



UNIVERSITY OF CALCUTTA

Notification No. CSR/70/2025

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 24.09.2025, approved the new revised complete Syllabus of 4-year Honours and Honours with Research & 3-year MDC of Library & Information Studies under CCF, 2022.

The above shall take effect from the Odd semester examinations, 2025 and onwards.

SENATE HOUSE

Kolkata-700073

13.10.2025

Prof.(Dr.) Debasis Das

Registrar
REGISTRAR
UNIVERSITY OF CALCUTTA



UNIVERSITY OF CALCUTTA

Curriculum and Credit Framework (CCF)
For Undergraduate Program in
Library and Information Studies (LST)

3/4 - Year B.A./B.Sc. (Hons) , Hons Minors, Multi-Disciplinary
Courses, MDC Minors and IDC
in Library and Information Studies (LST)

- I Discipline Specific Core Courses (DSCCs)**
- II Hons Minor Course**
- III Multidisciplinary Courses (MDCs)**
- IV MDC Minor Courses**
- V Interdisciplinary Course (IDC)**



UNIVERSITY OF CALCUTTA

UG Curriculum and Credit Framework (CCF) Structure

I. 3/4 - Year B.A./B.Sc. (Hons) in Library and Information Studies

Discipline Specific Core Courses (DSCCs)

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

Sem-ester	Course Code	DSCC / Core	Credits (TH +P/TU/I/D)	Marks	Page
1	LSTM-DSCC1-1-TH/TU	Foundation of Librarianship	3TH+1TU	75+25	
2	LSTM-DSCC2-2-TH/TU	Reference Sources	3TH+1TU	75+25	
3	LSTM-DSCC3-3-TH/TU	Reference Service	3TH+1TU	75+25	
	LSTM-DSCC4-3-TH/TU	History of Books and Libraries	3TH+1TU	75+25	
4	LSTM-DSCC5-4-TH/TU	Bibliography	3TH+1TU	75+25	
	LSTM-DSCC6-4-TH/TU	Library Administration	3TH+1TU	75+25	
	LSTM-DSCC7-4-TH/TU	Classification I	3TH+1TU	75+25	
	LSTM-DSCC8-4-TH/TU	Information Awareness Program	3TH+1TU	75+25	
5	LSTM-DSCC9-5-TH/TU	Laws and Ethics of Librarianship	3TH+1TU	75+25	
	LSTM-DSCC10-5-TH/TU	Cataloguing I	3TH+1TU	75+25	
	LSTM-DSCC11-5-TH/TU	Marketing of Library Products and Services	3TH+1TU	75+25	
	LSTM-DSCC12-5-TH/TU	Computer Applications I	3TH+1TU	75+25	
6	LSTM-DSCC13-6TH/P	Classification II	0TH+4P	100	
	LSTM-DSCC14-6TH/P	Cataloguing II	0TH+4P	100	
	LSTM-DSCC15-6TH/P	Computer Applications II	0TH+4P	100	

7	LSTM-DSCC16-7-TH/TU	User Studies	3TH+1TU	75+25	
	LSTM-DSCC17-7-TH/TU	Document Writing and Editing	3TH+1TU	75+25	
	LSTM-DSCC18-7-TH/TU	Academic Library System	3TH+1TU	75+25	
	LSTM-DSCC19-7-TH/TU	Public Library System	3TH+1TU	75+25	
	LSTM-DSCC20-7-TH/TU	Special Library System	3TH+1TU	75+25	
8	LSTM-DSCC21-8-TH/TU	Research Methodology I Ψ	3TH+1TU	75+25	
	LSTM-DSCC22-8-TH/TU	Research Methodology II Ψ	3TH+1TU	75+25	
	LSTM-DSCC23-8-TH/TU	Archival Studies*	3TH+1TU	75+25	
	LSTM-DSCC24-8-TH/TU	Preservation and Conservation of Library Materials *	3TH+1TU	75+25	
	LSTM-DSCC25-8-TH/TU	Book Production*	3TH+1TU	75+25	
	LSTM-DSCC23-8-I	Research Internship**	3TH+1V	75+25	
	LSTM-DSCC24-8- D	Dissertation**	6TH+2V	150+50	

Ψ Research methodology two (02) courses are identical for both Hons and Hons with Research, * Only for Students opting Hons Course of Studies, ** Only for Students of Hons with Research course

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

Semester	Skill Enhancement Courses		Credits (TH +P/TU)	Marks	
1	LSTM-H-SEC-1-1-TH/TU	Soft Skills and Personality Development	3TH+1TU	75+25	
2	LSTM-H-SEC-2-2-TH/TU	Story Telling and Author Reading Circle	3TH+1TU	75+25	
3	LSTM-H-SEC-3-3-TH/TU	Book Publishing	3TH+1TU	75+25	

