



Bachelor of Library and Information Science

(BLIS - Course Structure under CBCS)

(For the candidates to be admitted from the academic year 2016-17 onwards)

Eligibility : Any UG Degree

Sem.	Course Title	Instru. Hours / Week	Credit	Exam Hours	Marks		Total
					Int.	Extn.	
I	Core Course I – Library, Information and Knowledge Society	6	4	3	25	75	100
	Core Course II – Library and Information Management	6	4	3	25	75	100
	Core Course III – Information Sources	6	4	3	25	75	100
	Core Course IV – Knowledge Organization I: Theory	6	4	3	25	75	100
	Core Course V – Information Technology	6	4	3	25	75	100
	TOTAL	30	20				500
II	Core Course VI - Information Systems and Services	6	4	3	25	75	100
	Core Course VII – Automation of Library and Information Centers: Theory	6	4	3	25	75	100
	Core Course VIII - Automation of Library and Information Centers: (P)	6	4	3	40	60	100
	Core Course IX – Knowledge Organization-II: Classification (CC and DDC) (P)	6	4	3	40	60	100
	Core Course X - Knowledge Organization-III: Cataloguing (AACR-II) (P)	6	4	3	40	60	100
	TOTAL	30	20				500
	GRAND TOTAL	60	40				1000

PAPER I

LIBRARY, INFORMATION AND KNOWLEDGE SOCIETY

Objectives:

1. To enable the students to understand the concept of information and Information Centres.
2. To make the students to understand the Communication Channels and barriers of communication.
3. To prepare the students to know the concept of information science as a discipline
4. To enable the students to expose to the importance of information in the context of social, political, cultural, economical and industrial environments.

Unit I

Data, Information, Knowledge and Wisdom: Definition and concept, features – types – Economical, Political, Cultural and Societal value of Information; Knowledge Society; Communication Channels and Barriers.

Unit II

Library legislation and movements in India – Model Bill for State and Centre - Madras Public Library Act – Intellectual Property Rights – Information Act.

Unit III

Types of Libraries– National, Public, Special, Academic, R&D, Corporate Libraries – Five Laws of Library Science.

Unit IV

Library Co-operation-Library extension – Publicity – concepts and types – activities – Public relations – Professional ethics of librarianship.

Unit V

Professional Associations –National Associations - ILA, ALA, LA and IASLIC; International Associations – UNESCO, IFLA and SLA.

References:

1. Agarwal and others: Perspectives in Library and Information Science Vols.I and II (Lucknow, Print House, 1982)
2. M. Bavakutty and others : Future Librarianship in Knowledge Society (Ess Ess Publications, India, 2008)
3. Fredeek: History of Libraries in Great Britain and North America (Chicago, ALA, 1947)
4. Geard: Libraries in Society(London, Clive Bingley,1978)
5. 5. Harrison : The Library and the Community Ed.3 (London, Andre Deutsch, 1977)
6. Humphery: Library Co-operation (Princeton, Brown University Press, 1963)
7. Jefferson: Library Co-operation (London, Andre Deutsch, 1977)
8. Kaula: Library Movement in India (Delhi, Library Association, 1958)
9. P. S. G. Kumar: Foundations of library and information science (Neha Publishers & Distributors, India, 2011)
- 10.Landheer: Social Functions of Libraries (New York, Seareerow, 1957)
- 11.Marshall: History of Libraries, Ancient and Medieaval (New Delhi, Oxford and IBH, 1983)

PAPER II

LIBRARY AND INFORMATION MANAGEMENT

Objectives:

1. To know the concept of management and its evolution
2. To understand the various managerial operations of Library and Information Centres (LIC)
3. To apply the relevant management techniques in modern LICs

Unit I

Management: Concept, Definition, Scope, Principles and Functions of Management – Schools of Management.

Unit II

Planning and planning strategies: Library Planning - Concept, definition, need, types and steps in planning – MBO.

Unit III

Human Resource Management: Concept, Need, Purpose and Functions – Job description and Job analysis – Selection, Recruitment, Training and Development, Leadership – Team building – Motivation and Decision Making.

Unit IV

Financial Management: Planning and Control – Resource generation. Budget and Budgetary control techniques.

Unit V

Collection development – Policy, Issues; Library routines, Circulation, Maintenance Preservation and conservation.

