Bachelor of Library & Information Science (BLIS)

I.A= Internal Assignment

U.E = University Examination

Bachelor of Library & Information Science (BLIS)

Paper – 1

Library and Society

Section – A

Concept of Library and its role in the society

Unit – 1   Library as a Social Institution.

Unit – 2   Role of Library & Information Centres.

Unit – 3   Laws of Library Science

Unit – 4   Library Development in UK, USA,

Unit – 5   Library Development in modern India : Plan & Programmes, Role of RRRLF & UGC

Section – B

Types of Library and their function

Unit – 1   National Library: Its role and function with special reference to the National Libraries of UK, USA, and India

Unit – 2   Academic Libraries : School College and University, Research: Role and function.

Unit – 3   Public and Special Libraries: Role and function.

Section – C

Library Legislation

Unit – 1 Concept and need of Library legislation.
Unit – 2 Model Public Library Act.
Unit – 3 Library Legislation in Bihar.

Section – D

Resource Sharing networking, user studies and consortium

Unit – 1 Resource Sharing networking concept & need
Unit – 2 User Studies
Unit – 3 User Education
Unit – 4 Extension Service
Unit – 5 Consortium

Section – E

Unit – 1 Library profession and association, ILA, IASLIC, IFLA, FID

Reference Books :-

1. Library and Society - By J K. Khanna
2. Granthalya Avam Samaj (Hindi) - By S.M. Tripathi and C. Lall.
3. Library organisation – By Krishan Kumar
4. Library Legislation in India: A comparative study of state library Acts – By K. A. Isaac
5. Changing frontiers of Library & Information Science – By Syed Fazle Rab.
6. Five laws by Library Science – By S.R. Ranganathan

Paper-II

Management of Library & Information Centre.

Section – A

Concept of Library Management

Unit – 1 General Principles of Management and their Application to Library Management.
Unit – 2 Elements of Library Management (POSDCORB)
Unit – 3 Management Information system (MIS), Management by objective (MBO) and Total Quality Management (TQM)
Unit – 4 Human Resource Management (HRM) Recruitment, Motivation and leadership qualities.
Unit – 5 Library Organization structure and committee: Public Library / Academic Library

Section – B

Document Circulation, maintenance and preservation

Unit – 1 Library documents: Changing Concept, forms and Physical features
Unit – 2 Library Binding types and qualities.
Unit – 3 Circulation Work: Types of Charging and discharging systems.
Unit – 4 Library Maintenance, documents shelving and stock-verification.
Unit – 5 Preservation & conservation of different types of Library documents.

Section – C
Principals of Book Selection
Unit – 1   Concept of Book selection: Sources, methods, guides, routine and criteria for evaluation

Unit – 2   Principles of Book selection: Dewey, Drury Mac Colvin and Ranganathan.

Section – D
Library organisation
Unit – 1   Library Building and space Management

Unit – 2   Furniture and equipment

Unit – 3   Library Standards.

Section – E
Library Finance and Budget
Unit – 1   Sources of Library finance

Unit – 2   Budgeting: Norms and types.

Unit – 3   Compilation of library statistics.

Unit – 4   Annual Report

Reference Books:-
1. Effective Library and Information Centre Management - By Jo Bryson
2. Quality Management in Libraries – By K.C. Dabas
3. Library Organisation and Administration (both Hindi and English) – By R.S.P. Singh
4. Library Administration – By R.L. Mittal
5. A Treatise on Book Selection – By Ajit Chakrabarti
6. Pustakalaya Prashasan Avam Prabandhan (Hindi)

Paper - III
Information Prosessing Library Cataloguing (Theory)

Section A
Library Catalogue: Concept, forms types
Unit – 1   Library Catalogue: Concept, need, purpose, history, Library Catalogue and Bibliography.

Unit – 2   Forms of Catalogues.

Unit – 3   Types of Library Catalogues.

Unit – 4   Catalogue Codes: AACR2, CCC

Section B
Catalogue Entries
Unit – 1   Kinds of entries

Unit – 2   Elements of different types of entries.

Unit – 3   Machine format of catalogues: MARC & CCF, OPAC (online public Access catalogue).

Section C
Choice & rendering of Headings.
Unit – 1   Personal authors

Unit – 2   Corporate authors

Unit – 3   Cataloguing of non-print materials

Section D
Subject Indexing Cataloguing
Unit – 1   Subject Cataloging:

Unit – 2   Vocabulary Control & Subject Heading tools : Chain Procedure, POPSI, PRECIS, Post

Coordinate Indexing, punched card, Uniterm, Keyword and Citation Index.

Reference Books:-

1. Cataloguing theory and practice – By C. G Vishwanathan
2. Cataloging – By Krishan Kumar.
3. Prasuchikaran Sudhaul – Ke Mule Tatva (Fundamental elements of Cataloguing) By S.M. Tripathi and N.S. Shaukeen
4. AACR (II) and CCC (5): Comparative study – By M.Parameswarn
5. Introduction to AACR (II) –By Krishna Kumar.
6. Cataloging Practice CCC By R.L. Sehgal.

