STATE BOARD OF TECHNICAL EDUCATION, BIHAR
Scheme of Teaching and Examinations for
Vth SEMESTER DIPLOMA IN LIBRARY & INFORMATION SCIENCE
(Effective from Session 2020-21 Batch)

THEORY

Sr. No.	SUBJECTS	SUBJECT CODE	TEACHING SCHEME	EXAMINATION – SCHEME							Credits
			Periods per Week	Hours of Exam.	Teacher's Assessment (TA) Marks (A)	Class Test(CT) Marks (B)	End Semester Exam. (ESE) Marks (C)	Total Marks (A+B+C)	Pass Marks ESE	Pass Marks in the Subject	
1.	Management of Library & Information Centre	2041501	03	03	10	20	70	100	28	40	03
2.	Preservation & Conservation of Library Materials	2041502	03	03	10	20	70	100	28	40	03
3.	Information Source and Services	2041503	03	03	10	20	70	100	28	40	03
4.	Internet resources	2041504	03	03	10	20	70	100	28	40	03
5.	Advance Library Classification	2041505	03	03	10	20	70	100	28	40	03
			Total:- 15				350	500			15

PRACTICAL

Sr. No.	SUBJECTS	SUBJECT CODE	TEACHING SCHEME	EXAMINATION – SCHEME					Credits
			Periods per Week	Hours of Exam.	Practical (ESE)		Total Marks	Pass Marks in the Subject	
					Internal (PA)	External (ESE)			
6.	Preservation & Conservation of Library Material Lab	2041506	04 50% Physical 50% Virtual	03	15	35	50	20	02
7.	Advance Library Classification Lab	2041507	04 50% Physical 50% Virtual	03	15	35	50	20	02
			Total:- 08				100		04

TERM WORK

Sr. No.	SUBJECTS	SUBJECT CODE	TEACHING SCHEME	EXAMINATION – SCHEME				Credits
			Periods per week	Marks of Internal (PA)	Marks of External (ESE)	Total Marks	Pass Marks in the Subject	
8.	Advance Library Classification (TW)	2041508	04	15	35	50	20	02
9.	In Office Training & Visit to Library (TW)	2041509	4 weeks continuous	15	35	50	20	02
10.	**Course Under Moocs /Swayam/Others**	2041510	02	15	35	50	20	01
			Total:- 06			150		05
Total Periods per week Each of duration one Hours = 29						Total Marks = 750		24

MANAGEMENT OF LIBRARY & INFORMATION CENTRE

Subject Code 2041501	Theory						Credits
	No. of Periods Per Week			Full Marks	:	100	03
	L	T	P/S	ESE	:	70	
	03	—	—	TA	:	10	
				CT	:	20	

Rational :

   Information Management system forms a part of information Management, which deals with all sorts of problems relatively to management of information techniques of management, Man- Power Management and ways of motivating people for better management.

Objectives :

   A study of the theories of Information system management thus envisages financial, organizational and attitudinal training for the students of Information Technology.

S.No.	Topics
1.	Management: Concept and principles
2.	Physical Management and Library operation
3.	Human Resource Development
4.	Financial Management
5.	Report writing and statistics

Contents: Theory	
Unit-1	**Management : concept & principles** ☐ Principles of Management ☐ scientific Management and their application to libraries and Information centers. ☐ Elements of Management Process (POSDCORB) Total Quality Management
Unit-2	**Physical Management and Library Operation** ☐ Library Building : Site Selection, Planning ☐ Furniture , Fitting and Equipments : standards and specification ☐ Routine and work Flow relating to different sessions ☐ Elements of System Analysis of Library operations.
Unit-3	**Human Resource Development** ☐ Organizational Structure ☐ Job description and Analysis : Job – Evaluation ☐ Inter – Personal Relations ☐ Recruitment Procedures ☐ Motivation : Group Dynamics ☐ Training and Development ☐ Disciplines and Grievances ☐ Performance Appraisal
Unit-4	**Financial Management** ☐ Resource Mobilization ☐ Budgeting Techniques and Methods – PPBS, Zero based Budgeting etc ☐ Budgetary Control ☐ Cost Effectiveness and Cost Benefit Analysis Outsourcing
Unit-5	**Report writing and statistics** ☐ Report Writing ☐ Library Statistics

