University of Rajasthan

SYLLABUS

BACHELOR OF LIBRARY AND INFORMATION

SCIENCE

2015-2016

Prepared by: [Signature]

Asstt. Registrar (Acad. I)
University of Rajasthan
Jaipur
SYLLABUS

BACHELOR OF LIBRARY AND INFORMATION SCIENCE

Main Objectives

The objectives of the BLISc (One Year) Programme are:

- To educate the students in the philosophy of librarianship, basic principles, fundamental laws, professional ethics.

- To train the students in the skills of information knowledge processing, organization and retrieval.

- To train the students in the management of Library and Information Centres.

- To enable the students to understand and appreciate the functions and purposes of Library and Information Centres in the changing social cultural, technological and economic environment.

- To provide students the basic knowledge of computer and its application in library and information activities.

- To give the students an understanding of the basics of Information Science.

Rules for Admission

O.144 (4): For all examinations (including Library Science) in the Faculty of Education: A Candidate Shall be required to put in a minimum of 66% attendance at thelecturers and 66% at the practicals, separately. Provision of condonation of attendance is to be followed as per university rules.

O.329 I: The duration of the course will be one academic year (July to April).

O.329 J: A candidate for admission to the Bachelor of Library and Information Science course should possess a Bachelor's degree or Master's degree of the University or of any other University recognised for the purpose by the Syndicate with 45% marks in the aggregate either at the Bachelor's degree examination or at the Master's degree.
The candidates employed in the recognised Libraries of Rajasthan as whole time paid worker and possessing at least three years experience after passing C. Lib. Sc. or Diploma in Library Science recognised by the University of Rajasthan may also be admitted subject to a maximum of 25% of total seats.

O. 329 K - I : Omitted.

**SCHEME OF EXAMINATION**

R. 43 -B For a pass, a candidate shall be required to secure a minimum of 30% marks in each paper and 40% marks in the aggregate of all the papers. Successful candidates securing at least 60% marks in the aggregate shall be placed in First division and those securing at least 50% marks in the aggregate in Second division. All the rest will be declared to have passed the examination.

A candidate for the examination shall be required to offer theory and practical paper mentioned below. The maximum marks of each paper shall be as noted against each and the duration of each theory paper and practical paper shall be 3 hours.

<table>
<thead>
<tr>
<th>Papers</th>
<th>Maximum Marks</th>
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<tbody>
<tr>
<td>I. Library, Information and Society</td>
<td>100</td>
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<tr>
<td>II. Library and Information Centre Management</td>
<td>100</td>
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<tr>
<td>III. Library Classification (Theory)</td>
<td>100</td>
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<td>IV. Library Cataloguing (Theory)</td>
<td>100</td>
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<td>V. Information Sources, Products and Services</td>
<td>100</td>
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<tr>
<td>VI. ICT Application in Library and Information Science (Theory)</td>
<td>100</td>
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<tr>
<td>VII. Library Classification (Practical)</td>
<td>75</td>
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<tr>
<td>VIII. Library Cataloguing (Practical)</td>
<td>75</td>
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<tr>
<td>IX. ICT Application in Library and Information Science (Practical)</td>
<td>50</td>
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</tbody>
</table>

Asstt. Registrar ( Acad I)  
University of Rajasthan  
Jaipur
Paper - I: Library, Information and Society

3. Five Laws of Library Science and their Implications
4. Information Literacy: Concept, need, types and role
5. Library Movement in India, U.K. and U.S.A.
8. Extension Activities and Public Relation work.
10. Role and Activities of IFLA and UNESCO and RRMRLF
12. Library Education in India: Historical Development, levels of courses, Present Trends.

Paper - II : Library and Information Centre Management

1. General and scientific Principles of Management and their implication to Library Administration. Function of administration
2. Library House Keeping Activities:
   - Acquisition: Organization, Purpose and Function, Principles of Book Selection, Sources, Procedure and Methods, Book ordering.
- Circulation: Organization, Purpose and Function, Methods of Charging and Discharging Systems: Browne and Newark Systems
- Serials Control: Organization, Purpose and Function, Acquisition and Processing etc., Three card Systems

3. Library Personnel: Classification, Job Description and Analysis, Job Satisfaction and Resistance to change.

4. Library Authority and Library Committee: Purpose, Functions and Types of Library Committee, Role of the Librarian

5. Financial Management: Sources of Finance, Financial estimation and Budgeting Techniques.


8. Total Quality Management.

Paper III- Library Classification (Theory) Max. Marks: 100


3. Species of Classification Schemes : Enumerative Classification (EC); Almost enumerative Classification (AEC); Almost Faceted Classification (AFC); Rigidly Faceted Classification (RFC); Freely Faceted Classification (FFC). Salient Features of Dewey Decimal Classification (DC); Colon Classification (CC).


6. Principles of Helpful Sequence: Time sequence; Evolutionary sequence; Spatial sequence; Quantitative measures sequence; Complexity measures sequence; Canonical sequence; Literary-warrant sequence; and Alphabetical sequence

7. Different devices to form foci in an array. Chronological Device (CD); Geographical Device (GD); Subject Device (SD); Alphabetical Device (AD); Mnemonic Device (MD); Facet Device (FD); Super Imposition Device (SID); Classic Device (CLD); Telescoping of array and facet.

