

DEPARTMENT OF LIBRARY & INFORMATION SCIENCE
Ch. Charan Singh University, Meerut

SYLLABUS

OF

BLISc. Course

Effective from

Session 2009-2010

BACHELOR OF LIBRARY & INFORMATION SCIENCE
(BLISC)

(One Year Degree Programme)

COURSE CONTENTS
Effective from 2009-2010

Paper No	Paper Code	Paper Title	Internal Marks	Exam Marks	Total Marks
I	BLS 101	Library and Society	25	75	100
II	BLS 102	Library Management	25	75	100
III	BLS 103	Library Classification (Theory)	25	75	100
IV	BLS 104	Library Cataloguing (Theory)	25	75	100
V	BLS 105	Reference Service and Information Sources	25	75	100
VI	BLS 106	Information Storage and Retrieval	25	75	100
VII	BLS 107	Library Classification (Practical)	25	75	100
VIII	BLS 108	Library Cataloguing (Practical)	25	75	100
IX	BLS 109	Application of IT in Libraries	25	75	100

Paper I
Course Title : Library and Society

Paper Code : B.Lib. 101

Objective of the Course : To introduce the concept of the philosophy of librarianship to the students, basic principles and Laws of Library Science, Types of Libraries and Role of Library Associations in the development of Libraries.

Unit	Contents of the Course	No.of Lectures
I	Changing concept of Modern Library , Social functions of libraries, Five Laws of Library Science, Library services in Adult Education Programme. Impact of IT on Society.	20
II	History of libraries with special reference to India and UK , Library Education in India and UK, Library legislation in India.	15
III	Types of libraries their organization and functions , Public libraries , Academic libraries, Research and Technical libraries , National library of Indian , Library resource sharing and networks, Inter – library loan and extension service	20
IV	Role of activities of Library Association : IFLA, ILA, IASLIC, ALA and LA in the development of libraries, UGC and the development of University and College libraries, Role of UNESCO in the development of libraries.	20
V	Book Selection principles & policies, Delivery of Books Act, IPR, Press and Regulation Act of Periodicals.	15

Total No. of Lectures : 90

Paper II

Paper Code : B.Lib. 102

Course Title : Library Management

Objective of the Course : To introduce the concept of the General principles of administration and management, functions of various sections of library. Library finance and budget, stock verification methods and role of librarian.

To educate the students in fundamental laws of Library Science and professional ethics.

- i) To provide knowledge of acquisition, organization, processing, managing and dissemination of knowledge.
- ii) To develop skills to understand and appreciate the basic function and objective of libraries.

To train the students in providing knowledge of computer application in libraries

Unit	Contents of the Course	No.of Lectures
I	General principals of administration and management their applications to libraries, Organisational structure their outlines and functions of various sections of library : Acquisition, Circulation , Technical and Periodical.	20
II	Library authority and Library committee, Library finance, Budget : importance, structure, principles and qualities.	15
III	Personal management, Recruitment and training, Job supervision, Staff formula and Staff manual, Library rules and regulations.	20
IV	Annual report, Stock verification, Library statistics.	15
V	Preservation of library material and Library binding. Library building and Planning, Role of librarian and Architect, Furniture and fittings.	20

Total No. of Lectures : 90

Paper III

Paper Code : B.Lib. 103

Course Title : Library Classification (Theory)

Objective of the Course : To introduce the concept of various schemes of Library Classification, Planes and Canons, Principles of Helpful Sequence, Devices in Classification and Mnemonics. Recent trends in Library Classification.

Unit	Contents of the Course	No.of Lectures
I	Library classification : its need and purpose, Knowledge classification and Book classification, Species of Classification : Enumerative,	20

	Almost enumerative, Almost faceted, Rigidly faceted, Freely faceted, Introduction to DDC and Cc.	
II	Planes and their canons, Principles of Helpful sequence and their application in the arrangement of classes and isolates in any array.	15
III	Five fundamental categories, Concept of rounds and Levels, Device in classification : Subject device, Chronological device, Geographical device. Alphabetical device, Super – imposition device.	20
IV	Common isolates : Space and Time isolate, Systems and Specials, Notation : qualities, types and functions, Mnemonics : meaning, purpose and types.	15
V	Concept of Book Number and Collection Number, Comparative study of DDC and CC, Postulational approach, Step in classification , Recent trends in Library classification.	20

Total No. of Lectures : 90

Paper IV Library Cataloguing (Theory)

Unit I Library Catalogue : its need and purpose, History and evolution of Library catalogue , Developments of catalogue Codes.

