



**BHARATHIDASAN UNIVERSITY, TIRUCHIRAPPALLI – 620 024.**

**Bachelor of Library & Information Science - Course Structure**

**Eligibility : Any UG Degree**

**Course Duration one year – Non Semester Pattern**

**Passing Minimum: Internal Assignment and University Examinations – 50**

(Applicable to the candidates admitted from the academic year 2011 - 2012 onwards)

Sl. No.	Title of the paper	Exam Hrs	Marks		Total
			Int.	Extn.	
1.	Foundations of Library and Information Science	3	25	75	100
2.	Knowledge Organization	3	25	75	100
3.	Information Resources	3	25	75	100
4.	Management of Library and Information Centers	3	25	75	100
5.	Information Systems and Service	3	25	75	100
6.	Information Technology : Basics	3	25	75	100
7.	Knowledge Organization – I Classification Practice	3	25	75	100
8.	Knowledge Organization Practice – II Cataloguing	3	25	75	100

## **Course –1 .1 FOUNDATIONS OF LIBRARY AND INFORMATION SCIENCE**

### **Objectives:**

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

### **Unit –I**

Information: Definition: data, knowledge and information, characteristics of information; various patterns & models of information – factors influencing growth of information, information transfer cycle; Impact of socio-economic changes

### **Unit –II**

Communication: Concept, definition, theories & models, channel of communication: Barriers of communication.

### **Unit – III**

Library: Types, Five Laws of Library Science and their implications; Professional ethics of librarian; Role of Professional associations and their roles: National and International Associations – ILA, IASLIC, IATLIS, IFLA, ALA

### **Unit -IV**

Library movement & Legislation in India- Model Library Bill, Delivery of books and newspaper act – Intellectual Property Rights – Information policy, Right to Information, Knowledge Commission.

### **Unit – V**

Promoters of Library and Information Services – UNESCO, RRRLF, – Evolution, growth and development of LIS Schools in India – Current Trends.

### **Select Texts & References:**

1. Khanna, J.K. Library and Society. Kurushektra: Research Publication, 1987
2. Atherton, .Pauline. Handbook of Information, system and services. Paris: UNESCO, 1977.
3. Benge, R.C. Libraries and cultural change. London: Clive Bingley, 1983.
4. Gravey, William. D. Communication: Essence of Science facilitating information exchange among libraries, Scientists, Engineers and students. Oxford: Perganton Press, 1979
5. McGarry, Kevin. Communication, Knowledge and Libraries. London: Clive Bingley, 1981.
6. Ranganathan, S.R. Five Laws of library science. London: Vikas, 1957.

## Course - 1.2 Knowledge Organization

### Objectives :

1. To enable students to understand the concept of knowledge organization.
2. To know the basic concepts of Knowledge Organisation.
3. To understand the importance of various IPR systems and techniques
4. To enable students to acquaint with different classification schemes, cataloguing codes and to know various standard bibliographic formats.

### Unit – I

Universe of Subjects and Knowledge Organization; Modes of formation of subjects

### Unit – II

Basic principles of classification - idea, verbal & notation planes; Facet analysis. An overview of Library classification schemes CC, UDC, LC & DDC

### Unit –III

Cataloguing: Purpose, structure, Physical and Inner Forms including OPAC –Normative principles, Canons & Laws; Standard codes of Cataloguing – AACR II.

### Unit – IV

Subject cataloguing – subject heading lists; LCSH and Sears List thesaurus and vocabulary control

### Unit – V

Bibliographic formats – ISBD ISO 2709, MARC-21, UNIMARC and CCF.

