

# **Bachelor of Library and Information Sciences**

## **PROGRAMME GUIDE**

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## INTRODUCTION

Information is an important resource in the day-to-day operations of individuals, organizations and society. The world has evolved to an age where information technology and information explosion are here with us. There is therefore need for information professionals to acquire higher and relevant qualifications and skills for libraries and other information centers. It is due to this need in our country that the Bachelor of Library and Information Science (BLIS) programme is being introduced. The techniques of library services have made great advances during last few decades with the result that the libraries are better planned, organized, equipped and administered, the book-stocks are more effective and better arranged and the readers are given increased facilities and greater assistance. Library is an asset of modern education and research. The situation has been created in such a way that the society cannot breathe without the library. The Bachelor of Library and Information Science programme is a structured professional and discipline-specific curriculum. For all this, an elaborate planning in every field demands specialized training and so also in librarianship. A systematic training for personnel in modern libraries has become an absolute necessity to meet the demands.

## ACADEMIC OBJECTIVES

1. To educate the students in the philosophy of librarianship, basic principles, fundamental laws, professional ethics.
2. To train students in the management of Library and Information Centers.
3. To enable students to understand and appreciate the functions and purpose of Library & Information Centers in the changing social, cultural, technological and economic environment.
4. To provide basic knowledge of computer and its application in Library and Information activities.
5. To give students an understanding of the basics of Information Science.
6. To train students in the skills of information, knowledge processing, organization, and retrieval.
7. The students are prepared in such a manner that they may be capable of taking up self-employment in the information field.
8. The students are prepared to take up the information challenges of the coming years.

**PROGRAMME CODE: 4H2H-S**

### **DURATION OF THE PROGRAMME**

**Minimum Duration: 1 year**

**Maximum Duration: 2 years**

### **MEDIUM OF INSTRUCTION/EXAMINATION**

Study Material may be made available in English Medium. However, a student has the option of writing the Exam in English/ Hindi/ Punjabi language except for **DLIS114 “LIBRARY CLASSIFICATION PRACTICE”** and **DLIS117 “LIBRARY CATALOGUING PRACTICE”** courses which are to be attempted only in English Language.

# PROGRAM SCHEME

COURSE CODE	COURSE TITLE	CREDITS	CA	ETE	ETP
<b>TERM 1</b>					
DLIS111	LIBRARY AND INFORMATION SOCIETY	4	20	80	0
DLIS112	LIBRARY AND ITS USERS	4	20	80	0
DLIS113	LIBRARY CLASSIFICATION AND CATALOGUING THEORY	4	20	80	0
DLIS114	LIBRARY CLASSIFICATION PRACTICE	4	20	0	80
<b>TERM 2</b>					
DLIS115	REFERENCE SOURCES AND SERVICES	4	20	80	0
DLIS116	MANAGEMENT OF LIBRARIES AND INFORMATION CENTRES	4	20	80	0
DLIS117	LIBRARY CATALOGUING PRACTICE	4	20	80	0
DLIS118	INFORMATION AND COMMUNICATION TECHNOLOGY APPLICATIONS	4	20	80	0

<b>Course Code</b>	<b>D</b>	<b>L</b>	<b>I</b>	<b>S</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>Course Title</b>	<b>LIBRARY AND INFORMATION SOCIETY</b>
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<b>Weightage</b>		
<b>CA</b>	<b>ETE (Th.)</b>	<b>ETP</b>
<b>20</b>	<b>80</b>	<b>0</b>

**Course Content:**

<b>Sr. No.</b>	<b>Content</b>
<b>1</b>	Library in the Social context: Concept of modern libraries, Information Society, Changing Role of Libraries in Socio- economic development, education and recreation. Place of library in Dissemination of information.
<b>2</b>	Concept of library: Definition, purpose and functions, Five laws of library science: Implications of five laws in library and information activities.
<b>3</b>	Types of libraries and their functions: National, Public, Academic and Special Libraries, With special reference to School, college and University Libraries. National Library.
<b>4</b>	Resource sharing, Networking and extension services, Library extension services, Public Relation.
<b>5</b>	Networks: National and International: NICNET, CALIBNET, DELNET, ERNET, INFLIBNET and the Intranet
<b>6</b>	Library development: Library movement in India, U.K, U.S.A.
<b>7</b>	Library legislation: Need for library legislation – Essential features of library legislation, Library legislation in India; Model Public Library Bill of S.R. Ranganathan
<b>8</b>	Indian copyright Act – Delivery of Books and Newspapers (Public Libraries) Act.
<b>9</b>	Library and information profession: Librarianship as a profession – Professional ethics, Professional associations and their role, National and International associations: ILA, IASLIC, And IFLA.
<b>10</b>	Promoters of Library and information services: Promotion of library and information services by UNESCO, IFLA, RRRLF and UGC (India)