Books Recommended for Management of Library and Information Centers:

Reference Book:

1.	TheLibrary and Information Manager's Guide to online Service	-	By Hoover, Knowledge Industry Publication, New York
2.	Encyclopedia of Library and Information Series- by Kent, Lacour Daily –vol- 20	-	By Msercel Deker, New York
3.	Information Technology Management	-	R.L. Mittal
6.	Library and Inf. Management	-	Narayan, G.J (1991) New Delhi : Prentioe Hall of India

PRESERVATION AND CONSERVATION OF LIBRARY MATERIALS

Subject Code 2041502	Theory			No of Period in one session :			Credits
	No. of Periods Per Week			Full Marks	:	100	03
	L	T	P/S	ESE	:	70	
	03	—	—	TA	:	10	
				CT	:	20	

Rational and Objective:

One of the very important aspects of a librarian's obligation to the society is the preservation of the collection of reading materials in his custody in a good, healthy and usable condition. To enable him to fulfill this basic responsibility with the required competence, he has to have an adequate knowledge of the 'Whys' and 'Hows' of preservation and conservation. This subject explains the concept and its various implications. It also gives a general outline of the various preservation and conservation methods and techniques to create a general background for a more elaborate study.

After reading this subject students will able to:

— Know the concept of preservation and conservation and the role of the librarian in doing so;

— Plan the steps required for preservation of various library materials;

— **Understands the method used for effective preservation in a library; and**

— Get a clear insight into the techniques of conservation or restoration of book materials.

	Contents : Theory	Hrs	Marks
Unit-1	Preservation and Conservation: overview: Overview Preservation and Conservation: Need and Purpose Historical Development of Writing Materials.		
Unit-2	Preservation of Print Materials Books Periodicals News Pamphlet		
Unit-3	Preservation of Non-Print Materials Palmleaves Manuscripts Fibers Floppies		
Unit-4	Hazards to Library Materials and Control measures Environmental Factor (Temperature, Humidity, Water, Light, Air Pollution, Smoke, Dust etc) Chemical Factors		
Unit-5	1. Binding 2. Types of Binding of Library Materials 3. Binding Material and their varieties 4. Binding Process 5. Standards for Library Binding.		

Book Recommended for Preservation and Conservation of Library Materials:
1. Chakraborti, B. and Mahapatra, P.K. Library Collection: Selection and Preservation: Calcutta Word Press, 1970.
2. Dasgupta, Kalpana, ed. Conservation of Library Materials, Calcutta, National Library, 1988.
3. Durean, J.M. and elements D.W.G. Principles of the preservation of Library Materials. The Hague, IFLA, 1986.
4. Greenfield, N.J. Books: Their care and repair. New York, Wilson, 1983.
5. Singh, R. S. Conservation of documents in library, archiver and museums. Delhi, 1993.
6. IGNUO (1997): Preservation and Conservation of Library Materials.

INFORMATION SOURCES AND SERVICES

Subject Code 2041503	Theory			No of Period in one session :			Credits
	No. of Periods Per Week			Full Marks	:	100	
	L	T	P/S	ESE	:	70	03
	03	—	—	TA	:	10	
				CT	:	20	

Course Objectives

- To understand the different types of information sources and services.
- To develop familiarity with standard reform sources.
- To develop proficiency in using information literacy and make students information literate.
- To develop skills of effective information searching.

