



MATS UNIVERSITY

MATS School of Library Science

Syllabus

For
(One – Year Full-Time Degree Course)
Bachelor of Library and Information Sciences
(B.Lib.I.Sc.)

(2025-26)

(Semester Based Courses)

B.Lib.I.Sc. (FIRST SEMESTER)

| Paper Code | Subject | Credit Poin | Internal Marks | Examination | | Total Marks |
|--------------|--|-------------|----------------|-------------|-----------------------|-------------|
| | | | | Marks | Duration | |
| 13BLIBDSC01 | Library and Society | 4 | 30 | 70 | 2 ^{1/2} Hrs. | 100 |
| 13BLIBDSC02 | Library Management | 4 | 30 | 70 | 2 ^{1/2} Hrs. | 100 |
| 13BLIBDSC03T | Knowledge Organization – Library Classification (Theory) | 4 | 30 | 70 | 2 ^{1/2} Hrs | 100 |
| 13BLIBDSC04T | Documentation & Information Science | 4 | 30 | 70 | 2 ^{1/2} Hrs | 100 |
| 13BLIBDSC03P | Knowledge Organization Library Classification (Practice) | 3 | 30 | 70 | 2 ^{1/2} Hrs. | 100 |
| 13BLIBDSC04P | Documentation Practical Process | 3 | 30 | 70 | 2 ^{1/2} Hrs | 100 |
| Total | | 22 | 180 | 420 | | 600 |

B.Lib.I.Sc. (SECOND SEMESTER)

| Paper Code | Subject | Credit Poin | Internal Marks | Examination | | Total Marks |
|--------------|---|-------------|----------------|-------------|-----------------------|-------------|
| | | | | Marks | Duration | |
| 13BLIBDSC05 | Reference and Information Sources | 4 | 30 | 70 | 2 ^{1/2} Hrs. | 100 |
| 13BLIBDSC06 | Information Services | 4 | 30 | 70 | 2 ^{1/2} Hrs. | 100 |
| 13BLIBDSC07T | Knowledge Organization Cataloguing (Theory) | 4 | 30 | 70 | 2 ^{1/2} Hrs | 100 |
| 13BLIBDSC08 | Information Technology Basics | 4 | 30 | 70 | 2 ^{1/2} Hrs. | 100 |
| 13BLIBDSC07P | Knowledge Organization Cataloguing (Practice) | 3 | 30 | 70 | 2 ^{1/2} Hrs | 100 |
| 13BLIBDSC09 | Academic Libraries | 3 | 30 | 70 | 2 ^{1/2} Hrs | 100 |
| Total | | 22 | 180 | 420 | | 600 |

Percent and Mark Grade Point and Letter Credits will be as following

| Marks Secured (in%) | Grade Point | Letter Grade |
|---------------------------|-------------|-------------------|
| 80 and above | 10 | Outstanding (O) |
| 70 and above but below 80 | 9 | Excellent (A+) |
| 60 and above but below 70 | 8 | Very Good (A) |
| 55 and above but below 60 | 7 | Good (B+) |
| 50 and above but below 55 | 6 | Above Average (B) |
| 45 and above but below 50 | 5 | Average (C) |
| 40 | 4 | Pass(P) |
| Below 40 | 0 | Fail (F) |
| | 0 | Absent (AB) |

PAPER-1

LIBRARY AND SOCIETY

Unit -1

- Role of Libraries and information centre's in modern society.
- Philosophy of Librarianship.
- Librarianship as a profession.
- Role of the Library Informal and Formal Education.
- Role of the Library in improvement of reading habits.
- Five Laws of Library Science and Implications in Library & Information Center

Unit-2

- Types of Libraries: National, Public, Academic and special.
- Development of Libraries with special reference to India.
- Libraries movement in U.K. and USA.
- Library Legislation need and purpose and advantages.
- Library Legislation in Indian States.
- Detailed Study of Chhattisgarh Public Library Act.

Unit-3

- Intellectual Property Rights (IPR), Copyright, Standard, Trademark.
- Delivery of Book Act, Press and Registration Act, Right to Information act.
- Professional Associations and their role in the Development of Libraries.
- National Level Promoters – RRRLF, ILA, IASLIC etc.