## **READINGS: SELF LEARNING MATERIAL (SLM)**

### **ADDITIONAL READINGS:**

1. RANGANATHAN (S R). Five laws of library science. Ed. 2.1989. Sarada Ranganathan
2. Endowment for Library Science, Bangalore.
3. KRISHAN KUMAR. Library Organization. 1993. Vikas, New Delhi.
4. BHATT (R K). History and development of libraries in India.1995. Mittal Publications, New Delhi.
5. CHAPMAN (E A) and LYNDEN (F C). Advances in Librarianship.2000. Academic Press, San Diego.
6. CHOWDHURY (G G), BURTON (P F) and McMENEMY (D). Librarianship: the complete introduction. 2008. Neal-Schuman Publishers, New York.
7. FEATHER (J). The information society: a study of continuity and change. Ed. 5.2008. Facet Publishing, London.
8. KHANNA (J K). Library and Society. 1955. Research Publication, Kurukshetra.
9. MARTIN (W J). The Information Society. 1988. Aslib, London.
10. PRASHER (R G). Information and its Communication. 1991. Medallion Press, New Delhi.
11. SINGH (S P). Special libraries in the electronic environment. 2005. Bookwell, New Delhi.
12. VENKTAPPAIAH (V) and MADHUSUDHAN (M). Public library legislation in the new millennium. 2006. Bookwell, New Delhi

Course Code	D	L	I	S	1	1	2	Course Title	LIBRARY AND ITS USERS
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Weightage		
CA	ETE (Th.)	ETP
20	80	0

### COURSE CONTENTS:

Sr. No.	Description
1.	Changing role of Libraries and their information Needs.
2.	Information: Definition and its nature, Categories of information users
3.	Information needs of users, Information seeking behavior.
4.	Evaluation of library sources and services: Books, periodicals, catalogues. Effectiveness: Cost Benefit /Cost Effectiveness studies
5.	Library Surveys: Purpose and use.
6.	Planning surveys, collecting information processing and analysis of data interpretation and presentation (only basics to be covered), Techniques and tools of library surveys.
7.	User studies: Methods and Techniques, Evaluation of user studies.
8.	User Education: Concepts, goals and objectives, Levels, Techniques and methods.
9.	Evaluation of user educational programmes, Information Literacy: Definition, need, purpose and programmes
10.	Public Relation and Marketing: Definition, need, objective and methods.

### READINGS: SELF LEARNING MATERIAL (SLM)

### ADDITIONAL READINGS:

1. Girja Kumar:Philosophy of user Education. Delhi : Vikas,1983.
2. Peter,Fox: Library user education.
3. Line, Maurice( B) :Library Surveys,London: Clive Bingley,1982
4. Lancaster, (F. W):The measurement and evaluation of :Library Services.
5. Lancaster, (F.W) :If you want to evaluate your Library
6. Prasher,(R.G):Information and its communication
7. Laloo, (Bikika Tariaing):Information needs,informationseeking behaviours and users. Delhi: Ess Ess,2002.
8. Jordan,(Peter):The academic Library & its users .Gower,1998
9. Bavakutty.(Metc):Information and its communication Ludhiana : Medallian, 2003.
10. Nicholas,(David):Assessing information needs: Tools, techniques & concepts for the Interne age. London : Aslib.
11. Sehgal, (R.L):User education in Computer based libraries Delhi :Ess Ess, 2002.
12. Martin,(Allan):Informatiton and IT Literacy enabling learning and Rader,(Hannelore)in the 21st century. London : Facet, 2003.
13. Betty, (M): Cost analysis of library functions.
14. Stevensons,( M.B) :User education programmes.
15. Ward, (M.L) :Reader and library User,London:Library Association.1977.
16. Satyanarayana:User education in academic libraries