Contents : Theory		Hrs	Marks
Unit-1	**Nature of Information Sources** (i) Concept of information sources (ii) Kinde of information source (iii) Basic Referme and information source and criteria of their evaluation.		
Unit-2	**Reference Tools :** (i) Bibliographical sources: National bibliographies INB & BNB, Trade Bibliographice. (ii) Language Dictionaries (iii) Yearbook and directiories (iv) Bigraphical sources (v) Geographical Sources		
Unit-3	**Electronic Sources :** (i) Magnetic Tapes, CD-ROM, and Multimedia. (ii) Electronic Books and electronic Journals. (iii) Electronic Database.		
Unit-4	**Web Resources :** (i) World wide web: Services and Facilities. (ii) Websites and Sources-Subject Gateways, Digital Libraries, Forums, Bulletin Board etc.		
Unit-5	**INFORMATION Service :** (i) Concept of , Type and Need. (ii) Type of services: Literature search, Documentation Service, Translation Service, Document Delivery Service etc. (iii) CAS and SDI service.		

References books:

1. New Dimension in information service and Technology-By Panda K.C. Karisiddapa
2. An Indian Model of Database Service by-Alihiri-NISSAT, New Delhi.
3. Basic of Library and information Science-KT Delhi, Vikash Publishing.

INTERNET RESOURCES

Subject Code 2041504	Theory		No of Periods in One Session : 50			Credits
	No. of Periods Per Week		Full Marks	:	100	03
	L	T	P/S	ESE	:	70	
	03	-	-	TA	:	10	
	-	-	-	CT	:	20	

Rational :- A information technician, who is to be trained to become a information professional, is required to be fully conversant with his duties, responsibility and authority in any organization. He is expected to have knowledge of the position that he may hold in an organization. He is also to be trained to keep best professional tradition, work culture and ethics how to maintain values of the organization to which he may belongs..

Objective :-

➢ After covering the course a student will be able to :-
➢ Identify the role of a information technician, his / her horizontal / vertical linkages.
➢ Knowledge of Internet Resources, which helps in information day to day.
➢ Be aware with growing needs of information service.
➢ Be aware information revolution.
➢ Understand the Internet sources and its utilizations.

Sl. NO.   Topics Periods

1. Types of Resources (By Form)
2. Types of Resources (By Institution)

	CONTENTS : (THEORY)	Hrs	Marks
UNIT – 1	Types of Resources (By Form)	[07]	
	1. Paperless Library Service: Introduction and Utilization.		
	1.1 Meta Documents / Meta Data: Introduction, Definition, Types		
	1.2 Meta data Developing Process.		
	1.3 Meta data standards		
	1.3.1 DCMI (Dublin Core Meta data standards)		
UNIT – 2	2. User's study: Introduction, need & purchase	[06]	
	2.1 Types of User study		
	2.2 Methods & Techniques of User study		
	2.3 Evaluation of User's Studies		
UNIT – 3	3. User's profile and training	[06]	
	3.1 User's profile: Introduction and need		
	3.2 User's Education and training		
	3.3 User's training programme		
UNIT – 4	4. Internet	[07]	
	4.1 Internet: Introduction\		
	4.2 Use of Internet		
	4.3 Web based search: web browsers and web services		
	4.4 Web search engine: Introduction and types		
UNIT – 5	5. Web Resources	[05]	
	5.1 Web Resources : Various categories of web resources		
	5.2 Website		
	5.3 Bibliographic online data base		
	5.4 Full text online databases		
	5.5 Electronic books (e-books)		
	5.6 Multimedia databases		
	5.7 Electronics thesis and dissertations		
	5.8 Basic search features in databases : Boolean operators, phrase searching, Truncation & Wild card, key word searching, Word streaming etc.		

