institutional, human, characteristics of each type, utilization, evaluation and limitations, Studies on Documentary Sources - Primary Sources: Primary periodicals, technical reports, etc.; Secondary Sources: Dictionaries, Encyclopaedias, Yearbooks, etc.; Tertiary Sources: Guides to reference sources, Bibliography of bibliographies, Directories, etc.

Semester 3

CC 3 – Reference Services

LBST-MD-CC3-3-TH/TU   3TH+1TU   100 = (TH:75 + TU:25)

Definition, Nature and Scope. Types of Reference Service. Organization of Reference Section **-** Reference tools- both print and non-print. Reference queries: Open questions, Closed Questions. Qualities of a Reference Personnel
Digital Reference Services – real time digital reference service, email reference service, Alerting Service, online database, CAS, SDI
Major Digital reference services. Chemical Abstracting Service, BIOSIS, INIS, AGRIS, MEDLINE, CRIS, STN International,   Evaluation of Digital reference services.

Semester 4

CC 4- Bibliography

LBST-MD-CC4-4-TH/TU   3TH+1TU   100 = (TH:75 + TU:25)

Bibliography- Definition, Function, Aims, Parts of a Book.
Types: Historical Bibliography, Physical Bibliography, Analytical Bibliography, Enumerative Bibliography& Systematic Bibliography.
Systematic Bibliography : Nature, Importance and Types - Universal Bibliography and Incunabula, rare books Bibliography, Indexing and Abstracting periodicals.
National Bibliography, Subject Bibliography, Author Bibliography, Trade Bibliography, Bibliography of Bibliographies.

CC 5-   Readers and Reading Materials

LBST-MD-CC5-4-TH/TU   3TH+1TU   100 = (TH:75 + TU:25)

Origin of Libraries in India and in the Western world: ancient, medieval and modern period
Book history timeline, From orality to Literacy, Early Writing Materials.
Emergence of print, author, publisher and scholarship
Readers and Reading, Future of the book

Semester 5

CC 6- Library Organisation

LBST-MD-CC6-5-TH/TU   3TH+1P/TU   100 = (TH:75 + IA:25)

Organizational structure of a library, different sections and their functions : acquisition, technical processing, circulation, Reference, Periodicals, Reprographic, Preservation and Conservation, maintenance, collection development: stock verification,
Library Budget : techniques and methods, budgetary control.
Library Personnel: Job description and Job analysis, recruitment, training and development.
Library Committee, Library Reports, Library Rules. Library Furniture and equipment.

*CC 7- Book Classification

LBST-MD-CC7-5-TH/TU   3TH+TU   100 = (TH:75 + TU:25)

Concept of Classification: Definition, Scope, Importance; classification in everyday life; book classification;
Classification as a base of organization of knowledge and information retrieval in libraries; extension vs intension; chain vs array; enumerative vs faceted classification. Some Useful Concepts in Library Classification: Call Number, Class Number, Book Number and Collection Number
Notation: Need, Purpose and Qualities
Library Classification Scheme: Concepts of Dewey Decimal Classification in detail including tables and devices

Semester 6

*CC 7- Book Classification

LBST-MD-CC7-6-TH/TU   **3TH+TU**   **100 = (TH:75 + TU:25)**

Concept of Classification: Definition, Scope, Importance; classification in everyday life; book classification;
Classification as a base of organization of knowledge and information retrieval in libraries; extension vs intension; chain
vs array; enumerative vs faceted classification. Some Useful Concepts in Library Classification: Call Number, Class
Number, Book Number and Collection Number
Notation: Need, Purpose and Qualities
Library Classification Scheme: Concepts of Dewey Decimal Classification in detail including tables and devices

CC 8- Library and Information

LBST-H-CC8-4-TH/TU   **3TH+TU**   **100 = (TH:75 + TU:25)**

Various information formats available in Libraries. Identifying the potential sources of information in Libraries.
Understanding the value and nature of information. Information needs and related concepts, Information behaviour and
study of Information use. Various Information Tools and Techniques.
Evaluating information and its sources critically. Organization of information and effective use of information.
Impact of Information Awareness in libraries

  *This CC7 paper will be offered either in Semester 5 or in Semester 6

Skill Enhancement Courses

Semester 1 /2

SEC1   Soft Skills and Personality Development

	LBST-MD-SEC1-1-TH/TU	**3TH+1TU**	**100 = (TH:75 + TU:25)**
Or	**LBST-MD-SEC1-2-TH/TU**	**3TH+1TU**	**100 = (TH:75 + TU:25)**

Awareness of the importance of communication in their day-to-day work. Verbal and Non Verbal Communication : Interpersonal Communication and breaking speaking hesitation.
Active Listening (Listening Process, Types of Listening, How to improve Listening Skills). Feedback. Semantic Problems, Perceptual Distortions, Physical Distractions. Loud reading,   Introducing self before Interview board.
Intercultural Communication: Understanding and Appreciating Cultural Differences. Hofstede's Cultural Dimensions.
Emotional Intelligence in Communication and creative talking styles .
Communication and stage presentation practice public speaking, mass communication integrating audiovisual media with a presentation.