Unit II Requirements of Goods catalogue, Forms of Library catalogue : Outer forms and inner forms, advantages and disadvantages; their suitability for different types of libraries.

Unit III Types and function of Entries, Unit card and machine readable cards, Comparative study of Classified Catalogue Code and AACR II in relation to Personal authorship, Corporate authorship, Pseudonyms, Simple Periodicals.

Unit IV Subject Cataloguing : concept, importance and general principles, Methods of assigning Subject Headings : Chain procedure, Sear's List of Subject Headings , Rules for filling entries.

Unit V Modern developments in Library Cataloguing and revision of rules, Normative principles and recommendations of ICCP, Centralised and cooperative cataloguing, Union cataloguing, Union cataloguing Planning and organization of Cataloguing department.

Paper V Reference Services and Information Sources

- Unit I Concept of Reference and Information Service : definition, need, kinds and purpose, Organisation of Reference Department, Five Laws and Reference Service, Initiation and Role of Reference Librarian.
- Unit II Kinds of Information sources : primary, secondary and tertiary sources Search technique, Criteria of evaluation of reference sources.
- Unit III Encyclopedias : definition, general and special encyclopedias : scope , purpose Year Books, Almanacs and current sources (evaluation of two sources in each category).
- Unit IV Bibliographic sources : purpose and scope , Language sources : purpose and scope , General and special dictionaries, Biographic sources, Geographical sources their purpose and scope (evaluation of two sources in each category).
- Unit V Classification of Reference quarries , Directive types, Bibliographical sources Index and abstracts, Background sources, Geographical sources, Directories, Year Books, Source of statistics.
Note : Objective type questions are to be sent under this unit.

Paper VI Information Storage and Retrieval System

- Unit I Information science : definition , importance ,scope, need and functions, Documentation : definition ,importance, aims and objectives , Brief history of documentation, Elementary idea of information service, CAS, SDI, Trend report.
- Unit II Index indexing, Indexing language, Subject indexing, pre – coordinate indexing, Post - coordinate indexing system , Five representative national and international service.
- Unit III Abstract and abstracting : scope and importance, Types of abstract , Use of abstract, How to prepare abstract and their bibliography information . Elementary idea of Indian Science abstract , Chemical abstract , Biological abstract and their indexes.
- Unit IV Online service and how to access them , Computer application in information retrieval, Video disc and compact disc, Dissemination of knowledge and information.
- Unit V Brief idea about concept and structure of importance institutions, systems, services and network viz. NISCAIR, NASSDOC, DESIDOC, UNISIST, INIS, AGRIS, MEDLARS, DIALOG, NICNET, Bibliographic control.

Paper VII Library Classification (Practical)

Classification of documentation by Dewey Decimal Classification (19th Edition) and Colon Classification (6th Revised Edition).

- Part 1 Documentation in this part are to be classified according to Dewey Decimal Classification Scheme (19th Edition). This part contains 30 marks.
- Part 2 Documents in this part are to be classified according to Colon Classification Scheme (6th Revised Edition). This part contains 30 marks.
- Part 3 Documents in this part are to be classified according to both Dewey Decimal Classification Scheme (19th Edition) and Colon Classification Scheme (6th Revised Edition). This part contains 15 marks.

Paper VIII Library Cataloguing (Practical)

Documents are to cataloguing according to Classified catalogue Code (5th Edition with amendments) and AACR II. In CCC Class Index Entries will be prepared through Chain procedure .In AACR II, Subject entries will be prepared according to Sear's List of Subject Headings. Candidates will be required to catalogue fully FIVE titles in all, TWO by CCC and THREE by AACR II or vice versa.

Note : The practical Class recorde of the items catalogued of the items catalogued and entries made will be maintained by each student. The Class record duly checked by the teacher is to be produced at the time of practical examination. The question paper will consist of two parts.

Part A : This part is to be catalogued according to CCC.

Part B : This part is to be catalogued according to AACR II.

