



**UNIVERSITY OF RAJASTHAN**  
**JAIPUR**  
**SYLLABUS**

**Bachelor of Library & Information Science**  
**(Semester Scheme)**

**I & II Semester 2021-22**

*Prof. J. C. Joshi*  
Director (Acad.)  
University of Rajasthan  
JAIPUR

**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 lectures 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 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.

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

S.No.	Subject Code	Course Title	Course Category	Credit
1.	BLS-701	Foundations of Library and Information Science (Theory)	CCC	4
2.	BLS-702	Library Classification (Theory)	CCC	4
3.	BLS-703	Library Cataloguing (Theory)	CCC	4
4.	BLS-704	ICT Application in Library and Information Science (Theory)	CCC	4
5.	BLS-711	Library Classification - Colon Classification (Practical)	CCC	6
6.	BLS-712	Library Cataloguing - Classified Catalogue Code (Practical)	CCC	6
7.	BLS-713	ICT Application in Library and Information Science (Practical)	CCC	6

## 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.
- 5. Development of Libraries** - Librarianship as a Profession; Professional Ethics; Library Cooperation/ Resource Sharing: Definition, Concept and Area of Resource Sharing; Library Consortia.

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**Paper: BLS-702: Library Classification (Theory)**

**Max. Marks: 100**

1. **Library Classification** – Meaning, Need and Purpose of Classification. Notation -- Definition, Types, and Qualities. Canons for Characteristics and Canons for succession of characteristics. Laws of Library Science and Basic Laws: Law of interpretation; Law of impartiality; Law of symmetry; Law of Parsimony; Law of local variation, and Law of osmosis.
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
5. **Recent Trends and developments** - Simple Knowledge Organisation Systems (SKOS), Taxonomy, Folksonomy, Tagging and Social Bookmarking, Web Dewey, OCLC Classify, Functions and activities of DRTC & ISKO.

**Paper: BLS-703: Library Cataloguing (Theory)**

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**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, Alphabetic-classed Catalogue, and Alphabetic-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.
- 5. Trends in Library Cataloguing:** Centralized and Cooperative Cataloguing; Basic Concepts of Bibliographic Standards: MARC, ISBD, CCF, Standards for Bibliographic Interchange and Communication: ISO 2709, Z39.50 and Z39.71.

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

**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.
- 2. Software:** Concept, Types: System Software, Application Software. System Software: Operating System – Concept. Basic features of Windows and DOS. Mobile Operating System (OS): Concept. Programming Languages: Concept and types. Application Software: General and Special Purpose Software: Word Processors, Spread Sheets, Presentation software. Basic

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

3. **Networking of Computers:** Concept, Types & Topology. Local Area Network (LAN), and Wide Area Network (WAN), Media of Computer Communication: Concept, Ethernet, Twisted Pair Cable, Coaxial Cable, Optical fibre, Wireless & Satellite Communication.
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.
5. **Library Automation:** Planning. Application of computers in House Keeping Operations. Protocols and standards related to library automation: Z39.50, ISO 2709, NCIP2.0 and SIP 2.0. Library Management Software: Basic Features of WINISIS, SOUL and KOHA. The FOLIO project.

**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

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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):

1. Books involving personal authorship with shared responsibilities and series in note.
2. Books involving corporate authorship.
3. Books involving pseudonymous authors.
4. Books requiring titles as heading.
5. Composite books.
6. Multi-volume books
7. Periodical publications.

**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**

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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.

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## 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.
2. CHAPMAN (Elizabeth A) and LYNDEN (Frederick). Advances in librarianship. 24 V. 2000. Academic Press, San Diego.
3. DAVIES (DL). Library and information science. 2013. Random Exports, New Delhi.
4. Hill (MW). The impact of information on society. 1998. Bowker-Saur, London.
5. ISAAC (KA). Library legislation in India: A critical and comparative study of state library acts. 2004. Ess Ess Publications, New Delhi.
6. KHANNA (JK). Library and Society. 1987. Research Publication, Kurukshetra.
7. KRISHAN KUMAR. Library Organisation. 1993. Vikas Publishing House, New Delhi.
8. KUMAR (PSG). Fundamentals of information science. 1998, S Chand, New Delhi.
9. LECKIE (GJ), GIVEN (LM) and BUSCHMAN (J). Critical theory for library and information science: Exploring the social from across the disciplines. 2010. Libraries Unlimited, Santa Barbara, Calif.
10. MCINTOSH (J). Library and information science: Parameters and perspectives. 2011. Apple Academic Press, Oakville, Ont.
11. PEDLEY (Paul). Copyright for library and information service profession. Ed 2. 2000. Library Association, London.
12. PRAJAPATI (BG). Library and information science. 2013. Discovery Pub. House, New Delhi.
13. PRASHER (RG). Information and its communication. 1991. Medallion Press, New Delhi.
14. PRAJAPATI (RS). Foundations of library and information science. 2013. Discovery Publishing House, New Delhi.
15. RANGANATHAN (SR). Five laws of library science. Ed. 2. 1989. Sarda Ranganathan Endowment for Library Science, Bangalore.
16. RANGANATHAN (SR). Pustakalaya Vigyan Ke Panch Sutra. Translated by CL Sharma. 1977. Rajasthan Hindi Granth Academy, Jaipur.
17. RUBIN (Richard E). Foundation of library and information science. 1998. Neal Schuman, New York.
18. SINGH (SP). Special libraries in the electronic environment. 2005. Bookwell, New Delhi.

