STATE BOARD OF TECHNICAL EDUCATION, BIHAR
Scheme of Teaching and Examinations for
IVᵀᴴ 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.	Library Personnel Management	2041401	03	03	10	20	70	100	28	40		03
2.	Book and Information Selection	2041402	03	03	10	20	70	100	28	40		03
3.	Reference and Information Sources	2041403	03	03	10	20	70	100	28	40		03
4.	Library Administration and Management	2041404	03	03	10	20	70	100	28	40		03
5.	Library Automation and Networking	2041405	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 (A+B)	Pass Marks in the Subject
					Internal (A)	External (B)		
6.	Book and Information Selection Lab	2041406	04 50% Physical 50% Virtual	03	15	35	50	20	02
7.	Library Automation and Networking Lab	2041407	06 50% Physical 50% Virtual	03	15	35	50	20	03
		Total: - 10					100		05

TERM WORK

Sr. No.	SUBJECTS	SUBJECT CODE	TEACHING SCHEME	EXAMINATION – SCHEME				Credits
			Periods per week	Marks of Internal Examiner (X)	Marks of External Examiner (Y)	Total Marks (X+Y)	Pass Marks in the Subject	
8.	Book and Information Selection (TW)	2041408	02	15	35	50	20	01
9.	Library Automation and Networking (TW)	2041409	02	15	35	50	20	01
10.	**Course Under Moocs /Swayam/ / Others (T.W)**	2041410	04	15	35	50	20	02
		Total: - 0 8				150		04
Total Periods per week Each of duration one Hours = 33						**Total Marks = 750**		**24**

LIBRARY PERSONNEL MANAGEMENT

Subject Code **2041401**	Theory			No of Period 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	

Rationale and Objectives

Library Personnel Management is increasingly getting integrated with the strategic Management at corporate level. At any Library sector Library Personnel Management and development has assumed great importance. Library Personnel Management has become a driving force in success of an enterprise.

The Management of Library Personnel is a very complicated and challenging task for those who are involved with successful running of an organization. This subject given Considerable Knowledge of Various aspect of Personnel "Management"

i.e. Administration, Training & development Accounting etc.

	Contents : Theory	Hrs	Marks
Unit -1	**Library Personnel Planning** 01.01 Manpower Planning - Benefits, Process; MBO.		
Unit -2	**Recruitment and Selection Process, Recruitment Policy** 02.01 Different Medias Likewise Advertisement, internet, etc.		
Unit -3	**Employee Training, Promotion and Development** 3.1 Three Terms: Training, Promotion and development 3.2 Definition between Training and Development. 3.3 Training methods and technique, On the job training, In-house training, Short term and Long term training.		
Unit -4	**Library Resource Accounting** 4.1 Need for Personnel Resource accounting. 4.2 Practice and Consequence. 4.3 Objective of LRA (Library Resource Accounting)		
Unit -5	**Library Resource Audit** 05.01 Objectives- Areas of Library Resource Audit- Books, Periodicals Library others Materials, grants & Donation.		
Unit -6	**Library Personnel Research** 6.1 Meaning of Research. 6.2 Characteristics of research 6.3 Types of Research 6.4 Objectives of Research		
	Total		

BOOK AND INFORMATION SELECTION

Subject Code 2041402	Theory			No of Period in one session : 60			Credits
	No. of Periods Per Week			Full Marks	:	100	03
	L	T	P/S	ESE	:	70	
	03	—	—	TA	:	10	
				CT	:	20	

Rationale

Recognition of the role of information as a vital input for development necessitates an adequate library and information infrastructure for the efficient and effective function of National development system. Such as a structure requires plans, design, organize, manage and operate a wide range of library and information centres. It is the tuff task to select appropriate information at appropriate time. This paper is to give suitable knowledge about area.

Objective

- To select appropriate Media.
- To Recognized each aspect.
- To processed it.
- To preserve it.
- To give appropriate and latest service.

Topic

- Book Selection
- Information Selection
- Source Selection
- Tools and techniques selection.
- Finance Selection
- Marketing of Information

Contents : Theory		Hrs	Marks
Unit -1	Book Selection: concept, elements Aims and utility.		
Unit -2	Information Selection- Concepts, elements, aims and utility		
Unit -3	Source Selection: Paper media, Non paper media and digital Media		
Unit -4	Tools and Techniques selection-software, internet, others.		
Unit -5	Finance Selection: Source, plans and Budget		
Unit -6	Marketing of Information		
	Total		

REFERENCE AND INFORMATION SOURCES

Subject Code 2041403	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	

Rationale and Objectives

The paper has been specially designed to train the candidates for rendering personal, expeditions and to the point answer right at the counter. Reference section of a library deals with its clients face to face therefore the man at this section should be always ready to help his clients in his document research. He should act as a Guide in the library and should be able to direct the reader to other sources of knowledge beyond the four walls of his own library.