Unit-4

- Library Cooperation, Resource Sharing: Concepts, need, purpose.
- Area of resource sharing Impact of IT on Resource Sharing,
- User studies, User Education, Library Extension Services,
- Community information Centre's and services.

Unit-5

- IFLA, UNESCO, FID, ALA, ASLIB, DESIDOC: Objectives, Activities and Their Publications.
- Organizations: NISCAIR–Objectives, Program and activities.

PAPER-2

LIBRARY MANAGEMENT

Unit-1

- Management: Concept Definition, Scope. Level of Management.
- Management School of Thought.
- Principles of Management.
- Elements of Management Process: POSDCORB.
- Functions and Principles of Scientific Management.
- Applications in Libraries and Information Centre's.

Unit-2

- Building and Planning of Library (Concept, Definition, Need, Purpose Types Policies & Procedures.
- Human Resource Management Organizational Structure.
- Library collection Development and policy and function of collection Development
- Staff Recruitment, Selection and Training, Staff Formula.
- Personal Management.
- Stock Maintenance Stock verification, methods and advantage.

Unit-3

- Financial Management–Concept, Definition, Need and purpose.
- Budget and Budgeting Techniques and Methods–PPBS, Zero base budgeting, Budgeting Control.
- Cost Effectiveness and Cost Benefit Analysis.
- Financial Planning (Sources and generation of income)
- Library Administration.

Unit-4

- Governance of a library: Need Purpose, Types and Functions.
- Acquisition and Processing of Reading Methods.
- Technical Processing and its Tools.
- Circulation–Methods, Routine Records, Serials Control.
- Shelving– Maintenance and Preservation of Library Materials.

Unit-5

- Library Organizational and structure.
- Operational Planning Techniques (Use of planning tools like Gantt chart, PERT/CPM)
- Stock Verification, Management Information System (IS),TQM.

PAPER-3

LIBRARY CLASSIFICATION THEORY

Unit-1

- Classification – Definition, need and purpose.
- Library Classification–Meaning, need, purpose and functions.
- Knowledge Classification Vs Book Classification.
- Theory and Development of Library Classification.
- Species of Schemes of Library Classification

Unit-2

- Universe of Knowledge: Structure and Attributes.
- Different Types of Subjects and their modes of formation.
- Knowledge Classification and its Canons.
- Hospitality in array and Chain.
- Facet, Analysis.
- Five Fundamental Categories & their Postulate.
- Principles for facet sequence.

Unit-3

- Types of Isolates: Common, Special.
- Devices used in Classification (Chronological, Geographical, Subject, Alphabetical, Enumeration, Super imposition and Phase Devices).
- Systems and Specials.

Unit-4

- Notation: Definitions, Need and Functions
- Types and canons of notations.
- Mnemonics: Types and Canons.
- Indicator Digits.
- Zone analysis and Sector Notation.
- Systems of Book Number.

Unit-5

- Study of Selected Schemes of Classification–DDC
- Current Trends in Library Classification.
- Role of DRTC, CRG and FID.
- Salient Features of CC.

PAPER- 4

DOCUMENTATION & INFORMATION SCIENCE

Unit-1

- Documentation: Meaning and Definitions its aim, Scope and development.
- Documentation: work and their scope.
- Documentation: source and their scope.
- Documentation: List their kinds and preparation.

Unit-2

- Information: Meaning, definition, objectives, Needs.
- Information: Science: Its definition, Aims and scope.
- Information: Seeking behavior: Meaning, Needs, Processes and their Kinds.
- Information: Generation and Diffusion.

Unit-3

- Canons of Abstracting.
- Study of Chemical abstracts, Biological Abstracts, Psychological abstracts, Sociological abstracts, Library and Information
- Science abstracts, Indian Science Abstracts, Indian Library Science Abstracts.

Unit-4

- **Indexing:** Meaning, Definition, Functions and Types of Indexing.
- Pre-co-ordinate Indexing, Chain Indexing, PRECIS, POPSI.
- Post-co-ordinate Indexing: Term Entry System & Peek-a-boo-systems.
- Uniterm Indexing & Citation Indexing.
- KWIC & KOWC.

Unit-5

- Documentation Centers: Meaning, Definition, Need, Objectives and Functions.
- Local Library Networks: CALIBNET, MALIBNET, MYLIBNET, BONET, ADINET,
- National Library NETWORKS: INFLIBNET, DELNET,
- VINIITI, UNISIST, NISSAT.