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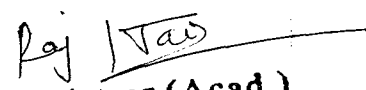
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19. VENKATAPPAIAH (VELAGA) AND MADHUSUDHAN (M). Public library legislation in the new millennium: A new model public library acts for the union, states and union territories. 2006. Bookwell, New Delhi.
20. VISWANATHAN (CG). Introduction to Public Library Organization. 1996. Anand Publication, Calcutta.

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

1. RANGANATHAN (SR). Elements of library classification. Ed 3. 1962. Asia, Bombay.
2. RANGANATHAN (SR). Prolegomena to library classification. Ed 3. 1989. Sarada Ranganathan Endowment for Library Science, Bangalore.
3. PALMER (BI) and WELLS (AJ). Fundamentals of Library Classification. 1961.
4. SAYERS (WCB). Manual of Classification for librarians. Rev. by Arthur Maltby Ed 5. 1975. Andre Deutsch, London.
5. SAYERS (WCB). Introduction to library classification. Rev. by Arthur Maltby. Ed 9. 1958. Grafton, London.
6. KRISHAN KUMAR. Theory of classification. 1993. Vikas, New Delhi.
7. BHARGAVA (GD). Granthalaya Vargikaran. 1972. M.P. Hindi Granth Academy, Bhopal.
8. MILLS (J). A modern outline of library classification. 1962. Asia Publishing House, Bombay.
9. RANGANATHAN (SR). Preview of Colon Classification. Ed 7
10. SHRIVASTAVA (AP). Theory of knowledge classification. 1972. Laxmi Book Depot, Delhi.
11. RANGANATHAN (SR). Colon Classification. Ed 6. 1966. Asia Publishing House, Bombay.
12. DEWEY (Melvil). Dewey Decimal Classification. Ed 19. 1979. Forest Press, New York.
13. WELLER (K). Knowledge representation in the social semantic web. 2010. De-Gruyter Saur, Berlin.
14. BROUGHTON (V). Essential classification. Ed 2. 2015. Neal-Schuman, Chicago.
15. BURKE (P). What is the history of knowledge? What is history? 2015. Polity Press, Cambridge.
16. BATLEY (S). Classification in theory and practice. Ed 2. 2014. Chandos Pub., London.
17. BROUGHTON (V). Facet Analysis. 2020. Facet Pub., London.
18. STOCK (S) & STOCK (WG). Handbook of Information Science. 2013. De-Gruyter Saur, Berlin.
19. PETERS (I). Folksonomies, indexing and retrieval in Web 2.0. 2009. De-Gruyter Saur, Berlin.
20. STAAB (S) & STUDER (R), eds. Handbook on Ontologies. 2009. Springer, Dordrecht.

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

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

1. AMERICAN LIBRARY ASSOCIATION, et al. Anglo-American cataloguing rules. Rev. Ed. 1998. Library Association, London.
2. BOWMAN (JH). Essential cataloguing. 2003. Facet Publishing, London.
3. BRISTOW (BARBARA A). Sears List of Subject Headings. Ed. 22. 2018. Grey House Publishing, New York.
4. CHAN (LM) AND HODGES (T). Cataloging and classification: An introduction. Ed. 3. 2007. Scarecrow Press, Lanham.
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 serials. (2nd ed.). New Delhi: Pentagon Press.
7. GIRJA KUMAR AND KRISHAN KUMAR. Theory of cataloguing, Ed. 5. 2011. Vikas Publishing House, Delhi.
8. KRISHAN KUMAR. An introduction to AACR-2. 1990. Vikas Publishing House, New Delhi
9. KRISHAN, (G). Library online cataloguing in digital way. 2000. Authors Press, 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 dictionary catalogue. Ed. 5 (with amendments). 1989. Sarada Ranganathan Endowment for Library Science, Bangalore.
12. RANGANTHAN (SR). Cataloguing Practice. Ed 2. 1974. Asia Publishing House, Bombay.
13. TAYLOR (AG) AND MILLER (David P). Introduction to cataloging and classification. Ed. 10. 2007. Atalntic Publishers, New Delhi.
14. TAYLOR (ARLENE G). Wynar's introduction to cataloging and classification Ed. 9. 2000. Libraries Unlimited Inc.
15. WELSH (A) AND BATLEY (S). Practical cataloguing: AACR, RDA and MARC 21. 2012. Facet Publishing, London.