UNIT – 6	6.	Internet tools and Techniques	[07]	
	6.1	World Wide Web (WWW)		
	6.2	FTP (File Transfer Protocol)		
	6.3	E-mail & Fax		
	6.4	WAIS		
	6.5	Usenet, news groups Telnet, Remote login, IRC etc.		
	6.6	Markup Languages –HTML, DHTML, XML, SGML, VRML etc.		
	6.7	Audio and Video Steaming		
	6.8	Audio and Video conferencing		
UNIT – 7	7.	Digital Library	[07]	
	7.1	Introduction and Utilization and need		
	7.2	/virtual Library- Concepts and working		
	7.3	Digitalisation process		
	7.4	National Digital library (NDLI) Initiative		
	7.5	Digital Libraty software :- Greenstone, D-space, Fedora etc.		
UNIT – 8	8.	Types of Resources (By Institutions) :	[05]	
	8.1	Nicnet		
	8.2	Inflibnet		
	8.3	Delnet		
	8.4	Ernet		
	8.5	Oclc		
		Total	[50]	

Books Recommended for Internet Resources :
Reference Books :
1. Developing of an Information and Library Network- Apporaoved-UGC, New Delhi.
2. कम्प्यूटर और सूचना तकनीक–शंकर सिंह– पूर्वांचल प्रकाशन, दिल्ली
3. Ashu Shokeen & others.- YK Publishers, Agra (UP)

ADVANCE LIBRARY CLASSIFICATION

Subject Code 2041505	Theory			No of Period in one session :			Credits
	No. of Periods Per Week			Full Marks	:	100	03
	L	T	P/S	ESE	:	70	
	03	—	—	TA	:	10	
				CT	:	20	

Rational & Objectives

Arrangement of book and non-book materials according to subject, Author, time, place etc is the basic need of a library. Classification of reading materials according to recognized devices have been incorporated in the classification theory paper. The methods are put in to practice in this chapter. For the IIIrd and IV Semester students classification according to DDC 19th edition is practiced. Colon classification scheme is in range for V Semester students.

S.No.	Topic	
1.	Species of classification Scheme	10
2.	Some important canon of classification	15
3.	Fundamental categories and devices	10
4.	Book Number	10
5.	Salient features of CC and DDC	15

	Contents : Theory	Hrs	Marks
Unit-1	**Species of classification scheme** 1.1 Prefacated Period 1.2 Transition to Facet period 1.3 Facet Period 1.4 Restricted Facet formula Period 1.5 Un-restricted Facet formula period 1.6 Relativity period		
Unit-2	**Some Important Canon of classification** 02.01 Canons for Idea Plane 0.2.02 Canons for Verbal Plane 2.3 Canons for Notational Plane 2.4 Canons for Mnemonics		
Unit-3	**Fundamental Categories and Devices** 3.1 Fundamental Categories 3.2 Detailed study of PMEST 3.3 Use and identification of different facets in titles 3.4 Devices 3.5 Alphabetical, chronological, subject, Geographical device etc. 3.6 Phase Relation		
Unit-4	**Book Number** 4.1 Call Number 4.2 Book Number, Collection Number 4.3 Author Mark, Merril, Biscoe, Jast and Browne 4.4 Ranganathan's Book Numbering System		
Unit-5	**Salient features of CC and DDC** 5.1 Salient features of colon classification 6th ed 5.2 Salient features of DDC 19th ed 5.3 Comparative study of CC and DDC		

Book Recommended:

Text Book:
1. Granthalaya Classification – G D Bhargav
2. Library Classification – by Srivastava
3. Library Classification – by Parkhi
4. Library Classification – by Krishan Kumar

Reference Book:
1. Colon classification 6th ed – by Dr. S R Ranganathan
2. DDC 19th ed - Melvil Dewey

PRESERVATION AND CONSERVATION OF LIBRARY MATERIAL LAB

Subject Code 2041506	Practical			No of Period in one session :			Credits
	No. of Periods Per Week			Full Marks	:	50	
	L	T	P/S	Internal (PA)	:	15	02
	—	—	04	External (ESE)	:	35	

Rational & Objectives

Preservaion and Conservation of the Library Materials insure service to the Library stock as well as users. It starts from the Point of use and print and non print Moterial. The Present day innovation of Modern Technology has affered a mass problems for storage and Presentation of the Library material.

The Course has been Planed to train candidate for how to preserve Library Material under Library Home joh. So it is the most important part of Library service.