Paper IX Application of IT in Libraries

- Unit I Introduction to Computers : Computer systems : composition and components, computer system organization, Hardware, Software, Softwares : types and applications , Proprietary & Open source, MS – DOS and MS Office, Programming languages, generation, translators.
- Unit II Libraries and Softwares : software packages, application software, Library automation software packages, Application of library automation software packages in Libraries, Criteria for selection of Library automation software packages.

Unit III	Internet : Internet and Intranet, features, applications, browsing and web browsers, search engines : ISDN, OSI.
Unit IV	Networking and Telecommunication : Network Media, UTP , Optical fibre, Network interface card, hub, router, modem, Types of Networks : LAN, MAN, WAN, Network topologies.
Unit V	Digital libraries : various components, artificial intelligence, Expert systems, Online database searching, Hypertext, Hypermedia and Multimedia.

MLISc Master of Library & Information Science (intake 30)

One year full time course after Bachelor of Library and Information Science leading to the degree of Master of Library and Information Science. The objectives of the course are :

- i) To introduce to the students the concept of knowledge and its various facets.
- ii) To provide knowledge of development of subjects and their formation.
- iii) To trace the trends of knowledge development in various disciplines.
- iv) To train the students in the advanced skills of information technology and its role in information processing and retrieval.
- v) To inculcate knowledge and skills for analysis, planning and management of libraries and information centers.
- vi) To provide depth knowledge of library software packages and their application in information handling.
- vii) To provide an understanding of research methods and various types of researches.

Eligibility Condition B.Lib.Sc or BLISc with 50% marks in aggregate from this university or any other university recognized by UGC.

SYLLABUS

Paper I Knowledge , Information and Communication

Unit I	Information : characteristics , nature , value and use ; Conceptual difference between data , information and knowledge ; Communication of information ; Information generation ; Communication process , Channels, models and barriers ; trends in Scientific communication.
Unit II	Knowledge : definition, kinds of knowledge, growth of knowledge, implication of knowledge for development of libraries. Universe of subjects : formation, structure and development of subjects.

- Unit III Information science : definition, scope and objectives ; information science historical background, relationship with other subjects; information science as discipline and its relationship with other subjects ; Information society : genesis, characteristics , implications ; Changing role of library and information centers in society.
- Unit IV Information industry : generators, providers and intermediaries : Intellectual Property Right Acts; Concept of freedom : censorship data security and fair use; National and international programmes and policies on IT.
- Unit V Knowledge Management : definition, concept, need and basic tools : Knowledge management systems : basic components ; Approaches in Knowledge management Trends in Knowledge management, Role of information manager.

Paper II Knowledge Organization

- Unit I Development of general theory of classification ; Classificatory principals from the 19th century to the present ; Mapping of universe of knowledge : problems ; Categorization of isolates : historical perspectives and modern trends.
- Unit II Mapping of Universe of subjects in CC , UDC and DDC ; Features of special classification schemes.
- Unit III Contributions of Cutter, Lubetzky, Ranganathan in the field of Cataloguing ;Layout and rules for the Union Catalogues of books. Periodicals ; Indexing and abstracting Journals and National bibliographies ; Study of Local, National and International Union Catalogues.
- Unit IV Online cataloguing : OPAC and Web OPAC ; Subject Cataloguing : definition and general principals ; Choice and rendering of Subject Headings : LCSH.
- Unit V Comparative study of UNIMARC & MARC21 ; Comparison of CC & UDC with regards to common subdivision and indicator digits ; Recent trends in classification ; automatic classification, classification in online systems, Web Dewey ; Design methodology of classification scheme.

Paper III Information storage and retrieval

- Unit I Abstract and abstracting : concept, procedure of abstracting ; Guidelines in preparing abstracts ; Principal of abstracting (canons) ; Auto abstracting ; Criteria of abstracting services in general.
- Unit II Index and Indexing : concepts and types, principals of indexing ; Subject indexing ; Pre- coordinate indexing system ; Post coordinate indexing systems ; Chain indexing ; Citation indexing.

- Unit III Special types of indexing : KWIC, KWAC, KWOC etc. Indexing languages ; Thesaurus ; Thesaurofacet ; Construction of IR Thesaurus.
- Unit IV Feature of IR system ; Information retrieval models; strategies : manual, Machine; Evaluation of IR systems ; Trends in IR.
- Unit V Information products : nature , concept , types ; Design and development of information products ; Marketing of information products.