C. CCF Library and Information Studies (LST) Honours Course Structure

Semester	DSCC (Course x Credit)	Minors m1 & m2 (Course x Credit)	IDC (Course x Credit)	AEC (Course x Credit)	SEC (Course x Credit)	CVAC (Course x Credit)	Summer Internship (Cs x Cr)	Research Internship & Dissertation (Course x Credit)	Total
	25x4 = 100	(4x4)+(4x4)= 32	3x3 = 9	4x2=8	3x4 = 12	4x2 = 8	1x3 = 3§	(1x4) + (1x8) = 12	172
1	1x4=4 3TH+1P/TU	1x4=4(m1) 3TH+1P/TU	1x3=3 2TH+1P/TU	1x2=2 2TH+OP/TU	1x4=4	2x2=4			21
2	1x4=4 3TH+1P/TU	1x4=4(m1) 3TH+1P/TU	1x3=3 2TH+1P/TU	1x2=2 2TH+OP/TU	1x4=4	2x2=4			21
3	2x4=8 2x(3TH+1P/TU)	1x4=4(m2) 3TH+1P/TU	1x3=3 2TH+1P/TU	1x2=2 2TH+OP/TU	1x4=4				21
4	4x4=16 4x(3TH+1P/TU)	1x4=4(m2) (3TH=1P/TU)		1x2=2 2TH+OP/TU					22
5	4x4=16 4x(3TH+1P/TU)	2x4=8 (m1+m1) 2x(3TH+1P/TU)							24
6	3x4=12 3x(0TH+4P)	2x4=8 (m2+m2) 2x(3TH+1P/TU)							23
7	5x4=20 4x(3TH+1P/TU)								20
8	2x4=8ψ 2x (3TH+1P/TU)								08^
	For Hons Course* 3 x4=12 3x(3TH+1P/TU)								12*
	For Hons with Research**							1x4=4 1x(3TH+1V) 1x8=8 1x(6TH+2V)	12**
Credits	25x4=100* 22x4=88**	8x4=32 8x4=32	3x3=9 3x3=9	4x2=8 4x2=8	3x4=12 3x4=12	4x2=8 4x2=8	1x3=3 1x3=3	----- 3x4=12**	172
Marks	25/22x100=2500/2200**	8x100=800	3x75=225	4x50=200	3x100=300	4x50=200		3x100=300**	4300

Marks = 25 marks per credit. Total credits = 169 + 3 (for summer internship) =172. Minor courses (m1 & m2) are to be opted from two subjects of same broad disciplines as major. § Summer internship is to be taken either in semester 2 or 4 or 6. *For Students of only Hons Course of studies, **For Students of Hons with Research; All 5 DSCC/ core papers of semester 7 are identical for both only Hons* and Hons with Research** course. **Students need to do one research internship of 4 credits (100 marks) and one dissertation of 8 credits (200 marks) in the 8th Semester. Ψ Research methodology two (02) courses are identical for both Hons and Hons with Research and to be studied in the 8th Semester.

**D. Detail Syllabus : 3/4 Year B.A./B.Sc. (Hons) in Library and Information Studies
Discipline Specific Core Courses (DSCCs)**

Program Outcomes:

The curriculum of 3/4 Year B.A./B.Sc. (Hons) in Library and Information Studies is designed to give a student an overall idea about book, library, library materials and librarianship. It would cover references sources and services that encourage students to meet their queries. The course would also give an over view of library classification and cataloguing. In addition, some relevant concepts like book production & publishing, bibliography, library administration etc will also be covered in this course of study. The students would also get the ideas of academic, public and special libraries. To ignite research orientation among students as per NEP 2020, research methodology of UG level will also be covered. Ultimately a student will be prepared for higher studies in Library and Information Science to fit with the different higher studies courses of universities and institutes in India.

Semester 1

DSCC1- Foundation of Librarianship

Course Outcomes: After this course, students would

- get an idea of chronology of development of librarianship.
- know the contribution of library thinkers.

LSTM-DSCC1-1-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, Melvil Dewey.

Great Library Philosophers of India and Bengal: S R Ranganathan and R.N. Tagore, Harinath Dey, Rajendra Lal Mitra, Manindra Deb, Keshavan and Gayekward.

Semester 2

DSCC2- Reference Sources

Course Outcomes: After this course, students would

- Get knowledge about different types of reference sources.
- Learn about the contents of specific reference sources.

LSTM-DSCC2-2-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

DSCC 3 – Reference Services

Course Outcomes: After this course, students would

- Get knowledge about different types of reference services.
- Learn about the contents of specific reference services like abstracting services.