Keeping in view of these expectations from a Librarian the following topics have been incorporated:

Contents : Theory		Hrs	Marks
Unit -1	**Reference Sources** 1.1　Definition, Purpose and Scope 1.2　Primary, Secondary and Tertiary Sources of Information 1.3　Non-Paper Media		
Unit -2	**Basic Reference Sources** 2.1　Dictionary: Subject, Language 2.2　Encyclopedia: General, Subject, Guide, Yearbooks, Almanac & Bibliography		
Unit -3	**Directories** 3.1　Geographical Sources, Biographical Sources, Current Events, News Summaries. 3.2　Contemporary Archives, Asian Recorder.		
Unit -4	**Qualities of Reference Librarian** 4.1　Academic and Human Qualities 4.2　Professional Qualities 4.3　Reference Librarian as personal friend and guide		
Unit -5	**Dealing with the Enquiries** 05.01　Long and Short Range and Anticipatory Enquiries		
Unit -6	**Development of Reference and Information Services** 6.1　Organization of Reference Section 6.2　Reference Work and Reference Service 6.3　Developments in India. 6.4　Needs and Achievements.		
	Total		

Recommended Books:-

SL	Title/Publisher	Author
1.	Reference Service and Bibliography.	Dr. S. R. Ranganathan

LIBRARY ADMINISTRATION AND MANAGEMENT

<table>
<tr><td rowspan="4">Subject Code
2041404</td><td colspan="3" align="center">Theory</td><td colspan="3">No of Period in one session :</td><td>Credits</td></tr>
<tr><td colspan="3" align="center">No. of Periods Per Week</td><td>Full Marks</td><td>:</td><td>100</td><td rowspan="3">03</td></tr>
<tr><td>L</td><td>T</td><td>P/S</td><td>ESE</td><td>:</td><td>70</td></tr>
<tr><td>03</td><td>—</td><td>—</td><td>TA</td><td>:</td><td>10</td></tr>
<tr><td></td><td></td><td></td><td></td><td>CT</td><td>:</td><td>20</td><td></td></tr>
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Rationale and Objectives

 Like all other commercial institutions, Management is the the key word in Library and Information Science. It demands a continuous managerial ability of a man at the controlling points.

The course structure has been designed to groom a candidate with the basis of management at this stage to incorporate planning, directing, organizing, staffing and the ability to coordinate the works of a library at every point.

	Contents : Theory	Hrs	Marks
Unit -1	**01** **Definition** 01.01 Definition, Functions of Library Management, Aims and Objectives of Library		
Unit -2	**2** **Library Authority and Committee** 2.1 Concept 2.2 Types, Formation of Committee, Functions of Committee 2.3 Meeting Procedures of Library Committee		
Unit -3	**3** **Library Rules** 3.1 Library General Rules 3.2 Library Hours 3.3 Enrolment Rules 3.4 Borrowing System/Inter- Library Loan System 3.5 Model Rules for Academics/Public/Special Libraries		
Unit -4	**4** **Book/Document Selection Policy** 4.1 Acquisition Policy 4.2 Routine Job for Document Selection 4.3 Routine Job for Acquisition of Ordinary Periodicals		
Unit -5	**5** **Circulation Method** 5.1 Kinds of Circulation Method 5.2 Browne System, Network System		
Unit -6	**6** **Library Finance** 6.1 Sources of Finance 6.2 Kinds of Budget, Account Maintenance		
Unit -7	**7** **Library Building and Furniture** 7.1 Building Planning and Implementation 7.2 Building Maintenance 7.3 Library Furniture and Fixtures		
	Total		

Recommended Books:-

SL	Title/Publisher	Author
1.	Library Administration	R. L. Mittal
2.	पुस्तकालय संगठन एवं प्रशासन	डॉ० आर० एस० पी० सिंह
3.	Modernization in Libraries	C. P. Vasistha
4.	Library Administration and Management	Dr. R. S. P. Singh

LIBRARY AUTOMATION AND NETWORKING

Subject Code 2041405	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	

Rationale and Objectives

The Course of Library Automation and Networking has been planned to train a candidate for the purpose of automated acquisition, technical processing, automated circulation, etc. Various library software available in the present day form the backbone of this training. One, among the available software should be taken up for training of automation and networking of libraries.

Automation of Library ensures automated service to the clients as well as automated in-house library work. Automation envisages training of knowledgeable technicians.