<b>Course Code</b>	<b>D</b>	<b>L</b>	<b>I</b>	<b>S</b>	<b>1</b>	<b>1</b>	<b>3</b>	<b>Course Title</b>	<b>LIBRARY CLASSIFICATION AND CATALOGUING THEORY</b>
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<b>Weightage</b>		
<b>CA</b>	<b>ETE (Th.)</b>	<b>ETP</b>
<b>20</b>	<b>80</b>	<b>0</b>

**COURSE CONTENTS:**

<b>Sr. No.</b>	<b>Description</b>
1.	Concept of library classification: Definition, Need and Purpose. Theory of subjects; basic, compound and complex subjects. Notation: Need, Purpose and qualities. Five Fundamental categories.
2.	Classification Schemes : Introduction to major schemes of classification: Colon Classification (CC), Dewey Decimal Classification (DDC), Universal Decimal Classification (UDC)
3.	Classification Theory: Cannons of Ranganathan, Development and trend in classification, role of computers
4.	Concept of Call number: Class Number, Book Number, Collection Number
5.	Concept of library catalogue: Definition, need, purpose and functions Forms and types of catalogue. Dictionary, Classified, Alphabetic-classified Catalogue; Card, Computerized and online (OPAC) Catalogues.
6.	Filing of Entries: Arrangement of entries of Dictionary and Classified catalogue, Descriptive Cataloguing: Current trends in Standardization, description, and Exchange (ISBD, CCF, MARC)
7.	Standard Codes of Cataloguing : AACR and CCC, Normative principles of Cataloguing: Canons of Cataloguing
8.	Subject Cataloguing and Indexing: Principles of subject Cataloguing . Subject Headings Lists and their features (Sears List of Subject Headings and Library of Congress List of Subject Headings) Development and trends: Development and recent trends in Cataloguing.
9.	Role of CRG, DRTC and ISKO
10.	Development and trends: Development and recent trends in Cataloguing

**READINGS: SELF LEARNING MATERIAL (SLM)**

**ADDITIONAL READINGS:**

1. Krishan Kumar: Theory of classification.
2. Krishan Kumar: Theory of cataloguing.
3. Ranganathan, (SR): Classified catalogue code. 5th Ed.
4. Ranganathan, (SR): Colon Classification. 6th Revised Edition.
5. Ranganathan, (SR): Prolegomena to library classification.
6. Line, Maurice ( B):Library Surveys, London: Clive Bingley,1982.
7. Lancaster, (F. W): The measurement and evaluation of Library Services
8. Lancaster, (F.W): If you want to evaluate your Library.
9. Prasher, (R.G): Information and its communication.
10. Laloo, (Bikika Tariaing): Information needs, information seeking behaviors, and users. Delhi: Ess, 2002.

<b>Course Code</b>	<b>D</b>	<b>L</b>	<b>I</b>	<b>S</b>	<b>1</b>	<b>1</b>	<b>4</b>	<b>Course Title</b>	<b>LIBRARY CLASSIFICATION PRACTICE</b>
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<b>Weightage</b>		
<b>CA</b>	<b>ETE (Th.)</b>	<b>ETP</b>
<b>20</b>	<b>0</b>	<b>80</b>

**COURSE CONTENTS:**

<b>S. No.</b>	<b>Topics</b>
<b>1.</b>	Colon Classification
<b>2.</b>	Dewey Decimal Classification
<b>3.</b>	Colon Calcification and Dewey Decimal Classification

**READINGS: SELF LEARNING MATERIAL (SLM)**

**ADDITIONAL READINGS:**

1. Colon Classification, Ed 6 (Reprinted with amendments) 1963.
2. Dewey Decimal Classification 23<sup>rd</sup> .Ed. 2011.
3. Dictionary/ Encyclopedia.

## **READINGS: SELF LEARNING MATERIAL (SLM)**

### **ADDITIONAL READINGS:**

1. Ranganathan (S R). Reference service. Ed 2. 1989. Ranganthan Endowment for Library Science, Bangalore.
2. Krishan Kumar. Reference service. Ed. 3. 1996. Vikas Publishing, New Delhi.
3. Cheney (F.N) and Williams (W.J). Fundamental reference sources. Ed.3. 2000. ALA, Chicago.
4. Crawford (John). Evaluation of library and information services. 2000.ASLIB, London.
5. Farmer (LSJ), Ed. The human side of reference and information services in academic libraries: adding value in the digital world.2007. Chandos Publishing, Oxford.
6. Foskett (D J). Information service in libraries. Ed.2. 1967. Archon Book Hamden,Connecticut.
7. Fourie (D) and Dowell (D). Libraries in the information age.2002.Libraries Unlimited, New York.
8. Katz (William A). Introduction to reference work: reference service and reference process.