LSTM-DSCC3-3-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.

DSCC 4- History of Books and Libraries

Course Outcomes: After this course, students would

- Get idea about origin of libraries in abroad in India.
- Learn about the history of book and its future.

LSTM-DSCC4-3-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 India: 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 4

DSCC 5- Bibliography

Course Outcomes: After this course, students would

- Learn detail about the bibliography and its types.

LSTM-DSCC5-4-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.

DSCC 6- Library Administration

Course Outcomes: After this course, students would

- Learn about the organizational structure of a library.
- Get idea about the library budget and other similar issues.

LSTM-DSCC6-4-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.

DSCC 7- Classification I

Course Outcomes: After this course, students would

- Learn the concept of classification and library classification.
- Get idea about the contribution of eminent contributors.

LSTM-DSCC7-4-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 Special Isolates, Phase Relation

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

DSCC 8- Information Awareness Programme

Course Outcomes: After this course, students would

- Understand the value and nature of information.
- Get idea about the impact of information awareness campaign.

LSTM-DSCC8-4-TH/TU 3TH+1TU 100 = (TH:75 + TU:25)

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

Semester 5

DSCC 9- Laws and Ethics of Librarianship

Course Outcomes : After this course, students would

- Understand the LIS professional ethics.
- Get idea about the Delivery of Books (Public Libraries) Act etc.

LSTM-DSCC9-5-TH/TU

3TH+1TU

100 = (TH:75 + TU:25)

Library Philosophy: LIS profession, Professional ethics

Library legislation: Need and essential features, Library legislation in India with special reference to features of all the Acts, comparative study

Press and Registration of Books Act, Delivery of Books (Public Libraries) Act, Indian Copyright Act..

DSCC 10- Cataloguing I

Course Outcomes: After this course, students would

- Learn preliminary ideas of catalogue and cataloguing.
- Get idea about catalogue and bibliography.

LSTM-DSCC10-5-TH/TU

3TH+1TU

100 = (TH:75 + TU:25)

Library catalogue: definition, objectives, purpose, functions,

Kinds of Library Catalogue; Physical forms.

Catalogue entry elements, different entries and their usefulness;

Comparison: catalogue, bibliography and index; Problems of Indic Names.

DSCC 11- Marketing of Library Products and Services

Course Outcomes: After this course, students would

- Learn preliminary ideas of marketing concepts.
- Get idea about marketing principles in promoting library services and products.

LSTM-DSCC11-5-TH/TU

3TH+1TU

100 = (TH:75 + TU:25)

Concepts, definition, need and functions : Marketing in non-profit organisation; Marketing strategies
Library Product and service, cost-benefit analysis and cost effectiveness; Pricing: Influencing factors in
pricing, Techniques of pricing;

Various library products- Reviews, State of the art reports, technical Digest, and Trend Reports

Application of Marketing Principles in promoting library services and products.

DSCC 12- Computer Applications I

Course Outcomes: After this course, students would

- Learn preliminary ideas of computer and its applications.
- Get idea about concept of internet and communication.

LSTM-DSCC12-5-TH/TU

3TH+1TU

100 = (TH:75 + TU:25)

Computer: Type, Generation, Basic structure, Common terminologies, Number system (Binary, Octal, Decimal, Hexadecimal); Representational codes (ASCII, EBCDIC, UNICODE etc.); CPU Organization.

Computer components- hardware and software, I/O devices, Application Software, System Software.;
Concepts of Internet and email and other application software (Editor, Worksheet etc.), Operating systems:
single user and multiple user,

Semester 6

DSCC13- Classification II

Course Outcomes: After this course, students would

- Earn the practical idea of classifying simple books using DDC.

LSTM-DSCC13-6-TH/P

0TH+4P

100 = (TH:00 + P:100)

Classifying of Simple Book Titles using Dewey Decimal Classification, 23rd edition.

DSCC14- Cataloguing II

Course Outcomes: After this course, students would

- Earn the practical idea of level 1 of cataloguing using AACR2R.

LSTM-DSCC14-6-TH/P

0TH+4P

100 = (TH:00 + P:100)

Hands on practice on AACR2R (Level 1) using Anglo American Cataloguing Rules (AACR 2R), revised edition 1998.

DSCC15- Computer Application II

Course Outcomes: After this course, students would

- Earn the practical idea of using computer and application software.

LSTM-DSCC15-6-TH/P

0TH+4P

100 = (TH:00 + P:100)

Application software, programming language: Algorithm, Flowchart, Programming- BASIC, Python

Office Tools; File Organisation of database

Data Base Management Systems, and Relational Data Base Management, Advantages and Disadvantages, Preliminaries of Library Management Software.

