

## Bachelor of Library and Information Science (BLISc)

### FIRST SEMESTER

<b>Paper</b>	<b>Paper Code</b>	<b>Paper Title</b>	<b>Internal Marks</b>	<b>Exam Marks</b>	<b>Total</b>
I	BLS - 101	Foundations of Library and Information Science	20	80	100
II	BLS - 102	Library Classification (Theory)	20	80	100
III	BLS - 103	Library Cataloguing (Theory)	20	80	100
IV	BLS - 104	Library Classification (Practical)	20	80	100
V	BLS - 105	Library Cataloguing (Practical)	20	80	100
		<b>Total</b>	<b>100</b>	<b>400</b>	<b>500</b>

### SECOND SEMESTER

<b>Paper</b>	<b>Paper Code</b>	<b>Paper Title</b>	<b>Internal Marks</b>	<b>Exam Marks</b>	<b>Total</b>
VI	BLS - 201	Management of Libraries and Information Centers	20	80	100
VII	BLS - 202	Information Sources and Services	20	80	100
VIII	BLS - 203	Information Processing and Retrieval	20	80	100
IX	BLS - 204	Library and Information Technology (Theory)	20	80	100
X	BLS - 205	Library and Information Technology (Practical)	20	80	100
		<b>Total</b>	<b>100</b>	<b>400</b>	<b>500</b>

## Paper – BLS 101

### FOUNDATIONS OF LIBRARY & INFORMATION SCIENCE

**Max. Marks: 100**

**Internal assessment: 20 Marks** (2 Tests –10 Marks each)

**Theory: 80 Marks**

**Time: 3 Hours**

**Note:** The paper will be divided into Three Sections A, B and C.

**Section A** will consist of *Five* Short Answer Type questions not exceeding 75 words. The examinee will attempt all questions. Each question carries 3 marks.

**Section B** will consist of *Three* questions not exceeding 200 words. The examinee will attempt *Two* questions. Each question carries 10 marks.

**Section C** will consist of *Five* questions in detail. The examinee will attempt *Three* questions. Each question carries 15 marks.

**Methodology:** Lectures, self study, case studies, assignments, experimental learning exercises.

#### **Unit – I: Essentials of Library and Information Science**

- Librarianship as a Profession
- User Education
- Extension Service
- Library Building

#### **Unit – II: Conceptual framework and history of libraries**

- Social foundation of Libraries
- History of Libraries
- Development of libraries in India, U.S.A. and Britain
- Five Laws of Library Science
- Types of Libraries

#### **Unit – III: Laws relating to libraries and information centers and Associations**

- Library Legislation - Need and essential Features
- Library Acts in India
- Intellectual Property Right
- Role and contribution of National Organizations such as UGC, ILA, IASLIC
- Role and contribution of International Organizations such as LA, ALA, IFLA, FID, UNESCO, ASLIB in the growth and development of Libraries.

#### **Recommended Books**

1. Jafferson, G: Library Cooperation. London : Andre Deutsch, 1977
2. Kent, Allan: Resource sharing in libraries. New York: Dekker, 1974.
3. Khanna, JK: Library and Society. Kurukshetra: Research Publications, 1987.
4. Pandey, SK Sharma: Libraries and Society. New Delhi: Ess Ess, 1992.
5. Ranganathan, SR: The Five Laws of Library Science. Bangalore: Sarda Ranganathan Endowment for Library Science, 1988.

## Paper – BLS 102

### Library Classification (Theory)

Max. Marks: 100

**Internal assessment: 20 Marks** (2 Tests –10 Marks each)

**Theory: 80 Marks**

**Time: 3 Hours**

**Note:** The paper will be divided into Three Sections A, B and C.

**Section A** will consist of *Five* Short Answer Type questions not exceeding 75 words. The examinee will attempt all questions. Each question carries 3 marks.

**Section B** will consist of *Three* questions not exceeding 200 words. The examinee will attempt *Two* questions. Each question carries 10 marks.