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**BLS- 704 & 713: ICT Application in Library and Information Science (Theory & Practical)**

1. HUNT (Reger) and JOHN (Shelly). Computer and Commonsense. 1982. Printice Hall, Delhi.
2. REWLEY (JE). Computers for libraries. 1980. Clive Bingley, London.
3. TEDD (LA). Introduction to Computer-based library system. Ed 2. 1984. Hyden, London.
4. MAYNARD (J). Computer programming - made simple. 1983. ELBS, London.
5. FOSDICK (Howard). Computer basics for librarians and information scientists. 1985. Information Resources Press, Arlington.
6. LEVEY (Ian). Automating library procedure. 1984. Library Association, London.
7. KAUL (HK). Library network: An Indian experience. 1992. Virgo, New Delhi.
8. BROPHY (Peter). The library in the 21st century: New series for information age. 2001. Library Association, London.
9. CHOWDHURY (GG) and CHOWDHARY (Sudatta). Searching CD-ROM and online information sources. 2001. Library Association, London.
10. DICKSON (Garg W) and DESANCTIS (Gerardine). Information technology and the future enterprise: New models for managers. 2001. Prentice Hall, New Jersey.
11. JANCZEWSKI (Lech). Internet and intranet security management: Risks and solutions. 2000. Idea, Hershey.
12. RODRIGUEZ (MVR) and FIRRANTE (AJ). Information technology for the 21st Century: managing the change. 1996. MVR Rodviguez, Milano.
13. LESK (Michael). Practical digital libraries: Books, bytes and bucks. 1997. Morgan Kaufonon. San Francisco.
14. WINSHIP (Ian) and McNAB (Alison). The student's guide to the Internet. 1999. Library Association, London.
15. WISE (Richard). Multimedia: A critical introduction. 2000. Routledge, London.
16. SESHAGIRI (N) and AHAPOV (ARAM), Ed. Multimedia Computer and Communication. 1992. McGraw-Hill, New Delhi.
17. SUZANNE (Bahter), Ed. Information transfer, New age, New wasy. 1983. Kluwer Academic Publishers, London.
18. Getting Started Microsoft Windows 98. Ed 2. 1999. Microsoft Corporation, USA.
19. MINASI (Marks). Mastering in Windows NT server. 1999. BPB, New Delhi.
20. Discovering Microsoft Office 2000 premium and professional 1999. Microsoft Corporation. USA.

21. MINI-MICRO CDS/ISIS. Reference manual and CDS/ISIS PASCAL manual. 1989,  
UNESCO, Paris.

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**SYLLABUS**  
**BACHELOR OF LIBRARY AND INFORMATION SCIENCE**  
**SEMESTER SCHEME**  
**SEMESTER II**  
**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.
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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

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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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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 each theory paper and practical paper shall be 3 hours.

#### Second Semester

S. No.	Subject Code	Course Title	Course Category	Credit
1.	BLS-801	Library and Information Centre Management (Theory)	CCC	4
2.	BLS-802	Information Sources and Services (Theory)	CCC	4
3.	BLS-803	Information Storage and Retrieval (Theory)	CCC	4
4.	BLS-811	Library Classification (DDC) (Practical)	CCC	6
5.	BLS-812	Library Cataloguing (AACR-2) (Practical)	CCC	6
6.	BLS-813	ICT Application in Library and Information Science (Practical)	CCC	6

  
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**Paper: BLS-801: Library and Information Centre Management (Theory)**