Semester 7

DSCC16- User Studies

Course Outcomes: After this course, students would

- Understand user, user studies and use studies.
- Get idea about information seeking pattern of users.

LSTM-DSCC16-7-TH/P

3TH+1TU

100 = (TH:75 + TU:25)

User studies and Use studies: Meaning, scope, needs, types, trends, methods and techniques

Use of information and information resources in different types of libraries and information center, information dissemination and utilization studies; Reading habits in using information; Reading Circle.

Information seeking behavior of users: Purposes of seeking information; nature and types of information required; delegation of information gathering works; dependence on sources of information; inter-personal information – sharing. Information needs and digital environment

Survey of user study: component and area study.

DSCC17- Document Writing and Editing

Course Outcomes: After this course, students would

- Understand different types of books.
- Get idea about editorial functions.

LSTM-DSCC17-7-TH/P

3TH+1TU

100 = (TH:75 + TU:25)

Documents - books, articles, administrative reports, Abstracts (Indicative and Informative).

House style – spellings, punctuations, abbreviations, acronyms, quotation marks. Use of upper – lower case, foot notes, end notes, figures, index, glossary etc; Paragraph breaks, headings, sub-headings, referencing

Copyright – definition and issues, Piracy – definition and anti-piracy measures, Plagiarism – definition and measures,

Editorial functions- proof reading, layout, designing, image plan, illustrations, charts, maps, caption writing.

DSCC18- Academic Library System

Course Outcomes: After this course, students would

- Understand evolution of higher education in India.
- Get idea about resource sharing programs in academic library system.

LSTM-DSCC18-7-TH/P

3TH+1TU

100 = (TH:75 + TU:25)

The evolution of higher education in India. Development of academic library; role of UGC and other Bodies in promoting Academic Library; the teaching, service, collecting, preservation and access roles and function of Academic Libraries.

Resource sharing program; need and objectives; INFLIBNET: Academic Library Network and Consortia.

Role of professional associations of interest to academic libraries.; Literature of specific interest to academic libraries.

DSCC 19- Public Library System

Course Outcomes: After this course, students would

- Understand evolution of public libraries in India.
- Get idea about public library system in India.

LSTM-DSCC19-7-TH/P

3TH+1TU

100 = (TH:75 + TU:25)

Public Library: Basic Concepts, Public Library: Origin and Growth.

Public Library and Society. Agencies in the Promotion and Development of Public Library and role of RRRLF. DB Act 1956. National Library Policy and Library Legislation. Public Library System: Resource Development. Financial Resources Human Resources and Extensional services. Tiers of Public Libraries, Rural, District and Block Libraries. Organisational Structure of Public Library System, Local Pathagar and Mobile Library. Planning and Administration, Public Library Standards and Guidelines of UNESCO Library Manifesto Public Library in ICT era. Community library and information initiatives – meaning, nature, scope, welfare schemes

Public Library Scenario in India, UK, USA and Canada.

DSCC 20- Special Library System

Course Outcomes: After this course, students would

- Understand evolution of special libraries in India.
- Get idea about role of professional bodies in promoting special libraries.

LSTM-DSCC20-7-TH/P

3TH+1TU

100 = (TH:75 + TU:25)

Special library – meaning, purpose, types, structure, functions.

Features of special library – collection development, processing and organization, services.

Evolution of Special libraries and information centres ---CSIR, ICSSR, ICMR, Asiatic Society, Khuda Baux library, Sarswati Mohal Library.

Function, services and products of different categories of special libraries programs at the local, national and global levels.

Role of Professional bodies in promoting special libraries.

Semester 8

DSCC 21- Research Methodology I

Course Outcomes: After this course, students would

- Understand research and its types.
- Get idea about research designs.

LSTM-DSCC21-8-TH/P

3TH+1TU

100 = (TH:75 + TU:25)

Research - Meaning, Objectives, kinds – fundamental, basic, applied, types – historical, experimental, descriptive, survey, case study, other methods; Proposal writing.

Research designs – literature review, topic selection, research questions, objectives, hypothesis,

DSCC 22- Research Methodology II ψ

Course Outcomes: After this course, students would

- Understand research techniques and its types.
- Get preliminary idea about research data collection and analysis.

LSTM-DSCC22-8-TH/P

3TH+1TU

100 = (TH:75 + TU:25)

Research Techniques and collecting data - Observation, Questionnaire, Interview, Sampling-Types and techniques,

Data analysis, interpretation and report writing with citation style.