**Section C** will consist of *Five* questions in detail. The examinee will attempt *Three* questions. Each question carries 15 marks.

**Methodology:** Lectures, self study, case studies, assignments, experimental learning exercises

#### UNIT – I: Library Classification

- Definition, Need, Purpose
- Terminology of Classification
- General Theory of Classification
- Species of Classification
- Major Schemes of Classification: DDC, CC, UDC.: An Overview

#### UNIT – II: Normative Principles of Classification

- Work of classification in three Planes: Canons and their applications in Standard Schemes
- Mnemonics: Definition, types, Canons and their applications in Standard Schemes
- Hospitality in Notational System: Canons and Devices

#### UNIT – III: Facet Sequence

- Concept and Principles
- Postulational Steps in practical Classification
- Book Number and Collection Number
- Library Classification: Trends

#### Recommended Books

1. Ranganathan, S. R. (1962). Elements of library classification. Bombay: Asia Publishing
2. Mills, J. (1960). Modern outline of library classification. London: Chapman and Hall
3. Bavakutty, M. (1981). Canons of library classification. Trivandrum: Kerala library Association
4. Ranganathan, S. R. & Gopinath, M. A. (1989). Prolegomena to Library Classification v.1 Bangalore: Sarada Ranganathan Endowment for Library Science
5. Sayers, W.C. Berwick (1955). Introduction to Library Classification: Theoretical, Historical and Practical with. London: Grafton and Company
6. Dutta, D.N. (1978). Library Classification: a manual. Calcutta: The World Press
7. Husain, Shabahat (2004). Library Classification: Facets and Analyses. Delhi: B.R. Publishing Corporation.
8. Krishan Kumar (1979). Theory of Classification. New Delhi: Vikas Publishing

## Paper – BLS 103

### Library Cataloguing (Theory)

**Max. Marks: 100**

**Internal assessment: 20 Marks** (2 Tests –10 Marks each)

**Theory: 80 Marks**

**Time: 3 Hours**

**Note:** The paper will be divided into Three Sections A, B and C.

**Section A** will consist of *Five* Short Answer Type questions not exceeding 75 words. The examinee will attempt all questions. Each question carries 3 marks.

**Section B** will consist of *Three* questions not exceeding 200 words. The examinee will attempt *Two* questions. Each question carries 10 marks.

**Section C** will consist of *Five* questions in detail. The examinee will attempt *Three* questions. Each question carries 15 marks.

**Methodology:** Lectures, self study, case studies, assignments, experimental learning exercises

#### UNIT – I: Library Catalogue

- Definition, Need, Objective & Functions
- Normative Principles of Cataloguing
- Cataloguing and Classification: Symbiotic relationship.
- Physical Forms of Library Catalogue
- Types and Functions of Cataloguing: Dictionary, Classified
- Library Catalogue Codes – CCC and AACR-II: Historical Development

#### UNIT – II: Subject Cataloguing

- Concept, Principles. Chain Procedure, Lists of Subject Headings
- Centralized and Cooperative Cataloguing: Need, CIS and CIP, Prenatal Cataloguing
- Union Catalogue: Need, Rules for Compilation.
- NUCSSI, DELNET, IndCAT, WORLDCAT

#### UNIT – III: Indic Names

- Problems and Rendering
- Cataloguing Rules according to A.A.C.R.II and CCC for Joint authors, Corporate Authors and Pseudonyms.
- Cataloguing of Non-book Materials: Microfilms, Gramophone Records, Maps, Computer files

#### Recommended Books

1. Girja Kumar & Krishan Kumar (1975). Theory of cataloguing. New Delhi: Vikas Publishing House.
2. Sharma, Pandey S. K. (1986). Cataloguing Theory. New Delhi: Ess Ess Publication.
3. Viswanathan, C. G. (1983). Cataloguing: Theory and Practice. Lucknow: Print House.
4. Shera, Jesse H. & Egam, Margret E. (1956). Classified Catalog: basic principles and practices. Chicago: American Library Association.
5. Sengupta, B (1974). Cataloguing: Its theory & practice. Calcutta: World Press.
7. Krishan Kumar (2001). An Introduction to AACR-2 (Anglo-American Cataloguing Rules). New Delhi: Vikas Publishing.

