

Sant Gadge Baba Amravati University, Amravati

As Per NEP 2020 Syllabus

Faculty: Humanities

Three Years- Six Semesters Bachelor's Degree Programme

B.A. I, Sem-II (Library & Information Science)

Course Code – 636201

Major Theory: Library Organization

Level	Sem ester	Course Code	Course Name	Credits	Teachin g Hours(p er week)	Total Teachin g Hours	Max Marks	Internal Marks	Total Marks
4.5	II	636201	Major Theory: Library Organization	4	4	60	60	40	100

Course Code – 636201

Major Theory: Library Organization

Course Objective	- To Understand the concept, principles, and functions of library organization. - To acquire knowledge of organizational structure and management of different types of libraries.			
Course Outcomes:	- Explain the principles, objectives, and functions of library organization. - Describe the organizational structure and administration of different types of libraries. - Apply collection development and technical processing procedures in libraries. - Organize and manage library sections and user services effectively. - Understand financial management, personnel management, and evaluation			
Unit System	Contents	Workload Allotted	Weightage of Marks Allotted	Exam Type & Marks
Unit I	Fundamentals of Library Organization - Meaning, Definition, Scope and Objectives of Library Organization. - Principles and Functions of Library Organization. - Library as an Organization. - Types of Libraries and Their Organizational Structure.	10 Hours	10 Marks	Theory-60 Internal Assessment-40 Marks Total Marks-100
Unit II	Library Administration and Management	10 Hours	10 Marks	

	• Principles of Library Management. • Planning, Organizing, Staffing, Directing and Controlling • Library Rules. and Regulations. • Library Committees.			
Unit III	Collection Development and Technical Processing • Collection Development Policy • Selection and Acquisition of Library Materials • Accessioning • Technical Processing of Documents	10 Hours	10 Marks	
Unit IV	Organization of Library Sections and Services • Acquisition Section. • Circulation Section. • Reference Section. • Periodicals Section.	10 Hours	10 Marks	
Unit V	Financial and Human Resource Management • Library Finance and Budgeting • Budget Preparation and Control • Human Resource Management • Library Statistics and Annual Report	10 Hours	10 Marks	
Unit VI	Modern Trends in Library Organization • Library Automation • Integrated Library Management Systems (ILMS) • Digital and Hybrid Libraries • Marketing of Library Services	10 Hours	10 Marks	
References:	• "Introduction to Information Science" by Blaise Cronin. • Ranganathan, S.R. (1931) The Five Laws of Library Science. • Taylor, Arlene G. & Joudrey, Daniel N. (2009), The Organization of Information. • S. R. Ranganathan – Library Administration. • P. S. G. Kumar – Library Administration: Theory and Practice.			

Sant Gadge Baba Amravati University, Amravati
 As Per NEP 2020
 Faculty: Humanities
 Three Years- Six Semesters Bachelor's Degree Programme
 BA–I, SEM-II (Library & Information Science)

Course Code–636262

Major/Minor Theory: Information, Knowledge & Society

Level	Semester	Course Code	Course Name	Credits	Teaching Hours	Exam Duration	Max Marks	Internal Marks	Total Marks
4.5	II	636262	Major/Minor Theory: Information , Knowledge & Society	4	4	3 Hours	60	40	100

Course Code–636262

Major/Minor Theory: Information, Knowledge & Society

Course Objectives	- To understand the fundamental concepts of information theory. - To develop a critical understanding of the role of information and knowledge in shaping societies, cultures, and individuals.			
Course Outcomes:	- Understand the nature and role of information in society. - Analyze the impact of information and communication technologies on individuals, organizations, and society. - Evaluate the ethical, social, and legal implications of information use. - Develop an understanding of the different types of knowledge and how it is created, shared, and used.			
Unit System	Contents	Workload Allotted	Weightage of Marks Allotted	Incorporation of Pedagogies
Unit I	Information and Society: Concepts - Introduction to data, Information & Knowledge. - Definition of data, Information. - Importance of Information. - Meaning and Types of Knowledge.	10 Hours	10 Marks	Interactive Lectures: 2. Problem Solving Sessions: 3. Flip- Class: a

Unit II	Evolution of Information • From oral traditions to digital technologies. • History of Information. • Impact of Technology on Information. • Relationship between Information and Knowledge	10 Hours	10 Marks	
Unit III	Types of Information. • Different types of Information. • Characteristic of Information. • Different Information Sources. • Nature and Flow of Information.	10 Hours	10 Marks	
Unit IV	Information and Knowledge Society • Evolution of Information Society. • Characteristics of Knowledge society. • Impact of Information technology on Society. • Impact of Information technology on Information production.	10 Hours	10 Marks	
Unit V	Information Sources and Services in Society • Types of Information Sources • Role of Libraries in Society • Information Services for Different User Groups • Social Role of Public, Academic and Special Libraries	10 Hours	10 Marks	
Unit VI	Knowledge Management and Emerging Trends • Concept and Need of Knowledge Management • Knowledge Creation and Sharing • Role of ICT in Knowledge Management • Future Trends in Information and Knowledge Society	10 Hours	10 Marks	

References:	• Library and Information Science by Pandey, D.K. • Strategic Business Development for Informaton Centres and Libraries by Nelke,Margareta. • Library and Information Center Management by Stueart, Robert D. Barbara B. Moran and Claudia J.Morner (2012). • Libraries and Society Role, responsibility and future in an age of Chhange by Evans,Wendy and David Baker.
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