Research ethics, historical perspectives, ethical principles, ethical codes and guidelines, social impact

DSCC 23- Archival Studies*

Course Outcomes: After this course, students would

- Understand archive, archival materials etc.
- Get preliminary idea about management of archives and archival materials.

LSTM-DSCC23-8-TH/P

3TH+1TU

100 = (TH:75 + TU:25)

Principles of selection of archival materials, purpose of acquisition. Types of archival materials. Management of archives. Preliminary idea of classification and cataloguing of archival materials. Nature of records, life cycle of records. Ethical issues in record acquisition and handling. Institutional policy in acquiring records and handling.

DSCC 24- Preservation and Conservation of Library Materials*

Course Outcomes: After this course, students would

- Understand the concepts of preservation and conservation.
- Get preliminary idea Restoration of print, non-print and electronic materials.

LSTM-DSCC24-8-TH/TU

3TH+1TU

100 = (TH:75 + TU:25)

Preservation and conservation; Understanding the relationship between preservation management and appropriate conservation treatment; Restoration Factors for deterioration of information resource and curative measures. Mending, Binding, Housekeeping. Preventive and Restoration treatment.

Evaluation and application of appropriate and modern conservation treatments

Restoration of print, non-print and electronic materials. Conservation applications for library and archives, Preservation sections.

DSCC 25- Book Production*

Course Outcomes: After this course, students would

- Understand the concepts of manuscript preparation.
- Learn all about book production – paper types, proof reading and binding.

LSTM-DSCC25-8- TH/P

3TH+1TU

100 = (TH:75 + TU:25)

Manuscript Preparation: Subject selection, Author selection

Paper : Quality, Size and types – map litho, newsprint, art paper, white printing; weight and grammage decision on binding style, typesetting

Use of Various Software for layout and page design, formatting, font-size, gutter, margins, paginations, folio, book cover, jacket; file size, file format, storage capacity, Printing – sheet fed, web fed;

Proof reading : symbols, overall quality check,

Binding – materials; Publisher- printer- binder coordination; Embossing, Vanish, Lamination

DSCC 23- Research Internship**

Course Outcomes: After this internship, students would

- Understand and gain the practical idea on real life functioning and activities.

LSTM-DSCC23-8-I

3TH+1V

100 = (IR:75 + Viva:25)

Every student opted Hons with Research needs to undergo through an intensive Research Internship engaging themselves with a relevant Govt / non-Govt organisations decided by the college authority concern.

DSCC 24- Dissertation**

Course Outcomes: After this internship, students would

- Understand and gain the practical idea conducting a research and presenting them in a dissertation format with a proper analysis.

LSTM-DSCC24-8- D

6TH+2V

200 = (DR:150+ Viva :50)

Every student opted Hons with Research needs to carry out a research study on the topic decided by the college authority. A dissertation is to be produced and submitted out of this study within a stipulated date.

Ψ For students of both courses of only Hons course and Hons with Research course

** For Students of only Hons course*

***For Students of Hons with Research course*

Skill Enhancement Courses (SECs)

Semester 1

SEC1 Soft Skills and Personality Development

Course Outcomes: After this course, students would

- Develop their communication skills, public speaking etc,
- Understand the activities that proves one's personality.

LSTM-H-SEC1-1-TH/TU

3TH+1P/TU

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.

Semester 2

SEC2 Story Telling and Author Reading Circle

Course Outcomes: After this course, students would

- Develop their story telling capabilities that may be considered as communication strategy,
- Understand the keys to good story-telling.

LSTM-H-SEC2-2-TH/TU

3TH+1P/TU

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 media 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/dialog, chorus/music, decor and spectacle.

Storytelling and other aspects

Semester 3

SEC3 Book Publishing

Course Outcomes: After this course, students would

- Gain the idea of book publishing culture and book publishing industry.
- Understand the keys to book promotion.

LSTM-H-SEC3-3-TH/TU

3TH+1P/TU

100 = (TH:75+ TU:25)

History and culture of Book Publishing: Growth of book publishing in Pre and Post Independent India. 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 India.

Role of Government in promotion of the Book Publishing Industry – Role of National Book Trust, India; 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.