**Paper – BLS 104**  
**Library Classification (Practical)**

**Max. Marks: 100**

**Internal assessment: 20 Marks** (2 Tests –10 Marks each)

**Theory: 80 Marks**

**Time: 3 Hours**

**Note:** There will be Two Sections A and B.

**Section A** will consist of *Eight* Titles and the examinee will classify *Five* Titles by Dewey Decimal Classification Edition 19.. Each Title carries 8 marks.

**Section B** will consist of *Eight* Titles and the examinee will classify *Five* Titles by Colon Classification Scheme 6<sup>th</sup> Revised and Enlarged Edition. Each Title carries 8 marks.

**Methodology:** Lectures, self study, case studies, assignments, experimental learning exercises

**Section – A: Classification of documents (using DDC)**

Classification of documents with the Dewey Decimal Classification 19<sup>th</sup> Edition with the following details: Main Classes, Divisions, Sectors, Sub-sectors, Auxiliary Tables.

**Section – B: Classification of documents (using CC)**

Classification of documents by Colon Classification 6<sup>th</sup> Revised and Enlarged edition with following details Basic Subject, compound and complex subject, phase Relations, common isolates etc.

**Methodology:** Lectures, self study, case studies, assignments, experimental learning exercises

**Recommended Books**

1. Dewey, Melvil: Decimal Classification and Relative Index. 19<sup>th</sup> ed. New York, Lake Placed Club, 1979.
2. Ranganathan, SR: Elements of Library Classification. 3<sup>rd</sup> ed. Bombay, Asia Pub. House, 1962.
3. Ranganathan, SR: prolegomena to Library Classification. Assisted by M A Gopinath. 3<sup>rd</sup> ed. Bangalore, SRELS, 1969.
4. Satija, MP: Colon Classification: a practical introduction. Delhi, Ess Ess, 1989.
5. Ranganathan, SR: Colon Classification. 6<sup>th</sup> rev ed. Banglaore, SRELS, 1968.
6. Satija, MP: Manual of Practical Colon Classification. 3<sup>rd</sup> rev ed. New Delhi, Sterling, 1995.

## Paper – BLS 105

### Library Cataloguing (Practical)

**Internal assessment: 20 Marks** (2 Tests –10 Marks each)

**Theory: 80 Marks**

**Time: 3 Hours**

**Note:** There will be Three Sections A, B and C

**Section A** will consist of *Four* Entries and the examinee will prepare *Two* Entries by using **AACR-II**. Each Entry carries 16 marks.

**Section B** will consist of *Four* Entries and the examinee will prepare *Two* Entries by using **CCC**. Each Entry carries 16 marks.

**Section C** will consist of *Two* Entries and the Examinee will prepare only *One* Entry through **MARC**. Each Entry carries 16 marks.

**Methodology:** Lectures, self study, case studies, assignments, experimental learning exercises

#### Unit – I: Cataloguing of documents (using AACR II)

Cataloguing of books and periodicals in accordance with the latest edition of AACR II and Sears List of Subject Headings

#### Unit – II: Cataloguing of documents (using CCC)

Cataloguing of books and periodicals in accordance with the Classified Catalogue Code (CCC) 5<sup>th</sup> Edition.

#### Unit – III: Computerised Cataloguing through MARC

**Methodology:** Lectures, self study, case studies, assignments, experimental learning exercises

#### Recommended Books

1. Ranganathan, SR: Classified Catalogue Code with additional rules for Dictionary Catalogue Code. Assisted by A. Neelameghan. 5<sup>th</sup> reprinted ed. Bangalore, SRELS, 1988.
2. Anglo American Cataloguing Rules. (North American Text). Chicago, ALA, 1967.
3. Ranganathan, SR: Cataloguing Practice. Assisted by G. Bhattacharya. Bombay, Asia Pub. House, 1974.
4. Job, M.M. (1989). Theory and practice of Cataloguing. New Delhi: Metropolitan.
5. Gernert, Leigh (2003). A Textbook of Cataloguing. New Delhi: Dominant Publishers and Distributors.
6. Krishan Kumar (2001). An Introduction to AACR-2 (Anglo-American Cataloguing Rules). New Delhi: Vikas Publishing.