### Select Texts & References:

1. Anglo American Cataloguing Rules. 2<sup>nd</sup> Edition Rev. New Delhi, Oxford, 1988
2. Barbara M Westby, Ed. Sears List of Subject Headings, New York, HW Wilson, 1977.
3. Berwick Sayers, W.C. Introduction to Library Classification. London, Andra dautch, 1950.
4. Byrne, Deborah J. MARC Manual: Understanding and Using MARC Record. Englewood, Libraries Unlimited, 1998.
5. Chernyi, AI. Introduction to Information Retrieval Theory. London, ASLIB, 1973.
6. Dhyani, Pushpa. Library Classification: Theory and Practice. New Deli: Vishwa Prakashan, 1998.
7. Fritz, Deborah A. Cataloguing with AACR2 and US-MARC Records. Chicago, ACA, 1998.
8. Jennifer, E. Rowledy. Organising Knowledge: An Introduction to Information Retrieval. Aldershot, Gower, 1987.
9. Krishan Kumar. Theory of Library Classification, ED.2, New Delhi, Vikas, 1980.

- Maxwell, Robert and Maxwell, Margaret F. Maxwell's handbook of AACR2R:  
10 Explaining and illustrating the Anglo American Cataloguing Rules and the 1993  
amendments. Chicago: ACA,1997.
- 11 Kumar. PSG. Knowledge Organization, Information Processing and Retrieval Theory,  
Delhi: BR, 2003.
- 12 Ramalingam, MS. Library Cataloguing and Classification Systems. Delhi: Kalpaz,  
2000.
- 13 Ranganathan, SR. Headings and Canons. Madras, S. Vishwanathan, 1955.
- 14 Ranganathan, SR. Classified Catalogue Code. Madras, UBSPD, 1988.
- 15 Ranganathan, SR. Colon Classification, 6<sup>th</sup> ed. Banalore: Sarada Ranganathan  
Endowment for Library Science, 1960.
- 16 Ranganathan, SR. Library Catalogue: Fundamentals and Procedures, Madras, L.A,  
1950.
- 17 Ranganathan, SR. Prolegomena to Library Classification, Ed2, London, LA, 1957 &  
1965.
- 18 Ranganathan, SR, The Five Laws of Library Science. Bangalore: Sarada Ranganathan  
Endowment for Library Science, 1999.
- 19 Rijsbergen, CJ Van. Information Retrieval, 2<sup>nd</sup> ed., London, Butterworths, 1970.
- 20 Sinha, Suresh C and Dhiman, Anil K. Prolegomena to Universe of Knowledge. New  
Delhi: Ess Ess, 2002.
- 21 Srivastava, A P. Theory of Knowledge Classification in Libraries. New Delhi, Sage,  
1993.

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## Course – 1. 3 Information Sources

### Objectives:

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

### Unit-I

Types of Information sources – Documentary – Non documentary – characteristics – Scope and value. Primary and Secondary; Human sources of Information – Invisible colleges.

### Unit –II

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

### Unit-III

Bibliographical sources – Bibliographies, list of serials; Union Catalogues; – Indexing and abstracting sources, news summaries.

### Unit –IV

Internet as a Source of Information; Web Resources – Subject Gateways

### Unit-V

Evaluation of Information sources – Print Reference sources and Web Resources

### Select Texts & 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. Bangalore, 2000.
3. G. G. Chowdhury and Sudatta Chowdhury : Searching CD-ROM and Online Information Sources. London : Facet Publishing, 2001.
4. G. G. Chowdhury and Sudatta Chowdhury. Information Sources and Searching on the World Wide Web. London : Facet Publishing, 2001.
5. Gopinath, M.A : Information Sources and Communication Media. DRTC Annual Seminar, Bangalore-1984 .
6. Grogan, Dennis: Science & Technology : An Introduction to Literature, London, Clive Bingley,1982.
7. Higgins, Gavin. Printed Reference Materials. London: Library Association,1980
8. Katz, W.A : Introduction to Reference Work, ,London, Butterworths,2000, 2V.
9. Krishnakumar : Reference Service, Ed.3, New Delhi, Vikas, 2003 .
10. Kumar (PSG). Ed. Indian Encyclopedia of Library & Information Science. New Delhi: S. Chand & Co., 2001.

