# SYLLABUS

# Bachelor of Library and Information Science

# B.Lib.I.Sc

# BLIS

## Knowledge, Skills, Attitude, and Values

**Duration** : **One Year**
**Eligibility** : **Graduation in any decipline from recognised university.**

| PAPERS CODE | PAPERS NAME | INTERNAL | EXTERNAL | TOTAL |
|---|---|---|---|---|
| BLS101 | Library Information and Society- | 40 | 60 | 100 |
| BLS102 | Library Classification and Cataloguing Theory- | 40 | 60 | 100 |
| BLS103 | Library Classification theory- | 40 | 60 | 100 |
| BLS104 | Library Cataloguing theory | 40 | 60 | 100 |
| BLS105 | Information Resourcs product and services | 40 | 60 | 100 |
| BLS106 | ICT Application Library and Information sciences | 40 | 60 | 100 |
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| **BLIS07** | **Library Classification Practical** | **60** | **40** | **100** |
| **BLIS08** | **Library Cataloguing Practical** | **60** | **40** | **100** |
| **Total** | | **360** | **440** | **800** |

# B. Lib. I. Sc.

**Paper Name: Library, Information and Society**
**Paper Code:BLIS01**

Unit 1: Libraries, Concepts, Role and Types

- Definition, Types of Libraries: Public, Academic (School, College and University Libraries) Special, their Functions and Services.
- National Library of India
- Five Laws of Library Science and their Implementations

Unit 2: Modern Libraries

- Library Extension Services: Need, Objectives, Function and Methods.
- Library Public Relation: Purpose, Need and types
- Information Society: Definition, Evolution and Impact
- Knowledge Society: Concept, Definition and Characteristics

Unit 3: Library Development

- Growth and Development of Libraries in India
- Library Education in India
- Library Legislation: Need, Purpose and Objectives
- Press and Registration of Book Act, Delivery of Books and Newspapers Act

Unit 4: Library Profession and Association

- Library Profession: Characteristics and Functions
- Transformation of LIS Profession: Stages and Categories
- Library Association: Qualities, Objectives and Activities
- National Associations: ILA and IASLIC

Unit 5: Library and Information Organizations

- International Associations: ALA and CILIP
- Information Organizations: UNESCO, IFLA, ASLIB

- Professional Ethics: Definition, Objectives and Importance

**Paper Name: Library and Information Centers Management**
**Paper Code:BLIS02**

Unit 1: Management: Concept and Principles
- Definition, Need, and Scope of Management
- Scientific Principles of Management and their Applications to Libraries and Information Centers
- Function/Elements of Management (POSDCORB)
- Change Management: Concept, Types, Major factors and Steps for change management in libraries and information centres

Unit 2: Human Resource Development
- Job Description
- Job Analysis
- Job Evaluation
- Human Resource Planning

Unit 3: Financial Management
- Budgeting: Definition, Purpose, Functions and Techniques
- Methods of financial estimation
- Annual Report: Objectives and Contents
- TQM: Methods of measuring the quality, Requirements and implementation of TQM in libraries and information centres.

Unit 4: Library Sections and their work
- Routines and Work Flow of different Sections: Acquisitions, Serial Control (Periodical Section), Circulation (Register System, Unit card, Newark and Brown system), Maintenance Section, and Technical Section.

Unit 5: Physical Management and Library Operations

- Stock Verification: Methods, Write-off Policy and Procedures
- Weeding Out: Definition, Aims, Criteria and Weeding Process
- Library Building: Steps in Planning and Planning Principles
- Space Allocation

**Paper Name: Library Classification Theory**

**Paper Code:BLIS03**

Unit 1: Knowledge Organization

- Knowledge: Definition and Types
- Universe of Subject: Nature and Attributes
- Modes of Formation of Subjects
- Simple, Compound and Complex Subjects

Unit 2: Library Classification Theory

- Library Classification: Definition, Need, Purpose and Functions
- Cannons: Idea Plane, Verbal Plane and Notational Plane
- Fundamental Categories

Unit 3: National Techniques and Facet Sequence

- Notation: Definition, Types, Functions, Qualities and Techniques
- Facet and Facet Analysis: Meaning and Definition, Principles of Facet sequence
- Round and Levels

Unit 4: Classification Schemes

- Mapping and Structure of Subjects in DDC and CC
- Species of Library Classification Schemes
- Salient features of DDC and CC

Unit 5: General Feature of Classification Schemes

- Phase Relation in CC
- Mnemonics: Meaning and Types
- Isolate: Definition, Common and Special isolate in CC and DDC

- Devices in CC and DDC

**Paper Name: Library Classification theory**
**Code:BLIS04**

- Assigning Class Numbers representing Simple, Compound and Complex Subjects according to Colon Classification Rev 6th Ed and DDC 19th edition

 The question paper will consist of two independent parts one for colon classification and another for Dewey decimal classification.

**Colon Classification Part 1**

Q1. 8 titles out of 10 titles are to be classified (based on five fundamental categories, rounds, levels, systems and specials).

Q2. 5 titles out of 8 titles to be classified (titles with certain emphasis on the use of devices, common isolates, phase relations etc.)