## SECOND SEMESTER

### Paper – BLS 201

#### Management of Libraries and Information Centres

Max. Marks: 100

Internal assessment: 20 Marks (2 Tests –10 Marks each)

Theory: 80 Marks

Time: 3 Hours

Note: The paper will be divided into Three Sections A, B and C.

**Section A** will consist of *Five* Short Answer Type questions not exceeding 75 words. The examinee will attempt all questions. Each question carries 3 marks.

**Section B** will consist of *Three* questions not exceeding 200 words. The examinee will attempt *Two* questions. Each question carries 10 marks.

**Section C** will consist of *Five* questions in detail. The examinee will attempt *Three* questions. Each question carries 15 marks.

**Methodology:** Lectures, self study, case studies, assignments, experimental learning exercises

#### Unit – I: Essentials of management

- Concept, history and functions of management
- Concept and principles of scientific management
- Concept, elements and standards of TQM

#### Unit – II: Library Management-general aspects

- HRM
- Job description, analysis, specification and evaluation
- Selection and Recruitment
- Motivation
- Training and Development
- Performance appraisal
- Stock Verification

#### Unit – III: Library Management –specific aspects

- Library authority and library committee
- Staffing
- Different sections of libraries and their working
- Annual report
- Preservation and Conservation of library resources (printed and digital)
- Financial Management in Libraries : Budget

**Methodology:** Lectures, self study, case studies, assignments, experimental learning exercises

#### Recommended Books

1. Mittal, RL: Library and Administration: Theory and practice. New Delhi: Metropolitan Book, 1983.
2. Ranganathan, SR: Library Book Selection. Bombay: Asia Pub. House, 1966.
3. Brown, James Duff: Manual of Library Economy. London: Andre Deutsch, 1961.
4. Mahapatra, PK and Chakrabarti, B: Preservation in Libraries. New Delhi: Ess Ess, 2003
5. Adhikari, Rajiv: Library Preservation and Automation. Delhi: Rajat Publications, 2002.

## Paper – BLS 202

### Information Sources and Services

Max. Marks: 100

**Internal assessment: 20 Marks** (2 Tests –10 Marks each)

**Theory: 80 Marks**

**Time: 3 Hours**

**Note:** The paper will be divided into Three Sections A, B and C.

**Section A** will consist of *Five* Short Answer Type questions not exceeding 75 words. The examinee will attempt all questions. Each question carries 3 marks.

**Section B** will consist of *Three* questions not exceeding 200 words. The examinee will attempt *Two* questions. Each question carries 10 marks.

**Section C** will consist of *Five* questions in detail. The examinee will attempt *Three* questions. Each question carries 15 marks.

**Methodology:** Lectures, self study, case studies, assignments, experimental learning exercises

#### Unit – I: Information Sources – I

- Concept of information sources
- Primary sources of information -journal, conference proceedings, archival materials, standards, Newspapers, patents, research reports, thesis and their electronic form etc.
- Five Laws and Reference Sources

#### Unit – II: Information Sources – II

- Secondary sources of information-Bibliographic Sources – INB and BNB, Encyclopedias – General and Special, Dictionaries – General and Special Yearbooks, Biographical Source, Geographical Source, text book, Index and abstract and their electronic form

#### Unit – III: Information Sources – III

- Tertiary source of information-Bibliography of bibliographies, Directory, and guide to literature and their electronic form. Human Resources, Information Centres