<b>Course Code</b>	<b>D</b>	<b>L</b>	<b>I</b>	<b>S</b>	<b>1</b>	<b>1</b>	<b>5</b>	<b>Course Title</b>	<b>REFERENCE SOURCES AND SERVICES</b>
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<b>Weightage</b>		
<b>CA</b>	<b>ETE (Th.)</b>	<b>ETP</b>
<b>20</b>	<b>80</b>	<b>0</b>

**Course Content:**

<b>Sr. No</b>	<b>Topics</b>
1	Reference and Information sources :Documentary sources of Information ; print and non -print :categories: primary, secondary and tertiary:
2	Human and institutional sources of Information. Reference Services: Kinds and nature of reference services, Methods and Evaluation.
3	Users and Non users, User Education Program, Orientation, ready and long range reference service.
4	Reference and Information Sources: Types of Reference and Criteria for evaluation of Reference and Bibliographical sources.
5	Reference and Information Services: Concept, definition, need and trends. Basics of digital and virtual reference services.
6	Need, techniques and evaluation of CAS and SDI services. Bibliographic, referral, document delivery, and translation services.
7	Information Systems and Network: Services and products of Documentation and Information Centers, and Information systems and networks at national level: NISCAIR, DESIDOC, NASSDOC, INFLIBNET, DELNET.
8	Services and products of Documentation and Information Centers,
9	Information systems and Networks at international level: OCLC, AGRIS AND INIS.
10	Indexing and abstracting Services: Purpose and types. Development of abstracting services, Functions, types, uses and criteria of evaluation.

<b>Course Code</b>	<b>D</b>	<b>L</b>	<b>I</b>	<b>S</b>	<b>1</b>	<b>1</b>	<b>6</b>	<b>Course Title</b>	<b>MANAGEMENT OF LIBRARIES AND INFORMATION CENTRES</b>
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<b>Weightage</b>		
<b>CA</b>	<b>ETE (Th.)</b>	<b>ETP</b>
<b>20</b>	<b>80</b>	<b>0</b>

**Course Content:**

<b>Sl. No.</b>	<b>Description</b>
1.	<b>Concept of Management:</b> Principles of scientific management and their application to libraries, Functions of administration. Levels of management.
2.	<b>Library organization:</b> Policy making bodies of library: library authority and library committee. Organizational structure in libraries
3.	<b>Human Resource Management:</b> Policy and staffing (selection, recruitment, training and development, appraisal), classification of library personnel, staff manual, outsourcing.
4.	<b>Collection Development Section:</b> Need, purpose, Principles and factors.
5.	<b>Collection Development policy:</b> Procedure of ordering, appointing vendors. Book trade problems with special reference to India. Accessioning. Good Offices Committee (GOC). Acquisition of non- print/multimedia materials.
6.	<b>Library Finance:</b> Sources of finance, Budgeting procedure and accounts. Cost - effectiveness and Cost – benefit analysis.
7.	Technical Section; Classification, Cataloguing and filing routines. Periodical section: Acquisition, methods of recording with special reference to Kardex.
8.	<b>Circulation Section:</b> Membership/Registration, Charging and discharging systems, Library rules. Reference and Information Section: Organization of reference and Information section. User education.
9.	<b>Storage and Maintenance Section:</b> Planning and policies, Open vs Closed access, Stacking arrangement, stack maintenance, binding, stock rectification and stock verification,
10.	<b>Library building and equipments:</b> planning, responsibilities, Library building, Qualities, location and environment etc. Furniture and equipments

**READINGS: SELF LEARNING MATERIAL (SLM)**

**ADDITIONAL READINGS:**

1. Mittal (RL): Library Administration : Theory and practice. Latest ed.
2. Ranganathan (SR): Library administration. Latest ed.
3. Evans, (GE): Management techniques for Librarians.
4. Lock (RN): Brown's manual of library economy. Latest Ed.
5. Lock (RN), Ed. : Manual of library economy: Conspectus of Professional Librarianship  
For students and practitioners. London: Clive Bingley. Latest Ed.
6. Narayana (GJ): Library and Information Management
7. Wheeler (JL) and Goldhar: Practical administration of Public Libraries. Latest Ed.
8. Wilson (LR) and Tauber, MF: University Library. Latest Ed.