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LIBRARY CLASSIFICATION PRACTICE

Unit-1

- Colon Classification (6th Edition): Introduction, Structure and Organization.
- Step in Classification.
- Classification of Documents with Basic Subjects.
- Classification of Documents with Compound Subjects.

Unit-2

- Dewey decimal classification (19th Edition): Introduction, Structure and Organization.
- Steps in Classification.
- Classification of Documents using Table 1&2.
- Use of Relative Index.
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Unit-3

- Colon Classification (6th Edition): Use of Common Isolates, Phase Relations and devices.
- Classification of Documents with Compound Subjects.
- Dewey decimal classification (19th Edition): Classification of Documents using Tables 1 to 7.

Unit-4

- Comparative Study of DDC and C

PAPER- 6

DOCUMENTATION PRACTICAL PROCESS

Unit 01

- Documentation Centre
- Translation Service Centre: Types, Guideline, Translation Pools & Tools,
- Translation Agency: National, International
- OPAC

Unit 02

- Abstract & Abstracting: Quality of Good Abstract.
- Stages of Abstracting
- Indexing services: Indexing Periodicals, Index to NEWS Paper
- Citation Indexes; Shaperd's Citation Index, Pre and Post Coordinating Index

Unit 03

- Documentation: Acquisition, Accessioning, Stock Verification, Reprography Service.
- Bibliography: Bibliography of Bibliography, National, International and Trade Bibliography
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Unit 04

- Information Seeking Behavior Model.
- Standardization for Library Material and Services.
- Reference Management: Mendel, ZETERO, MLA, APA

(SECOND SEMESTER)

PAPER- 1

REFERENCE & INFORMATION SOURCES

Unit01

- Information Sources: Concept, and Need for information.
- Types of Information Sources: Documentary: Primary, Secondary, and Tertiary
- Types of Information Sources: Non Documentary: Organizations and Humans.
- Types of Reference Sources.
- The Reference Process.

Unit02

- Categories of Reference
- Dictionaries
- Encyclopedia
- Hand book, Manuals, Yearbook.
- Standards, Patents, Trade catalogues.

Unit03

- Geographical Sources.
- Biographical Sources.
- Reference Sources of Current Events.
- Statistical Information Services.
- Literature Search

Unit04

- Study of Bibliographical tools.
- Bibliographies Need and types.
- Bibliographical Control.
- National Bibliography (BNB&INB).
- Trade Bibliography.
- Subject Bibliography.

Unit05

- Current Information Services.
- Almanac and Book.
- Directory Universities Handbook world of Learning.
- Internet and e - Information Sources.
- Criteria for Evaluation of Reference Sources.

PAPER- 2

INFORMATION SERVICES

Unit01

- Information Services: Meaning, concept need and trends.
- Information Services and Techniques.
- Information Services: An overview
- Evaluation of alerting services.

Unit02

- Types of Information Services.
- CAS and SDI.
- ILL and document delivery Services.
- Reference and Referral services.

Unit03

- Global Information system: UNISIST, AGRIS, MEDLARS, VINIT, INIS,
- UNESCO, FDI, IFLA, NISSAT, INSDOCDESIDOC, NASSDOSENDOC.
- Library consortia- India: Current trends in scholarly communication: Open access Movement.

Unit04

- e-Information Services.
- E-mail, E-book, E-journals.
- WWW, E-Database, Metadata.
- OCLC, CD-Rom and Multimedia etc.
- Online Services.

Unit05

- Networking: Meaning, Need, Concept, Purpose and Feature.
- LAN, MAN, WAN.
- National and International Library Networking Meaning Objective Need and Development.
- Level of Library Network.
- National Network: CALIBNET, DELNET, BONET, MYLIBNET, INFLIBNET, ADINET.
- International Network: UNISIST, INIS, MEDLARS, AGRIS, DEVSIS, EURONET, VINITI.

PAPER- 3

LIBRARY CATALOGUING THEORY

Unit01

- Library Cataloguing: Definition, Meaning, Purpose and Functions.
- Type of Library Catalogue.
- Physical Form of Catalogue.
- Inner Form of Catalogue.
- History of Catalogue.
- AACR-II (Anglo American Cataloguing Rules–II).
- Uses of the Library Catalogue.