References:

1. Mittal, R.L Library Administration: Theory and Practice. New Delhi: S.S Publication, 2007.
2. Kumar P.S.G. Management of Library and Information Centres. Delhi: B. R. Publishing corporation, 2003.
3. Dutta, D N. Manual of library management, Calcutta The World Press Private Ltd. 1978.
4. Panwar, B. S; Vyas, S. D. Library management, Delhi : B. R. Publisher, 1986.
5. Lowell, Mildred Hawksworth, The management of libraries and information centres, New Jersey: The Scarecrow Press, Inc., 1968.

6. Mookerjee, Subodh Kumar Library Organisation and library administration, Calcutta: The world press private ltd. 1972.
7. Bakewell, K. G. B. Library and information services for management London : Clive Bingley, 1968.
8. Sharma, Lokesh. Library management, New Delhi : Shri Sai Printographers, 2003.
9. Narayana, G. J. Library and Information Management. New Delhi : Prentice-Hall of India, 1991.
10. Brophy, Peter and Courling Kote. Quality Management for Information and Library Managers. Bombay: Jaico, 1997.
11. Bryson, J.O. Effective Library and Information Management. Bombay: Jaico, 1996.
12. Paliwal, P.K. Compendium of Library Administration. New Delhi: Ess Ess, 2000.
13. Siwatch, Ajit Singh. Library Management: Leadership style strategies and organizational climate. New Delhi: Shree, 2004.
14. Stuert, Robert D. and Moran, Barbara B. Library and Information Center Management. Colorado: Libraries unlimited, 2004.
15. Ranganathan, S. R. Library Administration. ESS Publications, 2006.

PAPER III
INFORMATION SOURCES

Objectives:

1. To introduce various information sources
2. To enable the students to acquaint themselves with the various sources
3. To prepare the students to evaluate and use the information and knowledge resources

Unit I

Types of Information resources – Documentary – Non documentary – characteristics – Scope, Primary, Secondary and Tertiary sources.

Unit II

Ready Reference Sources –Types and value-Dictionaries, Encyclopedias, Annuals, Biographical sources, Handbooks and Manuals, Geographical sources.

Unit III

Bibliographical sources – Bibliographies: National (INB) and International (BNB), list of serials; Union Catalogues; – Indexing and Abstracting sources.

Unit IV

Digital Resources: E-Books, E-Journals, Databases and ETD.

Unit V

Evaluation of Information sources – Print Reference sources; Web Resources.

References:

1. Alan Poulter, Gwyneth Tseng and Goff Sargent : The Library and Information Professional's Guide to the World Wide Web. London: Facet Publishing, 1999.
2. G. G. Chowdhury and Sudatta Chowdhury : Searching CD-ROM and Online Information Sources. London: Facet Publishing, 2001.
3. G. G. Chowdhury and Sudatta Chowdhury. Information Sources and Searching on the World Wide Web. London: Facet Publishing, 2001.
4. Gopinath, M.A : Information Sources and Communication Media. DRTC Annual Seminar, Bangalore-1984 .
5. Grogan, Dennis: Science & Technology : An Introduction to Literature, London, Clive Bingley,1982.
6. Kundan godia, Electronic Services in Library and Information Science,New Delhi, Adhyayan Publishing & Distributors,2007.
7. Jogender Singh Burman, Libraries and Reference Services, New Delhi, Rajat Publications, 2007.
8. Linda S Katz Library Users and Reference Services (Reference Librarian) Routledge (May 2013)
9. Higgins, Gavin. Printed Reference Materials. London: Library Association,1980
10. Katz, W.A : Introduction to Reference Work, London, Butterworths,2000, 2V.
11. Madan Mohan Sinha Use of New Technology in Library Reference Services, Anmol Publications (2012), New Delhi
12. S. K. Bajpai Reference Services In Libraries, Friends Publications (2008), New Delhi

PAPER IV

KNOWLEDGE ORGANIZATION I

Objectives:

1. To enable students to understand the concept of knowledge organization.
2. To know the basic concepts of Information Processing and Retrieval Systems (IPR)
3. To understand the importance of various IPR systems and techniques
4. To prepare students to acquaint with different classification schemes, cataloguing codes and to know various standard bibliographic formats.

Unit I

Universe of Subjects and Knowledge: Structure and attributes -Modes of formation of subjects

Unit II

General theory of Library Classification: Normative Principles, Canons and Facet Analysis.

Unit III

Standard schemes of Library classification: Introduction, Features and Application-CC, DDC.

Unit IV

Cataloguing: Purpose, structure, types; normative principles, Canons & Laws; Standard codes of Cataloguing –CCC and AACR II

Unit V

Subject cataloguing – Subject heading lists-SLSH, LCSH and MESH.