Paper IV Research Methodology and Statistical Methods

- Unit I Research : concept, meaning, need, purpose ; Types of research : Hypothesis : definition, characteristics, functions, forms and importance ; Research design :concept and types; Identification of problem.
- Unit II Research methods : Scientific method : definition, characteristics, process, Spiral of scientific method; Historical method : definition, steps, scientific method vs historical method; Descriptive method : meaning, assessment , evaluation , job analysis , Trend analysis.
- Unit III Research techniques : Questionnaire : print and electronic form ; Quantitative and qualitative studies ; interview ; observation ; library records and reports ; sampling techniques.
- Unit IV Data analysis and interpretation ; Descriptive statistics ; Measures of central Tendency ; Mean ; Mode ; Median ; Measures of dispersion : variance and Covariance ; Standard deviation ; Graphical representation of data ; bar graph; Pie graph ; histograms ; Correlation : Z – T test ; Chi square test.
- Unit V Bibliometrics ; Scientometrics ; Infometrics and Webometries : concepts and Definition : Bibliometric Laws : Bradford : Zipf : Lotka ; Citation analysis ; Research report ; Structure, Style, contents , guidelines.

Paper V Information Technology (Theory)

- Unit I Introduction to computers : general model of computer system ; Brief Description of various components of computer; Input and Output devices Classification of computers ; Hardware and Software.
- Unit II IT and libraries ; Representing data in a computer : ASCII, EDCDIC; Programming languages : generations ; Software packages ; Operating Systems, application software ; Criteria for selection of application Software ; Multimedia : elements and its application in libraries.

- Unit III Library automation software packages : CDS/ISIS, WINISIS, Libsys, SOUL , Alice for windows, VTLS, TLMS; Application of library software Packages in various library operations and services.
- Unit IV Telecommunication and networking ; Network Media : UTP, Optical fibre element, network interface card, Hub, Router, Modem ; Types of network : LAN, MAN, WAN and their applications in library networks ; Network Typologies : Bus , Star, Ring , Token ring ; Internet and intranet : basic feature and applications.
- Unit V Digital libraries : genesis, Definition , objective and scope ; Strong media Formats : ISO 9660 , DVD ; Software and Hardware for digital libraries :Data warehousing ; Data mining ; Meta data ; Artificial intelligence and Expert systems ; Online searching of databases : MEDLINE , DIALOG,OCLC.

Paper VI Information Technology (Practical)

Note : This paper will be of 100 marks out of which 20 marks will be allotted for internals and 80 marks (including 20 marks for viva voce) will be allotted for annual examination. The annual examination will be conducted by one external examiner and one internal examiner to be appointed by the university. The duration of the examination would be of 3 hours. The practical question will be set to check IT skills in the following areas :

1. Creation of database using CDS/ISIS or WINISIS ,
2. Use of library software packages for in – house operations, Bar Code generations , membership cards , machine readable catalogue cards.
3. CD – ROM & Online searching ,
4. Internet searching ,
5. Web page design and creation for a library centre.

Paper VII Information Sources and Systems

- Unit I Science : definition, terminology, scope ; Information systems : component Of Information systems, Sectoral, regional and National Information systems in India.
- Unit II Information sources : types, need and purpose ; Primary sources, secondary sources, tertiary sources in the field of Natural Science and Social Sciences.
- Unit III Information systems and Networks : need and purpose, study of information Systems and networks : INIS , AGRIS , MEDLARS , UNISIST.
- Unit IV Major activities of important research organization in the growth of Social Sciences with special reference to India , UK and USA.

Unit V Major activities of important research organization in the growth of Natural Sciences with special reference to India , UK and USA.

Paper VIII Dissertation

Note : This paper will consists of areas such as annotated subject bibliography, Bibliometric studies ,case studies , survey ,trend report etc The dissertation on any one of the above theme will be submitted before the commencement of annual examination and will be evaluated by an external examiner. It will carry 75 marks.

Paper IX Viva – Voce

Viva voce examination will be of 25 marks. This will be conducted by a group of three members consisting of Head of the department/ Coordinator, External examiner and the supervisor.

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- iii) To provide knowledge of acquisition, organization, processing, managing and dissemination of knowledge.
- iv) To develop skills to understand and appreciate the basic function and objective of libraries.

To train the students in providing knowledge of computer application in libraries