**M.M. : 100**

- 1. Principles of Library Management:** Definition, Need and Scope of Management. Scientific Principles of Management and their Applications to Libraries and Information Centers. Management Information System (MIS) and Management by Objectives (MBO): Basic concept.
- 2. Library House Keeping Activities:** Acquisition: Organization, Purpose and Function, Book Selection: Principles, Sources, Procedure and Methods, Book Ordering, Technical Processing: Routines and Tools, Circulation: Organization, Purpose and Function, Methods of Charging and Discharging Systems: Browne and Newark Systems, Serials Control: Organization, Purpose and Functions, Acquisition and Processing etc., Three Card Systems. Maintenance: Binding, Shelving, Stock Rectification.
- 3. Library Authority and Library Committee:** Purpose, Functions and Types of Library Committee .Role of the Librarian
- 4. Planning and Financial Management:** Sources of Finance, Financial and Budget estimation and Budgeting Techniques, Library Personnel: Job Description and Analysis. Library building.
- 5. Annual Report, Library Statistics and Library Rules.**

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**Paper: BLS-802: Information Sources and Services**

**M.M.100**

1. **Sources of Information:** Documentary & Non Documentary, Primary, Secondary and Tertiary. Evaluation of Reference Sources. Institutional & Human sources. Electronic Sources of Information
2. **Reference Service:** Concept, Need, Types: Ready and Long Range Reference Service, Enquiry Techniques, Role of Reference Librarian and Information Officer in Electronic Environment, Virtual Reference Service.
3. **Information Services:** Concept, Need, Types: Current Awareness Service (CAS), Selective Dissemination of Information (SDI), Indexing and Abstracting Services, Bibliographical Services, Translation Services, Document Delivery Services (DDS), Inter Library Loan (ILL) Service, Literature Search Service. Bibliographic Control: Basic concept.
4. **Information Users:** Types, Information Needs, Users studies and User education.
5. **Library Networks and Resource Sharing:** Concept, Purpose, National and International Initiatives: INFLIBNET, DELNET and OCLC.

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**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.
3. **Abstracting Techniques:** Abstract: Need, Purpose, function and types, Principles/guidelines for Abstracting, Automated Abstracting System.
4. **Information Retrieval Systems:** Concept, Features, Scope, Functions and Basic Components and types. Information Retrieval Process. National and International Information Retrieval Systems.
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 (19<sup>th</sup> 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)

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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':

1. Books involving personal authorship with shared responsibilities and series in note.
2. Books involving corporate authorship.
3. Books involving pseudonymous authors.
4. Books requiring titles as heading.
5. Composite books.
6. Multi-volume books
7. Periodical publications.

**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.

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**Paper: BLS-813: ICT Application in Library and Information Science  
(Practical)**

**M. M. : 50**

- 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.

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## RECOMMENDED BOOKS

### **BLS-801 - Library and Information Centre Management**

1. RANGANATHAN (SR). Library administration. Ed 2. 1989. Sarada Ranganathan Endowment for Library Science, Bangalore.
2. LOCK (RN). Library administration. Ed 3. 1973. Philosophical Library, New York.
3. KRISHAN KUMAR. Library administration and management. 1993. Vikas, New Delhi.
4. SPILLER (Davide). Providing materials for library users. 2000. Library Association, London.
5. URWICK (L). Elements of administration. Ed 2. 1947. Pitman, London.
6. THOMPSON (James). Introduction to University library administration. Ed 3. 1979. Clive Bingley, London.
7. WITHERS (FN). Standards for library service: An international survey. 1974, Unesco, Paris.
8. METCALF (KD). Planning academic and research library building. Rev. ed. 1986. McGraw-Hill, New York.
9. LANCASTER (FW) and SANDORE (Beth). Technology and management in library and information service. 1997. Library Association, London.
10. KREIZMAN (Karen). Establishing an information centre: A practical guide. 1999. Bowker - Saur, London.
11. GALLIMORE (Alec). Developing an IT strategy for your library. 1997. Library Association, London.
12. RANGANATHAN (SR). Library book selection. 1966. Asia Publishing House, Bombay.
13. KAULA (PN). Library buildings: Planning and design. 1971. Vikas Publication, New Delhi.
14. WILSON (LR) and TAUBER (MF). University library. 1958. Columbia University Press, New York.
15. NARAYANA (GJ). Library and information management. 1991. Prentice-Hall, New Delhi.
16. STANDARDS (Indian-Institution). Code for library building etc. 1960. ISI, Bangalore.
17. SHARMA, (B K) and SINGH, (DV), Academic library system (Hindi) 2012. Y K Publisher Agra
18. GARG, (R) AND TAMRAKAR, (A). Modern Library Management (Hindi) 2011. Medallion press, Ludhiana
19. AGARWAL, (SS) .Fundamental of library management (Hindi) 2004. Raj Publishing houses, Jailpur
20. MITTAL, (RL) Library Administration Theory and Practice .2007. EssEss Publications, Delhi
21. MORAM (BB). Library and Information Center Management. 2017. Libraries Unlimited USA