8. Book Classification: Call Number; Class Number; Book Number – Types of Book Numbers; Collection Number.

Paper - IV: Library Cataloguing (Theory) Max. Marks: 100

1. Library Catalogue - Need, Objectives, and Types & Similar Other Tools: Bibliographies, indexes, accession lists and shelf list.

2. Types of Entries in CCC and AACR-2: Main Entry and Added Entries

3. Physical and Inner Forms of Catalogue Including OPAC.


5. Subject Cataloguing: Need, Purpose and Function, Principles of Subject Headings, Methods for derivation of Subject Headings: Chain Procedure, Sear's List of Subject Headings and LC List of Subject Headings.

6. Centralized and Cooperative Cataloguing.


8. Rules for Filing According to CCC and ALA.

10. Current Trends in Bibliographic Standardization, Description and Exchange: ISBD (G), ISBD (M), ISBD(S), MARC and CCF.

**Paper - V: Information Sources, Products and Services**  
Max. Marks. 100


3. **Information Services**: CAS and SDI (Manual and Computerised), Bibliographic, Referral and Documents Delivery Services, etc. Literature Search (CD ROM/ On Line), Indexing and Abstracting Services. Compilation of Bibliographies, Bibliographical Reference.

4. **Information Users**: Types, Users studies and User education.

5. **Library Networks**: Concept, Purpose, INFLIBNET, DELNET, etc.

6. **Bibliographical Databases**: Concept, Examples: CAIS, Physics Abstracts, Biological Abstracts, Science Citation Index, Dissertation Abstracts International, and LISA

7. **Bibliographic Control**: Basic concept, Recent Trends and Impact of IT on information Sources & Services

**Paper - VI: ICT Application in Library and Information Science: (Theory)**  
Max. Marks. 100

1. **Fundamentals of Information & Communication Technology**:  
Computer: Concept, need, Generations. Classification of computer Hardware: Internal Structure of Computer including CPU, Storage Devices, Input and Output devices, etc.

3. **Bibliographical Database**: Concept. Library Management Software: Basic features of CDS/ISIS, WINISIS and SOUL.


5. **The Internet**: Concept & its Services. E-mail, World Wide Web (WWW). Domain Names, IP Address and URLs: Concept and examples.


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**Paper - VII : Library Classification (Practical)**

Max Marks : 75


2. Classification of documents requiring use of common isolates, phase relations, devices etc.

The questions paper will consist of two independent parts one for colon classification and another for Dewey Decimal classification.

Details of each part are given below:

**Colon Classification:**

**Part - I**

Q.1 8 Titles out of 10 Titles are to be classified (Based on five fundamental categories, rounds, levels, systems and special(s)).

Q.2 5 Titles out of 8 Titles to be classified (Titles with certain emphasis on the use of devices, common isolates, phase relation etc.)

Q.3 Book Numbers.
Dewey Decimal Classification

Part - II

Q.1 8 Titles out of 10 Titles are to be attempted. (based on enumerated numbers, standard sub divisions, area tables and add devices).

Q.2 5 Titles out of 8 Titles are to be attempted on the basis of use of tables 3 to 7 and add devices.

Note: Since the Department will not be in a position to acquire more than 20-25 copies of CC (Ed. 6 reprint) and 20-25 sets of DDC (Ed. 19), examination of this paper will be conducted in different groups of examinees; each group will consist of 40 examinees only. In case the number of examinees is more than 40 in a session, the number of question papers to be set would be increased accordingly.

Paper - VIII: Library Cataloguing (Practical) Max. Marks: 75

Practical Cataloguing of under mentioned types of documents for a Classified Catalogue and a Dictionary Catalogue by using 'Classified Catalogue Code' (Latest edition with amendments) for the former and the "Anglo-American Cataloguing Rules-2 (1978) along with 'Sears List of Subject Headings' for the latter.

2. Books involving corporate authorship.
3. Books involving pseudonymous authors.
4. Books requiring titles as heading.
5. Composite books.
6. Multi-volume books

Note: Complicated periodicals, pseudo series and author merged title are to be excluded.

This paper will have 5 titles.

First 2 Titles will be catalogued according to CCC (Ed. 5 with amendments).

Next 2 Titles will be catalogued according to AACR -2 (1978).

Fifth Title will be simple periodical to be catalogued either by CCC or AACR -2.
Paper - IX: ICT Application in Library and Information Science (Practical)

Max. Marks: 50

1. **Operating Systems**: MS DOS: Commands; Windows- Basic features. Creating, editing, copying, moving, and deleting files and directories / folders. MS Word; MS Excel; Power Point Presentation,

2. **Bibliographical Database**: CDS/ISIS, WINISIS– Database Design: FDT preparation; Worksheet design; Display Format language and Format design; Indexing techniques in CDS/ISIS; FST preparation; Data Entry; Search Techniques: Dictionary search, Truncated search, Boolean search, Any search, Free Text search; Sorting & Printing Services; Master File Services; Data Import & Export of records.

3. **Web Page Designing using HTML**

4. **Internet Searching.**
RECOMMENDED BOOKS

Paper - I - Library, Information and Society


Paper - II - Library and Information Centre Management


Paper - III and VII - Library Classification (Theory and Practical)


**Paper - IV and VIII - Library Cataloguing (Theory and Practical)**


**Paper - V - Information Sources, Products and Services**


Paper - VI and IX - ICT Application in Library and Information Science (Theory & Practical)

1. HUNT (Reger) and JOHN (Shelly). Computer and Commonsense. 1982. Printice Hall, Delhi.