II. B.A./B.Sc. (Hons) Minor Course in Library and Information Studies **Curriculum and Credit Framework (CCF) Structure** **LST Minor for Hons Course**

A. LST Hons Minor Courses : (Total : 4x4 = 16 Credits)

Sem-ester	Course Code	DSCC / Core	Credits (TH +P/TU/I/D)	Marks	Page
I Or III	MLST-M1-MN1-1-TH/TU Or MLST-M2-MN1-3-TH/TU	Foundation of Librarianship	3TH+1TU	75+25	
II Or IV	MLST-M1-MN2-2-TH/TU or MLST-M2-MN2-4-TH/TU	Reference Sources	3TH+1TU	75+25	
V Or VI	MLST-M1-MN3-5-TH/TU & MLST-M1-MN4-5-TH/TU	Reference Service Bibliography	3TH+1TU 3TH+1TU	75+25 75+25	
	MLST-M2-MN3-6-TH/TU & MLST-M2-MN4-6-TH/TU	Reference Service Bibliography	3TH+1TU 3TH+1TU	75+25 75+25	

B. Detailed Syllabus: B.A./B.Sc. (Hons) Minor Course in Library and Information Studies Curriculum and Credit Framework (CCF) Honours Minor Courses

Program Outcomes :

The curriculum of Minor Course in Library and Information Studies is designed to be taught to students of BA/BSc (Hons). The course would give a student an overview on book, library, library materials and librarianship. It would cover references sources and services that encourage students to meet their queries. In addition, some relevant concepts like bibliography will also be covered in this course of study.

Semester 1 or Semester 3

MN1- Foundation of Librarianship

Course Outcomes: After this course, students would

- get an idea of chronology of development of librarianship.
- know the contribution of library thinkers.

(For Semester 1) **MLST-M1 – MN1-1-TH/TU 3TH+1P/TU 100 = (TH:75+ TU:25)**

OR (For Semester 3) MLST-M2 – MN1-3-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, Melvil Dewey.

Great Library Philosophers of India and Bengal: S R Ranganathan and R.N. Tagore, Harinath Dey, Rajendra Lal Mitra, Manindra Deb, Keshavan and Gayekward.

Semester 2 or Semester 4

MN2- Reference Sources

Course Outcomes : After this course, students would

- Get knowledge about different types of reference sources.
- Learn about the contents of specific reference sources.

(For Semester 2) **MLST-M1-MN2-2-TH/TU** **3TH+1TU** **100 = (TH:75+ TU:25)**

OR (For Semester 4) **MLST-M2-MN2-4-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 or Semester 6

MN 3 – Reference Services

Course Outcomes : After this course, students would

- Get knowledge about different types of reference services.
- Learn about the contents of specific reference services like abstracting services.

(for Semester 5) **MLST-M1-MN3-5-TH/TU** **3TH+1TU** **100 = (TH:75 + TU:25)**

Or

(for Semester 6) **MLST-M2-MN3-6-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.

MN 4- Bibliography

Course Outcomes: After this course, students would

- Learn detail about the bibliography and its types.

(for Semester 5) MLST-M1-MN4-5-TH/TU 3TH+1TU 100 = (TH:75 + TU:25)

Or

(for Semester 6) MLST-M2-MN4-6-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.

III. 3- Year B.A./B.Sc. Multidisciplinary Course (MDC) in Library and Information Studies

MDC LST Core Course Structure

A. Multidisciplinary Core Courses (MDCCs): (Total: 8x4= 32Credits)

Semester	Course Code	Course Name	Credits (TH +P/TU)	Remarks LST Opted as
1	MLST-MDCC1-1-TH/TU	Foundation of Librarianship	3TH+1TU	cc1/cc2
2	MLST-MDCC2-2-TH/TU	Reference Sources	3TH+1TU	cc1/cc2
3	MLST-MDCC3-3-TH/TU	Reference Service	3TH+1TU	cc1/cc2
4	MLST-MDCC4-4-TH/TU	Bibliography	3TH+1TU	cc1/cc2
	MLST-MDCC5-4-TH/TU	Readers and Reading Materials	3TH+1TU	cc1/cc2
5	MLST-MDCC6-5-TH/TU	Library Organisation	3TH+1TU	cc1/cc2
	MLST-MDCC7-5-TH/TU	Book Classification#	3TH+1TU	cc1
6	MLST-MDCC7-6-TH/TU	Book Classification#	3TH+1TU	cc2
	MLST-MDCC8-6-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)
1 or 2	MLST-MDSEC1-1-TH/TU or MLST-MDSEC1-2-TH/TU	Soft Skills and Personality Development	3TH+1TU