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**BLS -802 : Information Sources and Services (Theory)**


1. BIDDISCOMBE (Richard), Ed. The end-user revolution. 1996. Library Association, London.
2. BOPP (RE) & Smith (L C) (Eds.). Reference and information services: An introduction. 2011. Santa Barbara: ABC-CLIO Publishing.
3. CASSELL(KA) & HIREMATH (U) Reference and information services: An introduction. 2013. Chicago: American Library Association.
4. CHENEY (FN) & WILLIAMS, (WJ). Fundamentals of reference sources. 2000. Chicago: American Library Association.
5. CHENEY (Frances Neel) and WILLIAMS (WJ). Fundamental reference sources. Ed 2. 1980. ALA, Chicago.
6. CHOWDHURY (G) & CHOWDHURY (S). Information sources and searching on the World Wide Web. 2001. London: Facet Publishing.
7. CRAWFORD (John). Evaluation of Library and Information services. 2000. Aslib, London.
8. FOSKETT (DJ). Information service in libraries. Ed 2. 1967. Archon Book Hamden, Connecticut.
9. GATES (Jean Key). Guide to the use of libraries and information sources. Ed 6. 1989. McGraw-Hill Books, New York.
10. GUHA, (B). Documentation and Information Services (2nd Ed.).1999. Kolkata: World Press.
11. HIGGENS (C) (Ed.). Printed reference materials. 1980. London: Library Association.
12. HUTCHINS (M). Introduction to reference work. 1944. A.L.A., Chicago.
13. KATZ (Bill), Ed. New Technologies and reference service. 2000. The Haworth Information Press, New York.
14. KATZ (William A).Introduction to Reference work. 2000. London, Butterworths.
15. KATZ (William A). Introduction to reference work: Reference services and reference processes. 2 V. Ed 5. 1987, McGraw-Hill, New York.
16. KRISHAN KUMAR. Reference Service. Ed 5. 1996. Vikas, New Delhi.
17. MUKERJEE (AJ). Reference works and its tools. 1964. World Press, Calcutta.
18. PENFOLD (Sharan). Change management for information service. 1999. Bowker - Saur, London.
19. RANGANATHAN (SR). Reference Service. Ed 3. 1991, Ranganathan Endowment for Library Science, Bangalore.
20. Rowley (JE). The basics of information systems. 1996. London: Facet Publishing.
21. SHORES (Louis). Basic reference sources. 1954. A.L.A., Chicago.

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22. SHUMAN (Bruce A). Issues for libraries and information science in the internet age. 2004. London: Libraries Unlimited Inc.
23. SMITH (Linda C) & Wong (MELISSA A) (Eds.) Reference and Information Services: An Introduction, 5th Edition: An Introduction. 2016. California: Libraries Unlimited.
24. WALFORD (AJ). Guide to reference book. Ed 4. 3V. 1980. Library Association, London.
25. WILSON (TD) and STEPHENSON (J). Dissemination of Information. Ed 2. 1979. Clive Bingley, London.
26. WINCHELL (CM). Guide to reference books. Ed 8. A.L.A., Chicago (with supplements).

### **BLS- 803: Information Storage and Retrieval (Theory)**

1. BATES (M.J). Understanding information retrieval systems: management, types and standards. 2012. CRC press, Boca Raton, FL.
2. KOWALSKI ( G.J). and MAYBURY ( M.T). Information Storage and Retrieval System: theory and implementation. (2nd ed.). 2002. Kluwer, New York.
3. CLEVELAND ( D) and CLEVELAND (A). Introduction to indexing and Abstracting. (4th ed.). 2013. Libraries Unlimited, Englewood.
4. AITCHISON( J), GILCHRIST (A) and BAWDEN (D ). Thesaurus construction and use: a practical manual. (4th ed.). 2005. Taylor and Francis, London.
5. FRANSSON (J). Efficient Information searching on the web: a handbook in the art of searching for information. 2009. Fransson, Sweden.
6. MANNING (CD), RAGHAVAN (P), and SCHÜTZE (H). (). Evaluation in information retrieval. Introduction to information retrieval, 151-175. 2008. Cambridge University Press, Cambridge, UK.
7. BAJPAI (S.K). Modern information retrieval. 1999. Ess Ess Pub, New Delhi.
8. CHOWDHARY (CG) (1996). Text retrieval systems in information management. New Age International Pub, New Delhi.
9. ELLIS (David). Progress and problems in information retrieval. 1996. London : LA.
10. LANCASTER (FW). Indexing and abstracting in theory and practice. (2nd ed.). 1998. LA, London.
11. RIAZ (M). Advanced indexing and abstracting practices. 1989. Atlantic Pub, New Delhi.
12. ROWLEY (J E). Abstracting and indexing. (2nd ed.). 1988. LA, London