**Methodology:** Lectures, self study, case studies, assignments, experimental learning exercises

#### Recommended Books

1. Bradford, SC: Documentation. 2<sup>nd</sup> ed. London, Lockwood, 1953.
2. Foskett, AC: Subject approach to Information. 5<sup>th</sup> ed. London, Library Association, 1997.
3. Guha, B: Documentation and Information: services, techniques and systems. 2<sup>nd</sup> rev ed. Calcutta, World Press, 1983.
4. Kawatra, PS: Fundamentals of Documentation with special reference to India. New Delhi, Sterling, 1983.
5. Khanna, JK: Documentation and Information Services: systems and techniques. Agra, Y K Publishers, 2000.
6. Lancaster, FW: Information Retrieval Systems: Characteristics, Testing and Evaluation. New York, John Wiley, 1968.
7. Ranganathan, SR: Documentation and its facets. London, Asia Pub. House, 1963.
8. Prasher, RG: Index and Indexing. New Delhi, Medallion Press, 1989.



## PAPER – BLS 203

### Information Processing and Retrieval

Max. Marks: 100

**Internal assessment: 20 Marks** (2 Tests –10 Marks each)

**Theory: 80 Marks**

**Time: 3 Hours**

**Note:** The paper will be divided into Three Sections A, B and C.

**Section A** will consist of *Five* Short Answer Type questions not exceeding 75 words. The examinee will attempt all questions. Each question carries 3 marks.

**Section B** will consist of *Three* questions not exceeding 200 words. The examinee will attempt *Two* questions. Each question carries 10 marks.

**Section C** will consist of *Five* questions in detail. The examinee will attempt *Three* questions. Each question carries 15 marks.

**Methodology:** Lectures, self study, case studies, assignments, experimental learning exercises

#### Unit – I

- Documentation: Definition, Need, Purpose
- Documentation Work, Service, CAS and SDI
- Index and Indexing: Scope and Importance
- Types of indexes • Keyword indexing

#### Unit – II

- Pre and Post Co-ordinate Indexing
- Chain Procedure, PRECIS, POPSI, Citation Indexing
- Indexing Languages: Types and Characteristics
- Vocabulary Control and IR Thesaurus
- Indexing Services: National and International

#### Unit – III

- Abstracting: Types and Guidelines
- Abstracting Services: National and International,
- Chemical Abstract, Biological Abstract, Physics Abstract, Psychological Abstract, Sociological Abstract, Indian Science Abstract
- Search Strategies, Feedback and Refining
- Information Users: Categories
- User Studies: Methods, Techniques and Evaluation

#### Recommended Books

1. Brown, A.G. (1982). An Introduction to Subject Indexing. London: Clive Bingly.
2. Mohammad, Riaz (1989). Advanced Indexing and Abstracting Practices. New Delhi: Atlantic Publishers.
3. Chakraborty, A.R. and Chakraborty, B. (1984). Indexing: Principles, Process and Products. Calcutta: The World Press.
5. Sengupta, B. and Chatterjee, M. (1977). Documentation and Information Retrieval. Calcutta: The World Press.
7. Rajan, T.N. (1981). Indexing Systems: Concepts, Models and Techniques. Calcutta: IASLIC.
8. Ranganathan, S.R. (1963). Documentation and its Facts. London: Asia Publishing House.
9. Shera, J.H., Kent, A. and Pessy, J.W. (1957). Documentation in Action. New York: Reinhold Publishing.

## PAPER – BLS 204

### Library and Information Technology (Theory)

Max. Marks: 100

Internal assessment: 20 Marks (2 Tests –10 Marks each)

Theory: 80 Marks

Time: 3 Hours

Note: The paper will be divided into Three Sections A, B and C.

**Section A** will consist of *Five* Short Answer Type questions not exceeding 75 words. The examinee will attempt all questions. Each question carries 3 marks.

**Section B** will consist of *Three* questions not exceeding 200 words. The examinee will attempt *Two* questions. Each question carries 10 marks.

**Section C** will consist of *Five* questions in detail. The examinee will attempt *Three* questions. Each question carries 15 marks.