C. LST MDC Course Structure

Semester	CC1 (Course x Credit)	CC2 (Course x Credit)	Minor (Course x Credit)	IDC (Course x Credit)	AEC (Course x Credit)	SEC (Course x Credit)	CVAC (Course x Credit)	Summer Internship (Course x Credit)	Total
	8x4 = 32	8x4 = 32	(6x4) =24	3x3 = 9	4x2=8	3x4 = 12	4x2 = 8	1x3 = 3	128
1	1x4=4 3TH+1P/TU	1x4=4 3TH+1P/TU		1x3=3 2TH+1P/TU	1x2=2 2TH+OP/TU	1x4=4	2x2=4		21
2	1x4=4 3TH+1P/TU	1x4=4 3TH+1P/TU		1x3=3 2TH+1P/TU	1x2=2 2TH+OP/TU	1x4=4	2x2=4		21
3	1x4=8 2x(3TH+1P/TU)	1x4=8 2x(3TH+1P/TU)	1x4=4 3TH+1P/TU	1x3=3 2TH+1P/TU	1x2=2 2TH+OP/TU	1x4=4			21
4	2x4=8 2x(3TH+1p/TU)	1x4=4 2x(3TH+1p/TU)	1x4=4 3TH=1P/TU		1x2=2 2TH+OP/TU				22
5	2x4=8 4x(3TH+1P/TU)	2x4=8 4x(3TH+1P/TU)	2x4=8 2x(3TH+1P/TU)						29
6	1x4=4 1x(3TH+1P/TU)	2x4=8 1x(3TH+1P/TU)	2x4=8 2x(3TH+1P/TU)						20
Credits	8x4=32	8x4=32	6x4=24	3x3=9	4x2=8	3x4=12	4x2=8		128
Marks	8x100=800	8x100=800	6x100=600	3x75=225	4x50=200	3x100=300	4x50=200		Total =3200

Marks = 25 marks per credit. Total credits = 125 + 3 (for summer internship) =128. Summer Internship : as per respective CSR notification.

D. Detailed Syllabus : MDC Course in LST

Program Outcomes :

The curriculum of 3 Year B.A./B.Sc. MDC in Library and Information Studies is designed to give a student an overview on book, library, library materials and librarianship. It would cover references sources and services that encourage students to meet their queries. The course would also give an over view of book classification. In addition, some relevant concepts like bibliography, information etc will also be covered in this course of study.

Semester 1

CC1- Foundation of Librarianship

Course Outcomes : After this course, students would

- get an idea of chronology of development of librarianship.
- know the contribution of library thinkers.

MLST-MDCC1-1-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

Course Outcomes: After this course, students would

- Get knowledge about different types of reference sources.
- Learn about the contents of specific reference sources.

MLST-MDCC2-2-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

Course Outcomes: After this course, students would

- Get knowledge about different types of reference services.
- Learn about the contents of specific reference services like abstracting services.

MLST-MDCC3-3-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

Course Outcomes: After this course, students would

- Learn detail about the bibliography and its types.

MLST-MDCC4-4-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

Course Outcomes: After this course, students would

- Get idea about origin of libraries in ancient, medieval and modern period
- Know reader and reading materials of library.

MLST-MDCC5-4-TH/TU 3TH+1TU 100 = (TH:75 + TU:25)

Origin of Library 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

Course Outcomes: After this course, students would

- Get idea of organizational structure of a library.
- Get preliminary idea about library budget, library rules etc reader and reading materials of library.

MLST-MDCC6-5-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#

Course Outcomes: After this course, students would

- Get idea about classification in library books and different concepts
- Know different classification schemes.

MLST-MDCC7-5-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#

Course Outcomes: After this course, students would

- Get idea about classification in library books and different concepts
- Know different classification schemes.

MLST-MDCC7-6-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

Course Outcomes : After this course, students would

- Get idea about relation among library and information, information tools etc
- Know Impact of Information Awareness in libraries

MLST-MDCC8-4-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 MDCC7 paper will be offered either in Semester 5 or in Semester 6

E.Skill Enhancement Course

Semester 1 or Semester 2

MD SEC1 Soft Skills and Personality Development

Course Outcomes: After this course, students would

- Develop their communication skills, public speaking etc,
- Understand the activities that proves ones personality.

	MLST-MD-SEC1-1-TH/TU	3TH+1TU	100 = (TH:75 + TU:25)
Or	MLST-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.

IV. 3 Year BA/BSc MDC Minor Course in Library and Information Studies (LST)

Multidisciplinary Course : Structure of LST as Minor

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

Semester	Course Code	Course Name	Credits (TH +P/TU)	Remarks LST Opted as
3	MLST-MD-MC1-3-TH/TU	Foundation of Librarianship	3TH+1TU	minor
4	MLST-MD-MC2-4-TH/TU	Reference Sources	3TH+1TU	minor
5	MLST-MD-MC3-5-TH/TU	Reference Service	3TH+1TU	minor
	MLST-MD-MC4-5-TH/TU	Bibliography	3TH+1TU	minor
6	MLST-MD-MC5-6-TH/TU	Readers and Reading Materials	3TH+1TU	minor
	MLST-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	MLST-MD-SEC1-3-TH/TU	Soft Skills and Personality Development	3TH+1TU

C. Detailed Syllabus : MDC Minor Course in LST

Program Outcomes :

The curriculum of Minor Course in Library and Information Studies is designed to be taught to students of BA/BSc MDC course. The course would give a student an overview on book, library, library materials and librarianship. It would cover references sources and services that encourage students to meet their queries. In addition, some relevant concepts like library organisation will also be covered in this course of study.