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### **EBS 811- Library Classification (Practical)**

1. RANGANATHAN (SR). Elements of library classification. Ed 3. 1962. Asia, Bombay.
2. RANGANATHAN (SR). Prolegomena to library classification. Ed 3. 1989. SaradaRanganathan Endowment for Library Science, Bangalore.
3. PALMER (BI) and WELLS (AJ). Fundamentals of Library Classification. 1961.
4. SAYERS (WCB). Manual of Classification for librarians. Rev. by Arthur Maltby Ed 5. 1975. Andre Deutsch, London.
5. SAYERS (WCB). Introduction to library classification. Rev. by Arthur Maltby. Ed 9. 1958. Grafton, London.
6. KRISHAN KUMAR. Theory of classification. 1993. Vikas, New Delhi.
7. BHARGAVA (GD). Granthalaya Vargikaran. 1972. M.P. Hindi Granth Academy, Bhopal.
8. MILLS (J). A modern outline of library classification. 1962. Asia Publishing House, Bombay.
9. RANGANATHAN (SR). Preview of Colon Classification. Ed 7
10. SHRIVASTAVA (AP). Theory of knowledge classification. 1972. Laxmi Book Depot, Delhi.
11. RANGANATHAN (SR). Colon Classification. Ed 6. 1966. Asia Publishing House, Bombay.
12. DEWEY (Melvil). Dewey Decimal Classification. Ed 19. 1979. Forest Press, New York.
13. WELLER (K). Knowledge representation in the social semantic web. 2010. De-Gruyter Saur, Berlin.
14. BROUGHTON (V). Essential classification. Ed 2. 2015. Neal-Schuman, Chicago.
15. BURKE (P). What is the history of knowledge? What is history? 2015. Polity Press, Cambridge.
16. BATLEY (S). Classification in theory and practice. Ed 2. 2014. Chandos Pub., London.
17. BROUGHTON (V). Facet Analysis. 2020. Facet Pub., London.
18. STOCK (S) & STOCK (WC). Handbook of Information Science. 2013. De-Gruyter Saur, Berlin.
19. PETERS (I). Folksonomies, indexing and retrieval in Web 2.0. 2009. De-Gruyter Saur, Berlin.
20. STAAB (S) & STUDER (R), eds. Handbook on Ontologies. 2009. Springer, Dordrecht.
21. STUART (D). Practical ontologies for information professionals. 2016. Facet Pub., London.

### **BLS- 812- Library Cataloguing (Practical)**

1. FOSKETT (AK). Subject approach to information. Ed 4. 1982. Clive Bingley, London.
2. KRISHAN KUMAR. Cataloguing. Ed 3. 1997. Vikas, New Delhi.

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3. GIRJA KUMAR and KRISHAN KUMAR. SuchikaranKeSidhant. 1976. Vikas, Delhi.
4. HORNER (John). Cataloguing. 1970. Association of the Assistant Librarians, London.
5. AGARWAL (SS). GranthalayaSuchikaran. 1980. M.P. Hindi Granth Academy, Bhopal.
6. LIBRARY (American - Association). ALA filing rules. 1980. ALA, Chicago.
7. COATES (EJ). Subject Catalogue: Headings and structure. 1960. Library Association, London.
8. BAKEWELL (KCB). Manual of cataloguing practice. 1974. Pergman, Oxford.
9. NEEDHAM (CD). Organising knowledge in library. 1971 Rev. ed. Deutsati, London.
10. QUIGG (P). Theory of cataloguing. Ed 2. 1997. Clive Benjley, London.
11. SHERA (JH) and EGAN (MP), Ed. Classified Catalogue: Basic principles and practice. 1965. ALE, Chicago.
12. WYNAR (Bohdan S). Introduction to cataloguing and classification. Ed 7. 1985. Libraries Unlimited, New York.
13. AKERS (Susan Grery). Simple library cataloguing. Ed. 5. 1969. Scarecrow Pres Inc., Metuchen. N.J.
14. CATALOGUING PRINCIPLES (International Conference on-) (Paris) (1961). Report. 1968. IFLA, London.
15. HUNTER (J) and BAKEWELL (KGB). Cataloguing. Rev. ed 3. 1991. Library Association Publishing, London.
16. AMERICAN LIBRARY ASSOCIATION, etc. Anglo-American Cataloguing Rules. Ed 2. 1978. Library Association, London.
17. RANGANATHAN (SR). Classified Catalogue Code with additional rules for Dictionary Catalogue Code. Ed 5 (with amendments). 1989. SaradaRanganathan Endowment for Library Science, Bangalore.
18. RANGANTHAN (SR). Cataloguing Practice. Ed 2. 1974. Asia Publishing House, Bombay.