References:

1. Anglo-American Cataloguing Rules. (1988). 2nd rev. ed. Chicago: American **Library Association.**
2. Austin, D. (1984). PRECIS. A Manual of Concept Analysis. 2nd Ed. London: British Library. P
3. Bhattacharyya, G.(1981). Elements of POPSI. In: Rajan T.N., (ed.). Subject Indexing System. Calcutta:. IASLIC.
4. Chan, Lois Mai (1986). Library of Congress Subject Headings. 7th ed. Colorado: Libraries Unlimited.
5. Chan, Lois Mai (1994). Cataloguing and Classification: An Introduction. 2nd ed. New York : McGraw-Hill.
6. Chan, Lois Mai [et al.] (1996). Dewey Decimal Classification: A Practical Guide. 2nd ed. revision for DDC-21. Albany, New York: Forest Press/OCLC, pp. 1-24.
7. Coates, E.J. (1988). Subject Catalogues. London: Library Association.
8. Library Association. Comaromi, John P. and Satija, M.P. (1990). Exercises in the 20th Edition of the Dewey Decimal Classification. New Delhi: Sterling.

9. Foskett, A.C. (1996). *The Subject Approach to Information*. 5th ed. London : Library Association Publishing.
10. Hunter, E.J. and K.G.B. Bakewell. (1993). *Cataloguing* 2nd ed. London :Clive Bingley.
11. Hunter, Eric J. (2002). *Classification made simple*. 2nd edition. Aldershot: Ashgate.
12. Husain, Shabahat (1993). *Library Classification: Facets and Analysis*. New Delhi: Tata McGraw-Hill. pp. 272-277.
13. Kishan Kumar (1993). *Theory of Cataloguing*. New Delhi: Har-Anand.
14. Kumar P.S.G. (2003). *Knowledge Organization, Information Processing and Retrieval Theory: Paper II of UGC Model Curriculum*. B R Publishing Corporation, India.
15. Mcllwaine, I.C. (2000). *The Universal Decimal Classification: a guide to its use*. London: BSI Business Information.
16. Needham, C.D. (1977). *Organising Knowledge in Libraries: An Introduction to Information Retrieval*. 2nd rev. ed. London : Andre Deutsch.
17. Parkhi, R.S. (1972). *Library Classification, Evolution of a Dynamic Theory*. New Delhi : Vikas Publishing House.
18. Raju, A.A.N. (1984). *Decimal, Universal Decimal and Colon Classification: A Study in Comparison*. Delhi: Ajanta Publications.
19. Ranganathan, S. (1987). *Colon Clasifi6ation*. 7th ed. Edited by M.A. Gopinath. Bangalore Sarada Ranganathan Endowment for Library Science.
20. Ranganathan, S.R. (1962). *Elements of Library Classification*. 3rd ed. Bombay: Asia Publishing.
21. Ranganathan, S.R. (1989). *Prolegomena to Library Classification*. 3rd ed. Bangalore : Sarada Ranganathan Endowment for Library Science.
22. Ranganathan, S.R. (1992). *Classified Catalogue Code with Additional Rules for Dictionary-Catalogue*. 5th ed. reprint. Bangalore: Sarada Ranganathan Endowment for Library Science.
23. Rowley, Jennifer and Farrow, John (2000). *Organizing knowledge*. 3rd edition. Aldershot: Gower
24. Satija, M.P. and Comaromi, John P. (1998). *Exercises in the 21st Edition of the Decimal Classification*. New Delhi: Sterling.
25. Sen Gupta, B. (1974). *Cataloguing: Its Theory and Practice*. 3 rd ed. Calcutta: World Press. Viswanathan, C.G. (1983). *Cataloguing Theory and Practice*. 5th ed: Lucknow: Print House.
26. Wynar, Bohdhan, S. (1985). *Introduction to Cataloguing and Classification*. 7th Ed. Littleton, Colorado: Libraries Unlimited.

PAPER V
INFORMATION TECHNOLOGY

Objectives:

1. To learn the basic concepts of Information technology.
2. To train the students in applying Information technology in Libraries and information centers.
3. To understand the concepts of networking and web technology.

Unit I

Information Technology: Concept, Definition and Components, Types of Computers, CPU, Storage, I/O Devices.

Unit II

Client-Server architecture: LAN, WAN, Intranet and Internet.

Unit III

Computer Software: System and Application Software; Operating Systems: Windows, LINUX, UNIX.

Unit IV

File organization: Database Management System; File Format: text, image, audio, video and animation.

Unit V

Office Management: Word processing, Spreadsheet, Presentation Software. Database (MS-Access).