Semester 3

MC1- Foundation of Librarianship

Course Outcomes: After this course, students would

- get an idea of chronology of development of librarianship.
- know the contribution of library thinkers.

MLST-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

Course Outcomes: After this course, students would

- Get knowledge about different types of reference sources.
- Learn about the contents of specific reference sources.

MLST-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

Outcomes: After this course, students would

- Get knowledge about different types of reference services.
- Learn about the contents of specific reference services like abstracting services.

MLST-MD-MC3-5-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.

MC 4- Bibliography

Course Outcomes: After this course, students would

- Learn detail about the bibliography and its types.

MLST-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

Course Outcomes: After this course, students would

- Get idea about origin of libraries in ancient, medieval and modern period
- Know reader and reading materials of library.

MLST-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

Course Outcomes: After this course, students would

- Get idea of organizational structure of a library.
- Get preliminary idea about library budget, library rules etc reader and reading materials of library.

MLST-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.

D. Skill Enhancement Courses (1x4=4 Credits)

Semester 3

SEC1 Soft Skills and Personality Development

Course Outcomes: After this course, students would

- Develop their communication skills, public speaking etc,
- Understand the activities that proves ones personality.

MLST-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

V. Inter Disciplinary Course (IDC) in Library and Information Studies (LST) for 3/4 Year BA/BSc (Hons) and Multidisciplinary Course : UG Program Inter Disciplinary Course (IDC) : Detailed Course

Semester 1 or Semester 2 or Semester 3

LST IDC Studies in Fundamentals of Librarianship

Outcomes: After this IDC course, a students would

- get an idea of relationship among library and society.
- know about the library materials and their use.
- know about some library services.

LSTD-IDC1-1/2/3-TH/TU

2TH+1TU

100 = (TH:75 + 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.

Course Structure and Syllabus in Library and Information Studies (Honours /Minor /MDC)

IMPORTANT:

1. The format of the syllabus follows the official format issued by the University.
2. Before viewing the syllabus it is strongly advised that the CU Course Structure and the Guidelines be read carefully.
3. DSCC: Discipline Specific Core Courses; Minor: Discipline-specific elective; SEC: Skill Enhancement Course; IDC: Inter-Disciplinary Course; CVAC: Common Value Addition Course. All the courses have two modules.
4. 1 credit: 25 marks. Calculation to be done accordingly. Correspondence of credit and class hours: according to the UGC rules, as adopted by the University. For credit of respective categories of courses (DSC, Minor, IDC and CVAC): see the top row of the syllabus.
5. 'Select References' in the syllabus may be complemented by relevant online material available in academic, legal and authentic websites. Cited texts in Bengali are not necessarily substitutes, but supplementary to the English books. If required, relevant books from the UGC-prescribed CBCS list may also be consulted.
6. Suggested DSCC/Minor tutorial-related segments: Any one of the following modes: i) Upto 1000 words for one Term Paper/upto 500 words for each of the two Term Papers/ equivalent Book Review/equivalent Comprehension/equivalent Quotation or Excerpt Elaboration. ii) Report Presentation/Poster Presentation/Field work--- based on syllabus-related and/or current topics (may be done in groups) [The modes and themes/ topics be decided by the concerned faculty of respective colleges.]
7. DSC/Core and Minor share the same courses and contents. However, the standard/s of question papers will differ between the two categories.

8. SEC (Discipline-specific: Democratic Awareness with Legal Literacy; Understanding the Legal System; Legislative Procedures and Practices): To uphold the basic spirit and objectives of the courses of this category, the UG BoS recommends to the University the following mode: 2 credit (50 marks) be allotted to the Theoretical part, and 2 credit (50 marks) to Tutorials based on report/essay/case history (within 800 words). The topics of the essays/reports are to have practical orientation, and they may be on any of the following: hypothetical case, contemporary events/issues/policies/programmes OR visit to an institution/organization/government department (such as court, Lok Adalat, Legal Aid Centre, NGOs or cybercrime cell) OR awareness-generating seminars/workshops. Topics of the essays/reports/seminars/workshops are to be decided by the teachers, based on the contents of the respective courses.
9. Further communication about any change may be made by the UG Board of Studies only on receiving specific instructions from the appropriate authorities of the University.