Unit02

- Kinds of Entries.
- Data Elements indifferent types of Entries.
- Filing of Entries Classified and Alphabetic.
- Centralized Cataloguing. Co-Operative Cataloguing
- Simplified Cataloguing.

Unit03

- Catalogue Entry.
- CCF and MARC.
- CCC (Classified Catalogue Code).
- Structure of Catalogue Card (CCC and AACRII).
- Pre-Natal Catalogue.
- Normative Principles of Cataloguing, Canon Cataloguing

Unit04

- Subject Cataloguing–Concept, Purpose, Use and Limitations.
- Library of Congress Subject Heading (LCSH).
- Sears List of Subject Heading (SLSH).
- Personal Authors.

Unit05

- Recent Trends in Library Cataloguing.
- Corporate Authorship: Government.
- Pseudonyms and Anonyms work and Uniform Titles.
- Conferences and Periodical Publications.
- Societies, Institutions, Associations etc.
- Collaborator and Joint Personal Authors.

PAPER- 4

INFORMATION TECHNOLOGY APPLICATION ON LIBRARY

Unit01

- Information Technology Basic-Meaning, Scope, Purpose Need, Concept and Feature.
- Introduction to Computer–Functional part of Computer.
- Hardware and Software, Operating System.
- Telecommunication: Basic.
- Communication–Meaning, Needs, Purpose, Media of Information Communication, Forms of Communication.

Unit02

- Computer and Library– Definitions, Meaning History of Computer.
- Part of Computer, use of Computer.
- Input and output Devices.
- Impact of Internet on Libraries.
- Generation of Computer.

Unit03

- Library Automation, Meaning, Definitions Purpose, Function, Area, Need and Feature.
- Library Housekeeping operations.
- Computerised Information Services.
- Management of Computerised Library.
- Library Software packages.

Unit04

- Programming Language: Types Characteristics and their application
- Flow Charting.
- Boolean logic and Operators.
- Operation System –MS Windows, Unix, MSDOS.
- Network Protocols– TCP/IP, Net-BUI, IPX.
- CD-Rom and CDS-ISIS.

Unit05

- Library Websites.
- Needs and Importance of Internet.
- E-Mail-Protocols, web browsers, web Serves, Search Engine.
- Internet and OCLC.
- Computer Application in Libraries.
- Digital Libraries–Definition, Meaning, Purpose, Need, Characteristics and attributes.

PAPER- 5

LIBRARY CATALOGUING PRACTICE

Cataloguing of documents according to *AACR-II and CCC*

Unit01

- Introduction of Book: Parts of Book.
- AACR- 2 (Anglo American Cataloguing Rules-2.)
- Structure of Main Entry.
- Structure of Added Entry.
- Personal Authors: Single and Joint personal Authors.

Unit02

- AACR – 2 Subject Heading: Introduction.
- Editorial Directions.
- Authors and Collaborators.
- Corporate body (Government, Institutions, Conferences)
- Choice among different Names: Pseudonymous, Anonymous works. (AACR – 2 based)
- Serials (Periodicals)

Unit03

- CCC Classified Catalogue Code–Introduction.
- Structure of Main Entry.
- Structure of Added Entry.
- Tracing: CREs, CIEs, BIEs, CRIEs.
- Personal Authors: Single and Joint Personal Authors.

Unit04

- Choice Among Different Names: Pseudonymous, Anonymous works.
- Corporate Body (Government, Institutions, Conferences)
- Serials (Periodicals)

Unit05

- Comparative study of AACR-2 and CCC.

PAPER- 6

ACADEMIC LIBRARIES

Unit01

- History of Academic Libraries in India.
- Institutional & Social Context of Academic Libraries.
- Role of Academic Library in Media and Information Literacy
- Financial Management in Academic Libraries.

Unit02

- School Libraries.
- College Libraries.
- University Libraries.
- Future of Academic Libraries: Challenges and Opportunities.

Unit03

- Collection Development and Access management in Academic Libraries.
- Human Resource Management in Academic Libraries.
- Academic Library Users, Use and User Study.
- Academic Library Building and Infrastructure and Safety Issues.

Unit04

- ICT Application in Academic Libraries.
- Marketing of Academic Library and Services.
- Resource Sharing, Network and Consortia.
- Library Network & Consortia in India.