Contents : Theory		Hrs	Marks
Unit -1	**Library as a System**		
	1.1 Nature of Library System		
	1.2 Function of Library System		
	1.3 Characteristics of Library System		
	1.4 Differences with Office Automation		
Unit -2	**Automation of Library System**		
	2.1 Planning and Designing		
	2.2 Academic Library		
	2.3 Public Library		
	2.4 Special Library		
Unit -3	**Implementation**		
	3.1 Acquisition		
	3.2 Technical Processing		
	3.3 Cataloguing		
	3.4 Serial Control		
Unit -4	**Automation of Library Activities**		
	4.1 Information Retrieval		
	4.2 Membership Record Maintenance		
	4.3 Budget Control		
	4.4 Report Generation		
Unit -5	**Software for Automation**		
	5.1 Selection Criteria		
	5.2 Choosing Library Software Package		
	5.3 LYBSIS, SANJAY, SOUL, MATRIYA (any one)		
	5.4 Details about SOUL.		
Unit -6	**Networks**		
	6.1 Important Networks: ERNET, NICNET.		
	6.2 Need and Purpose		
	6.3 Library Networks: DELNET, INFLIBNET, CALIBNET.		
	6.4 Network Topology		
	6.5 Network Software		
	Total		

Recommended Books:-

SL	Title/Publisher	Author
1.	Library Automation	R. K. Rabindra Rao
2.	ग्रंथालय एवं सूचना विज्ञान	B. K. Sharma, C. Lal and K. Kumar

BOOK AND INFORMATION SELECTION LAB

Subject Code **2041406**	Practical			No of Period in one session :			Credits
	No. of Periods Per Week			Full Marks	:	50	02
	L	T	P/S	ESE	:	50	
	—	—	04	Internal	:	15	
				External	:	35	

Rationale and Objectives

Without practical student is not able to recognized his technology. The rational of the practical course content envisages treating in accordance with the present and future requirement of library and information service with the help of innovated technical findings of the present time.

Topic
- Familiar with tools.
- Hands on practice.
- Book and information Selection models.

	Contents : Practical	Hrs	Marks
Unit -1	Introduction of different selection tools: Reference tools, INB, BNB etc.	[ ]	
Unit -2	Preparing of techniques.	[ ]	
Unit -3	Hand on practice: 100 titles selection.	[ ]	
	Total		

LIBRARY AUTOMATION AND NETWORKING LAB

Subject Code 2041407	Practical			No of Period in one session :			Credits
	No. of Periods Per Week			Full Marks	:	50	03
	L	T	P/S	ESE	:	50	
	—	—	06	Internal	:	15	
	—	—	—	External	:	35	

Rationale and Objectives

      The rationale of the Practical course Content envisages treating in accordance with the present and future requirement of Library services with the help of innovated technical findings of the modern times.

Contents : Practical		Hrs	Marks
Unit -1	**Introduction to the software package** • Operating system		
Unit -2	**Hands on Practice** • LIBSIS, SOUL (any one) or any other Library software		
Unit -3	**Library Networking Model** • Bibliographic records formation • ISBD, ISSN		
	Total		

BOOK & INFORMATION SELECTION -TW

Subject Code 2041408	Term Work			No of Period in one session :			Credits
	No. of Periods Per Week			Full Marks	:	50	01
	L	T	P/S	Internal	:	15	
	—	—	02	External	:	35	

Rationale and Objectives

Rational Recognition of the role of information as a vital input for research and development each and every aspect of Nation depended actual information. It is the best selection of information is basic service. After aching greater idea the student should be able to selected media because introducing various Medias.

	Contents : Term Work	Hrs	Marks
Unit -1	Use of ICT.		
Unit -2	Use of Networking.		
Unit -3	Use of CAS.		
	Total		

LIBRARY AUTOMATION AND NETWORKING -TW

Subject Code 2041409	Term Work			No of Period in one session :			Credits
	No. of Periods Per Week			Full Marks	:	50	
	L	T	P/S	Internal	:	15	01
	—	—	02	External	:	35	

Rationale and Objectives

 The rational of the practical course content envisages treating in accordance with the present and future

requirements of Library Service with the help of innovated technical findings of the modern Time.

Curriculum

Sl. Topies
1. **Introduction to the software package**
2. **Hands on Practic.**
3. **Library Networking Model**

Contents : Term Work		Hrs	Marks
Unit -1	**Introduction to the software package** • Operating system		
Unit -2	**Hands on Practice** • LIBSIS, SOUL (any one) or any other Library software		
Unit -3	**Library Networking Model** • Bibliographic records formation • ISBD, ISSN		
	Total		

COURSE UNDER MOOCS /SWAYAM/ / OTHERS -TW

Subject Code	Term Work			No of Period in one session:			Credits
2041410	**No. of Periods Per Week**			**Full Marks**	**:**	**50**	**02**
	L	**T**	**P/S**	**Internal**	**:**	**15**	
	—	—	**04**	**External**	**:**	**35**	