	Contents : Practical	Hrs	Marks
Unit-1	Preservation of print Material-Books, Periodicde, News, Pamphlet.		
Unit-2	Preservation of Non-Print Materials-Palmleaves, Manuicript, Fibers, Floppies.		
Unit-3	Hazards to Library Moterials and Control measures. Environmental Faston (Temperature, Humidity, Wrter, Light, air Pollution, Smoke, Dust etc.) Chemical Factors.		
Unit-4	Binding- Binding Process, standard for Library Binding.		
	Total		

ADVANCE LIBRARY CLASSIFICATION LAB

Subject Code 2041507	Practical			No of Period in one session :			Credits
	No. of Periods Per Week			Full Marks	:	50	
	L	T	P/S	Internal (PA)	:	15	02
	—	—	04	External (ESE)	:	35	

Rational & Objective

Arrangement of book and non book materials according to subject another time, place etc is the basic need at a library classification of reading material according to recognized devices have been incorporated in the classification theory paper. The methods are put in to practice in this chapter for the IIIrd and IV Semester student's classification accordingly to DDC 19th edition is practiced. Colon classification scheme is in range for V Semester students.

	Contents : Practical	Hrs	Marks

Unit-1	1. **Introducing various devices as enumerated in**
	    a. Colon Classification Scheme
	    b. Dewey Decimal Classification Scheme		

Unit-2	1. **Constructing number of complex and interdisciplinary titles according to**
	    a. Colon 6th ed
	    b. DDC 19th ed		

	2. **Practice of at least 200 complex title according to**
	    a. Colon 6th ed
	    b. DDC 19th ed		

ADVANCE LIBRARY CLASSIFICATION -TW

Subject Code 2041508	Term Work			No of Period in one session :			Credits
	No. of Periods Per Week			Full Marks	:	50	
	L	T	P/S	Internal (PA)	:	15	02
	—	—	04	External (ESE)	:	35	

Rational & Objective

Arrangement of books and non-book materials according to subject, author, time, place etc is the basic need of a library. Classifications of reading materials according to recognised devices have been incorporated in the classification theory paper. The methods are put in to practice in this chapter for the IIIrd and IV Semester student's classification according to DDC 19th edition is practiced. Colon classification scheme is in vogue for the V Semester Students.

	Contents : Term Work	Hrs/week	Marks
Unit-1	Classification of books & periodicals according to Colon 6th ed.		
Unit-2	Classification of 50 titles of one's own Institute Library.		
	Total		

IN OFFICE TRAINING & VISIT TO LIBRARY-TW

Subject Code 2041509	Term Work			No of Period in one session :			Credits
	No. of Periods Per Week			Full Marks	:	50	02
	L	T	P/S	Internal (PA)	:	15	
	—	—	4 Week Continuous	External (ESE)	:	35	

Rational and objective:

Preservation and Conservation of the Library Materials insures service to the library stock as well as users. It starts from the point of use o and print and non-print material. The present-day innovation of modern technology has offered a mar of problems for storage and presentation of the library materials.

The course has been planned to trained candidate for How to preserve Library Material under Library Home job. So, it is the most important part of Library Service.

	Contents -Term Work	Hrs	Marks
Unit-1	Preservation of print Material-Books, Periodide, News, Pamphlet.		
Unit-2	Preservation of Non-Print Materials-Palmleaves, Manuicript, Fibers, Floppies.		
Unit-3	Hazards to Library Materials and Control measures. Environmental Faston (Temperature, Humidity, Writer, Light, air Pollution, Smoke, Dust etc.) Chemical Factors.		
Unit-4	Binding- Binding Process, standard for Library Binding.		
	Total		

COURSE UNDER MOOCS /SWAYAM/OTHERS TW

Subject Code 2041510	Term Work			No of Period in one session :			Credits
	No. of Periods Per Week			Full Marks	:	50	
	L	T	P/S	Internal (PA)	:	15	01
	—	—	02	External (ESE)	:	35	