<b>Course Code</b>	<b>D</b>	<b>L</b>	<b>I</b>	<b>S</b>	<b>1</b>	<b>1</b>	<b>7</b>	<b>Course Title</b>	<b>LIBRARY CATALOGUING PRACTICE</b>
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<b>Weightage</b>		
<b>CA</b>	<b>ETE (Th.)</b>	<b>ETP</b>
<b>20</b>	<b>80</b>	<b>0</b>

**COURSE CONTENTS:**

<b>S. No.</b>	<b>Topics</b>
<b>1.</b>	<p>The following types of documents shall be catalogued according to both CCC and AACR II :</p> <ul style="list-style-type: none"> <li>➤ Single personal author, joint author.</li> <li>➤ Pseudonym : Single and joint.</li> <li>➤ Works under editorial direction and of mixed responsibility.</li> <li>➤ Corporate author: Government, Institution and Conference.</li> <li>➤ Ordinary Composite book.</li> <li>➤ Multi-volumes.</li> </ul>
<b>2.</b>	<p>The following types of documents shall be catalogued according to AACR II only:</p> <ul style="list-style-type: none"> <li>➤ Uniform Titles.</li> <li>➤ Microforms.</li> <li>➤ Periodicals.</li> </ul>
<p><b>Note :</b> (I) Complicated cases of personal names,(ii) Complicated corporate authorship,(iii) Complex titles in periodicals,(iv) Complexities in descriptive cataloguing,(v) Uniform titles, are excluded. Cataloguing of Artificial composite book, Pseudo-series according to AACR II and CCC are excluded.</p>	

**READINGS: SELF LEARNING MATERIAL (SLM)**

**ADDITIONAL READINGS:**

1. Anglo American Cataloging Rules II (Ed2,1978).
2. Classified catalogue code with additional; rules for dictionary catalogue code Ed.5. Reprinted 1991. For subject headings use Sears List of Subject Headings,Ed.12.
3. S.R. Ranganathan: Cataloguing Practice (CCC); Sharda Ranganathan Endowment Publications, New-Delhi, Ed.2000.
4. C.Lal: Practical Cataloguing; ESS ESS Publications, Delhi, Ed.2002.

<b>Course Code</b>	<b>D</b>	<b>L</b>	<b>I</b>	<b>S</b>	<b>1</b>	<b>1</b>	<b>8</b>	<b>Course Title</b>	<b>INFORMATION AND COMMUNICATION TECHNOLOGY APPLICATIONS</b>
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<b>Weightage</b>		
<b>CA</b>	<b>ETE (Th.)</b>	<b>ETP</b>
<b>20</b>	<b>80</b>	<b>0</b>

**Course Content:**

<b>Sr. No</b>	<b>Topics</b>
1	Introduction to computers: Salient features of computers.
2	Generations of computers
3	Types of computers: Supercomputers, mainframes, personal computers, note book computers.
4	Computer Hardware: Input & Output devices.
5	Software: System software and application software (Basics Only).
6	Windows Operating Systems: Definition and functions. (Basic features). Algorithms and flowcharts.
7	Programming language: Types and functions. Word-Processing software: MS-Word: Creating , editing, and formatting a document.
8	Library Automation: Need and purpose. Application of ICT in different areas in libraries.
9	Online information services , Information Retrieval: search engines Boolean operators
10	Library softwares: Essential features, Study of features of select library packages: WINISIS, LIBSYS, SOUL, KOHA.

**READINGS: SELF LEARNING MATERIAL (SLM)**

**ADDITIONAL READINGS:**

- 1.
2. Ravichandra Rao, (IK): Library automation. New Delhi: Wiley Eastern.
3. Rowley, (J.) The electronic library. 4th ed. London: LA, 1998.
4. Satyanarayana,(NR): A manual of computerisation in libraries.

Devarajan, (G). Information technology in libraries. Delhi: Ess Ess, 1990.