Paper - IV

Library Classification (Theory)

Section - A

Elements of Library Classification

Unit – 1	Concept of Library Classification
Unit – 2	Need and Purpose of Library Classification
Unit – 3	Notational System of Classification
Unit – 4	Knowledge and Book Classification

Section - B

Development of Library Classification

Unit – 1	Major Schemes of Library Classification, Species of Library Classification
Unit – 2	General theory of Library Classification
Unit – 3	Canons of Library Classification

Section – C

Approaches to Library Classification

Unit – 1	Postulate and systems
Unit – 2	Fundamental Categories, Facet analysis sequence, Helpful sequence
Unit – 3	Phase-Relation and Common isolates
Unit – 4	Devices in Library Classification

Section D

Unit – 1	Study of selected schemes of Library Classification, Call Number
Unit – 2	DDC, UDC, CC
Unit – 3	Comparative study of DDC & CC
Unit – 4	Current Trends in Library Classification.

Reference Books:-

1. Theory of Classification – By Krishan Kumar
2. Library Classification (HIndi) – By Pushpa Dheyani
3. Philosophy of library classification – By S.R. Ranganathan
4. Classification with Dewey Decimal Classification (Ed. 19th & 20th) by Pushpa Deyani
5. Colon Classification : EK Saral Adhdhiyan (HIndi) by UC Sharma & others.

Paper-V

Information Technology Basic and Application

Section – A

Role of Information

Unit – 1	Concept of information need & purpose

Unit – 2   Information products
Unit – 3   Types of information services in a library
Unit – 4   Documentation & its role

Section – B

Library Automation & Technology

Unit – 1   Need of Library Automation, Digital Library
Unit – 2   Library software and its special features
Unit – 3   Inter-net and its use in library

Section – C

Specific Information service

Unit – 1   Current Awareness Service
Unit – 2   SDI
Unit – 3   Translation service
Unit – 4   Reprographic service

Section – D

Information system and Networks

Unit – 1   National Information system and Networks:
NISCAIR, DESIDOC, NASSDOC, NISSAT,
DELNET, INFLINET.

Unit – 2   International system and networks: AGRIS, INIS,
MEDLARS, UNISSST, OCLC

Section – E

Reference Service

Unit – 1   Concept of Reference Service
Unit – 2   types of Reference Service
Unit – 3   Organization of References Service in different
types of libraries

Section – F

Tools of Reference Sources

Unit – 1   Dictionaries, Encyclopedias, Yearbooks.
Handbooks. Patents
Unit – 2   Indexing and Abstracting Periodicals
Unit – 3   Bibliographical, Geographical, Biographical and
current sources of reference service

Reference Books:-
1. Reference Service – By Krishan Kumar
2. Reference Service (2nd ed.) – By S.R. Ranganathan
3. Documentation and information: Services Technique and
systems –By B. Guha
4. Handbook for information systems and services – By Pauline
Atherton (unesco).
5. Information Technology in Library and information services
– By Mohan Kumar Gelhotra.
6. Learn Information and References and Services – By A.K.
Dhiman & Y. Rani.
7. Reference Services and Digital Sources of the information
– By Amijad Ali.

Practical

Paper VI

LIBRARY CATALOGUING PRACTICE

AACR-2R

(Anglo American Cataloguing Rules Editions – 2 (1978) Revision 1988)

(i) Preliminaries, Single personal Author, shared Responsibility & Editorial Directions :

(ii) Choice among different Names and References, series and Multivolumes

AACR-2R- Part II

(i) Subject Heading, Corporate Bodies, Uniform, Titles and Serials, Periodical Publications

2 CCC

(CLASSIFIED CATALOGUE CODE)

CCC – part – I

(i) Preliminaries to classified catalogue code:

(ii) Class Index Entry and Tracing:

(iii) Personal Authors:

(iv) Corporate Authors:

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Paper - VII

Library Classification Practice

Dewey Decimals Classification (DDC): (19th edition)
Introduction Structure and Organisation of Dewey Decimal Classification:

Definitions Note and Instructions:

Introduction to three Summaries Ascertaining Specific subject of Document and Assigning Class Number to its.

Relative Index its Use of Auxiliary Tables and Multiple Synthesis in DDC.

Uses of table 1:	Standard Subdivisions
Uses of table 2:	Areas
Uses of table 3:	Subdivisions of Individual Literatures
Uses of table 4:	Subdivisions of Individual Languages
Uses of table 5:	Racial, Ethenis, National Groups
Uses of table 6:	languages
Uses of table 7:	Persons & Multiple Synthesis

Colon Classification (CC).

Colon classification : Introduction

Colon Classification (i) Schedules & Technique

Colon Classification (ii) Steps in Classification

Colon Classification : Introduction to the Application of Postulates and Principles for Facet Analysis and Synthesis: Humanities and Social Sciences, Biological Sciences, Sciences and Generalia

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Paper - VIII

Project & Viva-Voce

Project work shale be notified and assigned to the student in each session by the Incharge of the BLIS programme.