11. Parker,C.C and Turley.R.V. Information sources in Science and Technology Ed.2 1986
12. Rao, I.K.R : Electronic Sources of Information, DRTC Annual Seminar, 2001
13. Sewasingh: Hand book of International Sources on Reference and Information New Delhi: Crest Publication, 2001.
14. Sharma,J.S & Grover, D.R : Reference Service and Sources of Information, New Delhi: EssEss, 1998.
15. Subramanayam, K : Scientific and Technical Information Resources, New Delhi: Anmol, 2001
16. Teague, S John: Microforms, Video and Electronic media Librarianship, London, Butterwoths, 1985.
17. Walford, A.J: Guide to Reference Materials, London, Library Association, 1990, 3V.
18. [www.libraryspot.com](http://www.libraryspot.com)
19. [www.refdesk.com](http://www.refdesk.com)
20. [www.infolibrarian.com](http://www.infolibrarian.com)

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## **Course – 1.4 Management of Library and Information Centers**

### **Objectives:**

1. To know the concept of management and its evolution
2. To understand the various managerial operations of LICs
3. To apply the relevant management techniques in modern LICs

### **Unit - I**

Management: Concept, Definition and scope – Schools of Management Thought – types; Systems Analysis and Design.

### **Unit- II**

Planning and planning strategies: Concept – definition – need and steps in planning – MBO – Planning techniques – Decision making.

### **Unit- III**

Human Resource Management: job description and job analysis – selection, recruitment, training and development; Leadership – Team – building – Motivation.

### **Unit-IV**

Financial Management: Planning and Control – Resource generation. Budget and Budgeting – Budgetary control techniques – Cost Benefit, Cost Effective analysis and accounting.

### **Unit-V**

Materials Management: Collection development and evaluation – Policy, Issues relating to selection acquisition; Library routines, Circulation, Mountainous Preservation and conservation.

### **Select Texts & References:**

1. Beardwell, Ian and Holden, Len. Ed. Human Resource Management: Contemporary Perspective. New Delhi: McMillan, 1996.
2. Bratton, John and Gold, Jeffery. Human Resource Management: Theory and Practice. Basingstoke: Mac Millan, 1994.
3. Brophy, Peter and Courling Kote. Quality Management for Information and Library Managers. Bombay: Jaico, 1997.
4. Bryson, J.O. Effective Library and Information Management. Bombay: Jaico, 1996.
5. Evans, Edward G. Ed. Management Information Systems. New Delhi: S. Chand & Co. 1986.
6. Katz, W.A. Collection Development Selection of Materials for Libraries. New York: HRW, 1980.
7. Krishna Kumar. Library Administration and Management. Delhi: Viaks, 1987.
8. Kumar P.S.G. Management of Library and Information Centres. Delhi: B. R. Publishing corporation, 2003.

9. Martino, R.L. Information Management: Dynamics of Management Information Systems. New York: McHill, 1969.
10. MerDick, Robert G. et.al. Information Systems for Modern Management. New Delhi: Prentice Hall, 1992.
11. Mittal, R.L. Library Administration: Theory and Practice. Ed. 4, New Delhi” Metropolitan, 1984.
12. Paliwal, P.K. Compendium of Library Administration. New Delhi: Ess Ess, 2000.
13. Paranjpe, Vivek. Strategic Human Resource Management. New Delhi: Allied, 1997.
14. Parker, Charles and Café, Thomas. Management Information Systems: Strategy and Action. New York: McGraw Hill, 1993.
15. Pearson, R.J. Ed. Management Process: Selection of Readings for Librarians. Chicago: ALA, 1983.
16. Prasher, R G. Developing library collection. New Delhi: Medallion Press, 1993.
17. Ranganathan, S R. Library manual. 2<sup>nd</sup> ed. Bangalore : Sharada Ranganathan Endowment, 1988.
18. Ranganathan, S R. Library administration. Bombay : Asia, 1959.
19. Siwatch, Ajit Singh. Library Management: Leadership style strategies and organizational climate. New Delhi: Shree, 2004.
20. Stuert, Robert D. and Moran, Barbara B. Library and Information Center Management. Colorado: Libraries unlimited, 2004.