References:

1. Arvind Kumar. Ed. Information Technology For All (2 Vols.) New Delhi, Anmol, 2006.
2. Bansal, S.K. Information Technology and Globalisation, New Delhi: A.P.H. Publishing corporation, 2005.
3. Basandra, S.K: Computers Today and Globalisation, New Delhi, Gogotia, 2002.
4. Deeson, Eric. Managing with Information Technology, Great Britan, Kogan page Ltd. 2000.
5. Forrester W.H. and Rowlands, J.L. The Online searcher's companion. London, Library Association, 2002.
6. Gupta, Vikas, Rapidix computer course, New Delhi, Pustak Mahal, 2005.
7. Hunter & Shelly: Computers and Common sense, New Delhi, Prentice-Hall, 2002.
8. Kashyap, M.M: Database Systems, New Delhi, Vikas, 2003.
9. Kumar P.S.G. (2003). Information Technology Basics: Volume 4: Paper IV of UGC Model Curriculum. B R Publishing Corporation, India.
10. ITL Education Solution. Introduction to Information Technology, Pearson Education. Singapore, 2006. (Google E-Book)
11. Rajaraman, V. Introduction to Information Technology, PHI Learning, New Delhi, 2013. (Google E-Books).

PAPER VI
INFORMATION SYSTEMS AND SERVICES

Objectives:

1. To know the various information systems and their functioning.
2. To teach and train on the various Library and Information services in different environments.

Unit I

Information systems: Concept, purpose, types and levels: Open, Closed, Regional, National and International.

Unit II

Information Services; Reference service, Information display, News clippings, CAS, SDI, Abstracting and Indexing Services.

Unit III

Digital Information Services; Institutional Repository, Web OPAC.

Unit IV

Global Information System: AGRIS – MEDLINE
National Information Systems; NISCAIR, DESIDOC.

Unit V

Library consortia-India; -INFLIBNET: E-Shodh Sindhu,
Library Networks: INFLIBNET, DELNET.

References:

1. Atherton, P. Handbook of Information Systems and Services, 1977.
2. Burch, J.C. and Stretev, F.R. Information Systems: Theory and Practice, 1974.
3. Colin, H. Ed. Management Information Systems in Libraries and Information Services. London: Tayler Graham, 1989.
4. Choudhary, G. G. and Choudhary, S. Searching CD-ROM and online information sources, 2001
5. Fourie, D. and Dowell, D. Libraries in the information age. New York, Libraries unlimited, 2002
6. Guha, B. Information and Documentation. Calcutta: World Press, 1983.
7. Gupta, B.M. et.al. Handbook of Libraries, Archives, Information Centres in India. New Delhi, Aditya Prakashan, 1991. Related volumes
8. Gurdev Singh Information Sources Services and Systems PHI, New Delhi, 2013
9. Kochtanek, Thomas R. and Mathews, Joseph R. Library and Information Systems: From Library automation to distributed information access solutions. West port: Libraries unlimited, 2004.
10. Prashant Kaushik Library Information Services and Systems Anmol Publisher, New Delhi, 2006.
11. U.S. Jadhav and Suresh Jange Library and Information Sources and Services Regency Publications A Divison of Astral International (P) Ltd. New Delhi, 2013.
12. Sewa Singh. Handbook of International sources on reference and information, 2001.
13. Sherman, C. and Price, G. The invisible web: uncovering Information Sources Search engines can't see. 2001

PAPER VII

AUTOMATION OF LIBRARY AND INFORMATION CENTRES: THEORY

Objectives:

1. To make familiar of Library Automation and its concepts
2. To understand the various Library automation and bibliographic standards.

Unit I

Computers: Generation, Types, developments, I/O and Storage Devices.

Unit II

Operating Systems; Windows, Linux,
Technologies: DBMS, Web Server, Networking, Barcode, RFID.

Unit III

Library Automation; Concepts, Characteristics, Areas of Automation, Requirements: Hardware and Software.

Unit IV

Metadata Standards; ISBD, DC, MARC21
Protocols; Z39.50, FTP, TCP/IP and HTTP.

Unit V

Library Automation Software; Open Source and Commercial
Koha, WINISIS, NewGenLib, AUTOLIB, SOUL and LIBSYS.