**Methodology:** Lectures, self study, case studies, assignments, experimental learning exercises

#### Unit – I: Information Technology – I

- Concept of Information Technology
- Types of Information Technology
- Computer Technology – History, Classification and Generation of Computers, Computer Hardware and Software, Operating Systems – WINDOWS, Linux
- Programming Languages, Algorithm & Flow Charting

#### Unit – II: Information Technology – II

- Communication Technology – General Aspects
- Reprographic Technology – General Aspects
- Micrographic Technologies – General Aspects

#### Unit – III: Library Automation

- Concept and need of library automation
- Planning and implementation of library automation
- In-house operations (Acquisition, Cataloguing, Circulation, Serials Control)
- Library Softwares: SOUL and Alice for Windows, Libsys including Open Source Softwares, Library Networks, New development in Library Automation such as use of RFID etc.

**Methodology:** Lectures, self study, case studies, assignments, experimental learning exercises

#### Recommended Books

1. Kumar, PSG: Computerization of Indian Libraries. Delhi, B. R. Publishing, 1987.
2. Pandey, SK Sharma: Library Computerization: theory and practice. New Delhi, Ess Ess, 1993.
3. Satyanarayana, NR: A manual of Library Automation and Networking. 2<sup>nd</sup> ed. Lucknow, New Royal Book, 2003.
4. Dhawan, A: Computers for Beginners. New Delhi, Frank Bros, 1990.
5. Sehgal, RL: An introduction to Library Networks. New Delhi, Ess Ess, 1996.
6. Devrajan, G and Rahelamma, AV: Library Computerization in India. New Delhi, Ess Ess, 1990.

## Paper – BLS 205

### Library and Information Technology (Practice)

Max. Marks: 100

Internal assessment: 20 Marks (2 Tests –10 Marks each)

Theory: 80 Marks

Time: 3 Hours

**Note:** There will be *Eight* questions. The examinee has to answer *Five* questions. Each question carries 16 marks.

- i) Documents, data, database, etc. to work on for the practical assignments will be provided by the Teacher in the computer lab
- ii) Students are required to do the practical assignment in the computer lab Evaluation of the assignment will be done by the Teacher on the spot.
- iii) Students have to make Screen Captures for all the answers and save them in one file. The Teacher will evaluate these screen captures and give marks accordingly.

**Methodology:** Lectures, self study, case studies, assignments, experimental learning exercises

#### Unit – I:

- Installation and Functions of Different Operating Systems: Windows NT, Linux
- Setting of Desktop, Library Server and its Maintenance
- Editing and Formatting Word Documents
- Creating Presentations with PowerPoint.

#### Unit – II:

- Database Creation and Library Software Installation and Creation of Databases: Import, Export, Hyperlinks and Alice for Windows
- Installation, Configuration and Functions Installation, Configuration and Application of SOUL

#### Unit – III:

- Online and Offline Searching, Web Searching, Advanced Internet Searching, Search through Meta Search Engines, Offline Databases Internet and E-mail

**Methodology:** Lectures, self study, case studies, assignments, experimental learning exercises

#### Recommended Books

1. Kumar, PSG: Computerization of Indian Libraries. Delhi, B. R. Publishing, 1987.
2. Pandey, SK Sharma: Library Computerization: theory and practice. New Delhi, Ess Ess, 1993.
3. Satyanarayana, NR: A manual of Library Automation and Networking. 2<sup>nd</sup> ed. Lucknow, New Royal Book, 2003.
4. Dhawan, A: Computers for Beginners. New Delhi, Frank Bros, 1990.
5. Sehgal, RL: An introduction to Library Networks. New Delhi, Ess Ess, 1996.
6. Devrajan, G and Rahelamma, AV: Library Computerization in India. New Delhi, Ess Ess, 1990.
7. Shiva Sukula: Information Technology: Bridge to the Wired Virtuality, New Delhi, Ess Ess Publications, 2008.
8. Shiva Sukula: Electronic Resource Management: What, why and how, New Delhi, Ess Ess Publications, 2010