UNIVERSITY OF RAJASTHAN
JAIPUR

SYLLABUS

Bachelor of Library & Information Science

(Semester Scheme)

I & II Semester 2020-21
SYLLABUS
BACHELOR OF LIBRARY AND INFORMATION SCIENCE
SEMESTER SCHEME
SEMESTER I

Main Objectives

Objectives of the BLISc (Semester Scheme) 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 75% attendance at the lecturers and 75% 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 consisting of two semesters.

O.329 II: 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.
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.

The duration of examination of each theory paper and practical paper shall be 3 hours.

First Semester

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Subject Code</th>
<th>Course Title</th>
<th>Course Category</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>BLS-701</td>
<td>Foundations of Library and Information Science (Theory)</td>
<td>CCC</td>
<td>4</td>
</tr>
<tr>
<td>2.</td>
<td>BLS-702</td>
<td>Library Classification (Theory)</td>
<td>CCC</td>
<td>4</td>
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<td>3.</td>
<td>BLS-703</td>
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<tr>
<td>4.</td>
<td>BLS-704</td>
<td>ICT Application in Library and Information Science (Theory)</td>
<td>CCC</td>
<td>4</td>
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<tr>
<td>5.</td>
<td>BLS-711</td>
<td>Library Classification - Colon Classification (Practical)</td>
<td>CCC</td>
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<td>6.</td>
<td>BLS-712</td>
<td>Library Cataloguing - Classified Catalogue Code (Practical)</td>
<td>CCC</td>
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<tr>
<td>7.</td>
<td>BLS-713</td>
<td>ICT Application in Library and Information Science (Practical)</td>
<td>CCC</td>
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</tr>
</tbody>
</table>
BLIS- SEMESTER-I

Paper: BLS-701: Foundation of Library and Information Science (Theory)
Max. Marks: 100

1. **Introduction** - Concept of Library, Information and Society; Historical Development of Libraries in India; Library Education in India: Historical Development, Level of Courses, Present Trends; Library as a Social Institution, Role of Library and Information Centres in the Modern Society.

2. **Types of Library & Information Centres and Library Philosophy** - Different Types of Libraries: Public, Academic and Special - Their Objectives, Functions, Services and Distinguishing Features; National Library of India, Kolkata- Objectives, Functions and Services; Five Laws of Library Science and their Implications.

3. **Library Legislation** - Library Legislation: Need and Essential Features; Library Legislation in India: Need, Purpose, Functions and Essential Features; Model Public Library Act; The Press and Registration Act; Delivery of Books (Public Libraries) Act; IPR: Copyright Act; Right to Information Act; Plagiarism.

4. **Library Associations and Organisations** - Library Associations of India: Indian Library Association (ILA); Indian Association of Special Library & Information Centres (IASLIC); International Associations: American Library Association (ALA), Chartered Institute of Library and Information Professionals (CILIP), Association for Information Management (ASLIB), and Special Library Association (SLA); National and International Organisations: Raja Rammohun Roy Library Foundation (RRRLF), United Nations Educational, Scientific and Cultural Organisation (UNESCO), and International Federation of Library Associations and Institutions (IFLA) in Promotion and Development of Libraries.


2. **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 (DDC); Colon Classification (CC).

3. **Main Class** – Canonical Class and Basic Class. Five Fundamental Categories: PMEST. Isolate -- Common Isolate, Special Isolates, Auxiliary Schedules, Rounds and Levels. Devices to form foci in an array-Chronological Device, Geographical Device, Subject Device, Alphabetical Device, Mnemonic Device, Super Imposition Device; Call Number.

4. **Facet Analysis** – Postulates pertaining to Fundamental Categories. Postulational Approach to Classification with steps in Systematic Classification. Principles of Facet Sequence, Principles of Helpful Sequence- Time sequence; Evolutionary sequence; Spatial sequence; Quantitative measures sequence; Complexity measures sequence; Canonical sequence; Literary-warrant sequence; and Alphabetical sequence.

Max. Marks: 100

1. **Fundamental Concepts and Historical Development:** Library Catalogue: Definition, Objectives, and Functions; Brief History and Development of Library Catalogue; Physical Forms of Catalogue Including OPAC, Web OPAC; Types of Catalogues: Dictionary Catalogue, Classified Catalogue, Alphabetico-classed Catalogue, and Alphabetico-Subject Catalogue.

2. **Types of Catalogue Entries:** Kinds of Entries in CCC and AACR-II: Main Entry and Added Entries. Data Elements in Different Types of Entries; Rules for Filing of Entries in CCC and AACR-II.