References:

1. Anurag Rohatgi. *Library and Information Science*. New Delhi, Wisdom Press, 2015.
2. Alexis Leon & Mathews Leon. *Fundamentals of Information Technology (2nd Ed)*. New Delhi, Vikas Publishing House, 1999.
3. Arlene G. Taylor. *Introduction to Cataloguing and Classification (10th Ed)*. New Delhi, Atlantic Publishers, 2007.
4. Devarajan, G & Ravichandra Asari, K. *Information Technology and Library Automation*. New Delhi, Ess Ess Publication, 2014.
5. Deepak Singh. *Information Retrieval and Preservation in Library Management*. New Delhi, Anmol Publication, 2013.
6. Harshad Nirmal. *Digital Library Automation*. Jaipur, Vista Publication, 2013.
7. Jain, V.K. *Information Technology: for Digital Library Management and Automation*. New Delhi, Atlantic Publication, 2009.
8. Latha, P.M. *A Guide to Library Automation using Open Source LMS- KOHA*. Chennai, AU-KBC Centre.
9. Priscilla Caplan. *Metadata Fundamentals for all Librarians*. New Delhi, Indiana Publication House, 2009.
10. Prashant Kaushik. *Library and Information Technology*. New Delhi, Anmol Publication, 2006.
11. Rajiv Adhikari. *Library preservation and Automation*. New Delhi, Rajat Publication, 2002.
12. Sumangala Jha. *Library Information and Society*. New Delhi Globus Press, 2012.
13. Aswal, R, S. *Information Networks in India*. New Delhi, Ess Ess Publication, 2003.
14. Chaudhary S.K. *Library Networking*. New Delhi, APH Publishing Corporation, 2011.

PAPER VIII

AUTOMATION OF LIBRARY AND INFORMATION CENTRES (P)

Objectives:

To provide practical exposure to various Automation practices applied in Library and information centres.

Hands-on experience with the following Softwares:

Library Automation Softwares: WINISIS, KOHA

- Installation
- Database Creation
- Searching and Retrieval
- Report Preparation

Reference:

Dspace : <http://www.dspace.org/>
GSDL : <http://www.greenstone.org/>
WINISIS : www.unesco.org/isis/
KOHA : <http://www.koha.org/>

PAPER IX

KNOWLEDGE ORGANISATION-II: CLASSIFICATION (P)

Objective:

To make the students familiar with classification of subjects and assigning call numbers using CC and DDC

Exercise

Classification of Books and periodicals according to CC (6th Edition)

Classification of Books and periodicals according to DDC (Available Edition)

References:

1. Mitchell, Joan S (2003). Dewey Decimal Classification and Relative Index. 22nd ed. 4 Vol. New York: Forest Press.
2. Comaromi, John P (1989). Dewey Decimal Classification and Relative Index. 20th ed. 4 Vol. New York: Forest Press.
3. Custer, Benjamin A. (1979). Dewey Decimal Classification and Relative Index. 19th ed. 3 Vol. New York: Forest Press.
4. Comaromi, John P. and Satija, M.P. (1990). Exercises in the 20th Edition of the Dewey Decimal Classification. New Delhi: Sterling.
5. Kumar, P S G (2003). Knowledge Organization: Information Processing and Retrieval Practice. New Delhi: B.R Publishing.
6. Satija, M.P. and Comaromi, John P. (1998). Exercises in the 21st Edition of the Decimal Classification. New Delhi: Sterling.
7. Ranganathan, S. R (1963). Colon Classification. 6th ed. Bangalore: Sarada Ranganathan Endowment for Library Science.
8. Sachdev, Mohan Singh (1983). Colon Classification; Theory and Practice. New Delhi: Sterling.
9. Khanna, J K (1982). Colon Classification; Theory and Practice. New Delhi: Ess Ess.
10. Chan, Lois Mai [et al.] (1996). Dewey Decimal Classification: A Practical Guide. 2nd ed. revision for DDC-21. Albany, New York: Forest Press.

PAPER X

KNOWLEDGE ORGANISATION III: CATALOGUING (P)

Objective:

To prepare the students to be familiar with Cataloguing practices using AACR II

Exercise

Cataloguing of Documents: Print documents using AACR-II
Preparation of Subject Heading using SEARS List.

References:

1. McIlwaine, I.C. (2000). The Universal Decimal Classification: a guide to its use. London: BSI Business Information.
2. Raju A.A.N. (1991). UDC (IME, 1985): A Practical and Self Instructional Manual. Madras: T.R. Publications.
3. UDC: International Medium Edition - English Text (BS IOOOM: 1985). London: British Standards Institution.
4. Universal Decimal Classification: Abridged Edition. (2003). London: BSI Business Information.
5. Anglo-American Cataloguing Rules. (1988). 2nd rev. ed. Chicago: American Library Association.
6. Lal, C and Kumar, K. Practical Cataloguing AACR-2. ESS Publications, New Delhi. 2006.