**BLS- 813 - Application in Library and Information Science (Practical)**

1. HUNT (Reger) and JOHN (Shelly). Computer and Commonsense. 1982. Printice Hall, Delhi.
2. REWLEY (JE). Computers for libraries. 1980. Clive Bingley, London.
3. TEDD (LA). Introduction to Computer-based library system. Ed 2. 1984. Hyden, London.
4. MAYNARD (J). Computer programming - made simple. 1983. ELBS, London.
5. FOSDICK (Howard). Computer basics for librarians and information scientists. 1985. Information Resources Press, Arlington.
6. LEVEY (Ian). Automating library procedure. 1984. Library Association, London.

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7. KAUL (HK). Library network: An Indian experience. 1992. Virgo, New Delhi.
8. BROPHY (Peter). The library in the 21st century: New series for information age. 2001. Library Association, London.
9. CHOWDHURY (GG) and CHOWDHARY (Sudatta). Searching CD-ROM and online information sources. 2001. Library Association, London.
10. DICKSON (Garg W) and DESANCTIS (Gerardine). Information technology and the future enterprise: New models for managers. 2001. Prentice Hall, New Jersey.
11. JANCZEWSKI (Lech). Internet and intranet security management: Risks and solutions. 2000. Idea, Hershey.
12. RODRIGUEZ (MVR) and FIRRANTE (AJ). Information technology for the 21st Century: managing the change. 1996. MVR Rodviguez, Milano.
13. LESK (Michael). Practical digital libraries: Books, bytes and bucks. 1997. Morgan Kaufonon. San Francisco.
14. WINSHIP (Ian) and McNAB (Alison). The student's guide to the Internet. 1999. Library Association, London.
15. WISE (Richard). Multimedia: A critical introduction. 2000. Routledge, London.
16. SESHAGIRI (N) and AHAPOV (ARAM), Ed. Multimedia Computer and Communication. 1992. McGraw-Hill, New Delhi.
17. SUZANNE (Bahter), Ed. Information transfer, New age, New wasy. 1983. Kluwer Academic Publishers, London.
18. Getting Started Microsoft Windows 98. Ed 2. 1999. Microsoft Corporation, USA.
19. MINASI (Marks). Mastering in Windows NT server. 1999. BPB, New Delhi.
20. Discovering Microsoft Office 2000 premium and professional 1999. Microsoft Corporation, USA.
21. MINI-MICRO CDS/ISIS. Reference manual and CDS/ISIS PASCAL manual. 1989, UNESCO, Paris.

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**SYLLABUS**

**BACHELOR OF LIBRARY AND INFORMATION SCIENCE**

**2020-2021**

**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 the lecturers 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.

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

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**Paper - I : Library , Information and Society (Theory)**

**M.M. 100**

1. Concept of Library, Information and Society, Development of Libraries in India, Library as a Social institution, Role of Library and Information Centers in Modern Society, Role of Library and Information Professionals in Digital Era
2. Types of Libraries: Public, Academic, Special and National Library: Objectives, functions and services, National Library of India, Calcutta
3. Five Laws of Library Science and their implications
4. Library Movement in India, United Kingdom and United States of America
5. Library Legislation: Need, Purpose and Objectives, Model Library Act in India.
6. Freedom of Access to Information: Intellectual Property Rights, Copyright Act in India, Press and Registration Act, Delivery of Books 'and Newspapers' (Public Libraries) Act, Right to Information Act 2005
7. Professional Associations: ILA, IASLIC, ALA, CILIP, ASLIB, SLA
8. National and International Organizations: IFLA, UNESCO and RRRLF
9. Library Cooperation / Resource sharing: Concept, need, purpose. Resource sharing programmes, Library consortium, Library networking
10. Library Education in India: Historical Development, levels of courses. Present Trends

**Paper - II : Library and Information Centre Management (Theory)**

**M.M. : 100**

1. **Principles of Library Management**
  - Definition, Need and Scope of Management
  - Scientific Principles of Management and their Applications to Libraries and Information Centers, Management by Objectives (MBO)
2. **Library House Keeping Activities**

- **Acquisition:** Organization, Purpose and Function, Principles of Bank - Selection, Sources, Procedure and Methods, Book Ordering.
  - **Technical Processing:** Routines and Tools
  - **Circulation:** Organization, Purpose and Function, Methods of Charging and Discharging Systems: Browne and Newark Systems
  - **Serials Control:** Organization, Purpose and Functions, Acquisition and Processing etc., Three Card Systems
  - **Maintenance:** Binding, Shelving, Stock Rectification
  - **Stock Verification:** Policies, Procedures and Methods.
3. **Library Personnel:** Job Description and Analysis, Job Satisfaction, Job Evaluation and Concept of Motivation
  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.
  6. **Library Building:** Planning and Space Management.
  7. Annual Report, Library Statistics and Library rules.
  8. Impact of ICT in Library House Keeping Activities.