3. **Normative Principals of Cataloguing:** Laws. Principles and Canons; Principles of Subject Headings; Methods for Derivation of Subject Headings: Chain Indexing; Sear's List of Subject Headings (SLSH); Library of Congress Subject Headings (LCSH).

4. **Choice and Rendering of Headings:** Personal Authors (Western and Indic Names); Corporate Authors; Pseudonyms; Anonymous Work; Uniform Titles; Periodicals in CCC and AACR-II.


**Paper: BLS-704: Application in Library and Information Science**

M. M.: 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.

features of MS-Word, MS-Excel & Power point, Open Office (brief introduction). Concept and basic features of DBMS.


4. **The Internet**: Concept & its Services. OSI Model. TCP/IP Model. E-mail, World Wide Web (WWW). Domain Name Service. IP Address and URLs: Concept and examples.


**Paper: BLS-711: Library Classification – Colon Classification (Practical)**

**Max Marks: 50**

Classification of documents by Colon Classification (6th Ed. reprint)

1. Classification of documents, having simple, compound and complex subjects.

2. Classification of documents

3. using common isolates, phase relations, devices etc.

Q.1 10 out of 12 Titles are to be classified (Based on five fundamental categories, rounds, levels, systems and specials). (2X10 = 20 Marks)

Q.2 8 out of 10 Titles to be classified (Titles with certain emphasis on the use of devices, common isolates, phase relation etc.) (3X8= 24 Marks)

Q.3 Book Numbers along with Class Number. (6X1 = 6 marks)

Note: Since the Department will not be in a position to acquire more than 20-25 copies of CC (Ed. 6 reprint), 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. Different question papers will be prepared for different groups.

**Paper: BLS-712: Library Cataloguing - Classified Catalogue Code**

*Practical*

M.M.: 50

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):

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.

The paper shall have 7 titles out of which 5 titles are to be compulsorily answered.

**Paper: BLS-713: ICT Application in Library and Information Science**

*Practical*

M. M.: 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. **Database Management System (DBMS):** MS- Access

3. **Web Page Designing using HTML**

Dy. Registrar (Acad.)
University of Rajasthan
Jaipur
4. **Internet Searching.**

Note: The examination of this paper will be conducted in different groups of examinees; each group will consist of 20 examinees only. In case the number of examinees is more than 20, the number of question papers to be set would be increased accordingly.

[Signature]

Registrar (Acad.)
University of Rajasthan
Jaipur
RECOMMENDED BOOKS

BLS-701 - Foundation of Library and Information Science (Theory)

1. BAWDEN (D) and ROBINSON (L). Introduction to information science. 2013. Neal Schuman, Chicago.


**BLS- 702 & 711 - Library Classification (Theory and Practical)**


STUART (D). Practical ontologies for information professionals. 2016. Facet Pub.,
London.

BLS - 703 & 712- Library Cataloguing (Theory and Practical)

5. COATES (EJ). Subject Catalogue: Headings and structure. 1960. Library Association,
   London.
6. FRITZ, D. A. 2009. Cataloging with AACR2: Anglo American cataloging rules and
   MARC 21 for books, electronic resources, sound recordings, video recordings, and
   Publishing House, Delhi.
   Delhi.
10. LAZARINIS (FOTIS). Cataloguing and classification: An introduction to AACR2,
    RDA, DDC, LCC, LCSH and MARC 21 Standards. 2014. Chandos Publishing,
    London.
11. RANGANATHAN (SR). Classified catalogue code: with additional rules for
    Endowment for Library Science, Bangalore.
    Bombay.
13. TAYLOR (AG) AND MILLER (David P). Introduction to cataloguing and
15. WELSH (A) AND BATLEY (S). Practical cataloguing: AACR, RDA and MARC 21.
BLS- 704 & 713: ICT Application in Library and Information Science (Theory & Practical)

SYLLABUS
BACHELOR OF LIBRARY AND INFORMATION SCIENCE
SEMESTER SCHEME
SEMESTER II
Main Objectives

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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.

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**SCHEME OF EXAMINATION**

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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.