Q3. Book Numbers
**Dewey Decimal Classification Part II**

Q1. 8 titles out of 10 titles are to be attempted (based on enumerated numbers, standard sub divisions, area tables and add devices).

Q2. 5 titles out of 8 titles to be attempted on the basis of use of table 3 to 7 and add devices.

**EC: Elective Course:**1

**Paper Name: Documentation in Information Services**
**Paper Code:BLIS05**

Unit 1: Documentation process and Facets

- Documentation: Meaning, Definition, Need, Works, Services
- Information: Definition, Need, Types, Characteristics
- Information Communication: Definition, Kinds, Elements and Problems

Unit 2: Indexing Systems

- POPSI
- PRECIS
- Uni term Indexing system
- KAWIC and KWOC

Unit 3: Abstracting and Indexing Services

- Abstracting Services: Abstract – Definition, Need and Types
- Abstracting Services and process
- Indexing: Purpose, Process and Indexing Languages
- Indexing Services: ICI and Web of Science
- Reprography Services: Definition, Importance and Micro reproduction

Unit 4: Information System

- International Information System: UNISIST and INIS
- National Information System: NISCAIR, DESIDOC and NESDOC

Unit 5: Information Activities and Services

- NKC (National Knowledge Commission) and RRRLF
- Thesaurus: Definition, Steps of Construction
- ISBN
- ISSN

**EC: Elective Course**:2

**Paper Name: Information Retrieval and Academic Libraries**
**Paper Code:BLIS06**

Unit 1: Information Retrieval

- Information Storage and Retrieval System: Overview, objectives and Types
- Evaluation of ISAR System
- Steps in Development of ISAR System

Unit 2: Database and Searching Tools

- Database: Definition, Characteristics and Types
- Hardware Related Threats and Security Measures
- Literature Search: Definition, Manual and Definition based Search process
- SWOT Analysis

Unit 3: Collection Development and its Tools

- Collection Development: Meaning, Nature and Selection Criteria
- Drury's, Dewey's, Mc Colvin's and Ranganathan's Principles
- Book Selection Tools: Current List, Bibliographies/Catalogues and Periodical Selection Tools.

Unit 4: Academic Libraries

- Definition, Types, Objectives and Functions
- Major commissions and Committees
- Important Programmes of the UGC for developing Academic Libraries
- Staff Formula

Unit:5 Library Cooperation and Consortia

- Library Cooperation: Definition, Need, Areas, Problems and Prospects
- Library Consortia in India: INDEST, FORSA, N-LIST, NKRC, IIM Consortia and ICMR e-Consortia

**Paper Name: Library Classification**

**Practical   Paper Code:BLIS07**

Unit 1: Cataloguing Principles

- Cataloguing: Origin, Definition, Need, Purpose
- Types of Cataloguing and Physical forms
- Laws and Canons of Cataloguing
- Origin and features of CCC and AACR-II catalogue code

Unit 2: Entry Elements, Filing Rules and Subject Headings

- Structure of main entry in CCC and AACRC-II
- Kinds of entries in CCC and AACRS-II
- Lists of subject Headings: Types, Uses and Limitations
- Sear's List & LCSH: Objectives, Structure and Format

Unit 3: Subject Cataloguing: Union Catalogue and NBM

- Subject Cataloguing: Definition, Aims and Types
- Various sources of information for Cataloguing
- Forms of Centralized and Cooperative Cataloguing
- Union Catalogue: Definition, Need, Function and Compilation
- Non- Book Material: Nature, Characteristics and Problems in Cataloguing

Unit 4: Standards of Bibliographic Descriptions

- FRAD: Objectives, Scopes and Model
- GARR: Purpose and Structure
- RDA (Resource description and Access): Features and Sections
- ISO2709: Structure, Z39.50 Data areas, Z39.71 Colon Principles
- ISBD: Objectives and Types

Unit 5: Bibliographic Record formats and other aspects

- Bibliographic records format – MARC and MARC-21
- CCF: Purpose, Uses and Structure
- Meta Data Standards (Dublin Core): Elements and Types

**Paper Code:BLIS08**
**Paper Name: Library Cataloguing (Practical)**
Operating Systems: MS DOS: Commands; Windows- Basic features.
Creating, editing, copying, moving and deleting files and directories,
Folders. MS Words MS Excel; Power Point Presentation. Web page
designing and Internet Searching

**Paper Code: BLIS08**
**Paper Name: Library Cataloguing (Practical)**
Practical Cataloguing of under mentioned types of documents for a
Classified Catalogue and a Dictionary Catalogue by using Classified
Catalogue Code (Latest edition with amendments) for the former and the
Anglo-American Cataloguing Rules-2 (1978) along with Sears List of
Subject Headings for the latter.

1       Books involving personal authorship with shared responsibilities and
series in note.
2       Books involving corporate authorship
3       Books involving Pseudonymous authors
4       Books requiring titles as heading
5       Composite books
6       Multi-volume books
7       Periodical publications
Note:
Complicated periodicals, pseudo series and author merged title are to be
excluded. This paper will have 5 titles.
First 2 Titles will be catalogued according to CCC (ed.5 with amendments).
Next 2 Titles will be catalogued according to AACR-2 (1978)

Fifth 2 Titles will be simple periodical to be catalogued either by CCC or AACR-2.

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