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## **Course – 1.5 Information systems and Services (Theory)**

### **Objectives:**

To know the various information systems and their functioning.

To teach and train on the various Library and Information services in different library environments.

### **Unit-I**

Information systems: Concept, purpose & types. Characteristics and Functions.

### **Unit –II**

Reference and Documentation services; CAS, SDI .Alerting services: Newspaper clipping, Listserv, Blogs.

### **Unit-III**

Global Information Systems: UNISIST, AGRIS, MEDLARS, VINIT, INIS.

### **Unit –IV**

National Documentation Center and Networking; NISCAIR, NASSDOC, DESIDOC, Library Networks: INFLIBNET, DELNET.

### **Unit – V**

Library Consortia-India; Current trends in scholarly communication: Open Access Movement

### **Select Texts & References:**

1. Atherton, P. Handbook of Information Systems and Services, 1977.
2. Burch, J.C. and Stretov, 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. Guha, B. Information and Documentation. Calcutta: World Press, 1983.
5. Gupta, B.M. et.al. Handbook of Libraries, Archives, Information Centres in India. New Delhi, Aditya Prakashan, 1991. Related volumes.
6. Kochtanek, Thomas R. and Mathews, Joseph R. Library and Information Systems: From Library automation to distributed information access solutions. West port: Libraries unlimited, 2004.
7. Krishna Kumar. Reference Service. New Delhi: Vikas, 1977.
8. Lancaster, F.W. Towards Paperless Information System. New York: Academic Press, 1978.
9. Lucas, Amy, Ed. Encyclopedia of Information Systems and services. Detroit: Gale Research, 1989.
10. Medow, C.T. Analysis of Information Systems. New York: Wiley, 1967.

11. Murdick, Rober G. et.al Information systems for modern management. 3<sup>rd</sup> ed. New Delhi: Prentice-Hall, 1996.
12. Osborne, Larry N. and Nakamura, Margaret. System analysis for librarians and information professionals. 2<sup>nd</sup> ed. Engewook: Libraries unlimited, 2004.
13. Ranganathan, S.R. Reference Service. Bombay: Asia, 1967.
14. Vickery, B. Information Systems. London: Butterworths, 1987.
15. Wiseman, H.M. Information Systems, Services and Centres. New York: Becker and Hanyes, 1972.

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## **Course - 1.6 Fundamentals of Information Technology**

### **Objectives:**

1. To know 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: Concepts and Components of Information Technology – Computer and Communication Technologies, types of computers – CPU, Storage and I/O Devices, client-server architecture.

### **Unit -II**

Data representation in Computers: Binary Number System, Character encode standards – ASCII, ISCII and UNICODE

### **Unit –III**

Computer Software: System Software and Application Software; Programming Concepts: Open source and Commercial, Operating Systems: Windows & LINUX / UNIX.

### **Unit –IV**

File organization: Types and Characteristics & Database Management.

### **Unit –V**

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

Practice:

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

### **Select Texts & 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, Golgotia, 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. Rowely, Jennifer: Information Systems, Ed.2, London, Clive Bingley, 2001.
10. Satyanarayana, R. Information Technology and its facets. Delhi, Manak 2005.
11. Sunders, R: Computers Today Ed.2, John Wiley, 2000.
12. Taxali Ravikant: PC software made easy, New Delhi, 2006.

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## **Course - 1.7 Knowledge Organization - I: Classification Practice**

### **Objective:**

To make the students familiar in classification of subjects of library documents and assigning the call number using DDC & CC

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

## **Course – 1.8 Knowledge Organization Practice-II: Cataloguing**

### **Objective:**

To make familiar the students on indexing and cataloguing and data entry using CCC & AACR II

Cataloguing of Documents: CCC and AACR-2.

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