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**Second Semester**

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<tbody>
<tr>
<td>1.</td>
<td>BLS-801</td>
<td>Library and Information Centre Management (Theory)</td>
<td>CCC</td>
<td>4</td>
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<tr>
<td>2.</td>
<td>BLS-802</td>
<td>Information Sources and Services (Theory)</td>
<td>CCC</td>
<td>4</td>
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<tr>
<td>3.</td>
<td>BLS-803</td>
<td>Information Storage and Retrieval (Theory)</td>
<td>CCC</td>
<td>4</td>
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<td>4.</td>
<td>BLS-811</td>
<td>Library Classification (DDC) (Practical)</td>
<td>CCC</td>
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<td>5.</td>
<td>BLS-812</td>
<td>Library Cataloguing (AACR-2) (Practical)</td>
<td>CCC</td>
<td>6</td>
</tr>
<tr>
<td>6.</td>
<td>BLS-813</td>
<td>ICT Application in Library and Information Science (Practical)</td>
<td>CCC</td>
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</tbody>
</table>
Paper: BLS-801: Library and Information Centre Management (Theory)

M.M.: 100


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


5. **Annual Report, Library Statistics and Library Rules.**
Paper: BLS-802: Information Sources and Services

M.M.100


5. Library Networks and Resource Sharing: Concept, Purpose, National and International Initiatives: INFLIBNET, DELNET and OCLC.
Paper: BLS-803: Information Storage and Retrieval (Theory)

M.M.: 100

1. **Information Storage**: Concept, need, purpose and brief history of Information Storage. Information Storage tools/media.

2. **Indexing Techniques**: Index; need, purpose function and types: Pre-coordinate and post coordinate indexing system; Chain procedure; PRECIS; POPSI; Uniterm; KWIC and KWOC.


5. **Search Methods and Search Strategy**: Boolean Search, Heuristic Search, Proximity Search, Phrase Search, Truncation search, etc. Information Searching in Different Media: Print, Electronic and Internet. Modern trends in Information storage and retrieval.

Paper: BLS-81: Library Classification - Dewey Decimal Classification (Practical)

Max Marks: 50

Classification of documents by Dewey Decimal Classification (19th Ed.).

1. Classification of documents, having simple, compound and complex subjects.

2. Classification of documents requiring use of seven tables and devices.

Q.1 10 out of 12 Titles are to be classified (Based on enumerated numbers, standard sub divisions, area tables and add devices). (2X10 = 20 Marks)

Q.2 10 out of 12 Titles are to be classified on the basis of use of tables 3 to 7 and add devices. (3X10 = 30 Marks)

Registrar (Acad.)
University of Rajasthan,
Jaipur
Note: Since the Department will not be in a position to acquire more than 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: BLS-812: Library Cataloguing - Anglo American Cataloguing Code-II (Practical)**

MM.: 50

Practical Cataloguing of under mentioned types of documents for a Catalogue by using the "Anglo-American Cataloguing Rules-2 (1978) along with 'Sears' List of Subject Headings':

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.

The paper shall have 7 titles out of which 5 titles are to be compulsorily answered.

[Signature]
Dy. Registrar (Acad.)
University of Rajasthan
JALPUR
1. **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.

2. **Integrated Library Management System**: KOHA

3. Creation of blogs and websites.

4. Online searching using Google Scholar and Semantic Scholar.

**Note**: The examination of this paper will be conducted in different groups of examinees; each group will consist of 20 examinees only. In case the number of examinees is more than 20, the number of question papers to be set would be increased accordingly.
RECOMMENDED BOOKS

BLS-801 - Library and Information Centre Management


17. SHARMA, (B K) and SINGH, (DV). Academic library system (Hindi) 2012. Y K Publisher Agra


\[\text{Dy. Registrar (Acad.)}\
\text{University of Rajasthan}\
\text{JAIPUR}\]


BLS- 803: Information Storage and Retrieval (Theory)


BLS-812 - Library Classification (Practical)

3. PALMER (Bl) and WELLS A. Fundamentals of Library Classification. 1961.

BLS-812 - Library Cataloguing (Practical)


BLS-813 - Application in Library and Information Science (Practical)
1. HUNT (Reger) and JOHN (Shelly). Computer and Commonsense. 1982. Prinitce Hall, Delhi.


**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**


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

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


Semester Scheme proposed for B.Lib.I.Sc

Nomenclature of Papers

Semester - I

I. BLS-701: Foundations of Library and Information Science (Theory)
II. BLS-702: Library Classification (Theory)
III. BLS-703: Library Cataloguing (Theory)
IV. BLS-704: ICT Application in Library and Information Science (Theory)
V. BLS-711: Library Classification - Colon Classification (Practical)
VI. BLS-712: Library Cataloguing - Classified Catalogue Code (Practical)
VII. BLS-713: ICT Application in Library and Information Science (Practical)

Semester - II

I. BLS-801: Library and Information Centre Management (Theory)
II. BLS-802: Information Sources, Products and Services (Theory)
III. BLS-803: Information Storage and Retrieval (Theory)
IV. BLS-811: Library Classification - Dewey Decimal Classification (Practical)
V. BLS-812: Library Cataloguing - Anglo American Cataloguing Code-II (Practical)
VI. BLS-813: ICT Application in Library and Information Science (Practical)