### Paper III- Library Classification (Theory)

Max. Marks: 100

1. **Library Classification** – Meaning, Need and purpose of classification. Notation -- Definition, Types, Structure, Quality and functions. Canons for Characteristics, and Canons for succession of characteristics.
2. **Laws of Library Science and Basic Laws** – Implications: Law of interpretation; Law of impartiality; Law of symmetry; Law of Parsimony; Law of local variation, and Law of osmosis. Formation and Structure of Subjects: Loose assemblage; Lamination; Fission; Fusion; Distillation; Agglomeration; and Cluster. Phase Analysis – Phase (Inter-Subject), Intra-facet & Intra-array relations.

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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).
4. **Main Class** – Canonical Class and Basic Class. Five Fundamental Categories: PMEST. Isolate -- Common Isolate – Kinds of Common Isolates- ACI & PCI, Special Isolates, Auxiliary Schedules. Rounds and Levels.
5. **Facet Analysis** -- Postulates pertaining to Fundamental Categories. Postulational Approach to Classification with steps in Systematic Classification. Principles of Facet Sequence, viz. Wall-Picture Principle, Whole-Organ Principle, Cow-Calf Principle, Actand Action – Actor – Tool Principle.
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; Emptying Digit Device. Book Classification: Call Number; Class Number; Book Number – Types of Book Numbers; Collection Number.
8. **Recent Trends and developments** - Simple Knowledge Organisation Systems (SKOS), Taxonomy, Folksonomy, Tagging and Social Bookmarking, Web Dewey, OCLC Classify, Functions and activities of DRTC & ISKO.

**Paper - IV: Library Cataloguing (Theory)**

**Max. Marks: 100**

1. **Library Catalogue** - Definition, Objectives, Purpose and Functions & Similar Other Tools: Bibliographies, indexes, accession lists and shelf list.
2. Brief History and Development of Library Catalogue.



3. **Types of Entries in CCC and AACR - 2:** Main Entry and Added Entries.
4. Physical Forms of Catalogue Including OPAC, Web OPAC, Types of Inner Forms of Catalogues.
5. **Normative Principals of Cataloguing:** Laws, Principles and Canons.
6. Principles of Subject Headings. Methods for derivation of Subject Headings: Chain Indexing. Sear's List of Subject Headings (SLSH) and Library of Congress Subject Headings (LCSH).
7. Choice of Heading and its rendering: Personal authors (western and Indic Names), Corporate Authors, Pseudonym, anonymous and Uniform Titles, Periodicals.
8. Rules for Filing of Entries in CCC and AACR-II.
9. Centralized and Cooperative Cataloguing.

**Paper - V: Information Sources, Products and Services (Theory)**

**M. M.: 100**

1. **Sources of Information:** Documentary & Non Documentary, Primary, Secondary and Tertiary. Evaluation of Reference Sources. Institutional & Human sources. Electronic Sources of Information
2. **Reference Service:** Concept, Need, Types: Ready and Long Range Reference Service, Enquiry Techniques, Role of Reference Librarian and Information Officer in Electronic Environment, Virtual Reference Service
3. **Information Services:** CAS and SDI (Manual and Computerised), Bibliographic, Referral and Documents Delivery Services, Literature Search (CD ROM/ On Line), Indexing and Abstracting Services, Compilation of Bibliographies, Referencing Styles.
4. **Information Users:** Types, Information Needs, Users studies and User education.
5. **Library Networks and Resource Sharing:** Concept, Purpose, National and International Initiatives: INFLIBNET, DELNET and OCLC.
6. **Bibliographical Databases:** Concept, Examples: Chemical Abstracts Service (CAS), Physics Abstracts, Biological Abstracts, Science Citation Index, Dissertation Abstracts International (ProQuest Dissertations & Theses Global), and Library and Science Abstracts (LISA).

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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)**

**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.
2. **Software:** Concept, Types: System Software, Application Software. System Software: Operating System. Operating Systems: Concept and basic features of Windows and DOS. Mobile Operating System (OS): Concept. Programming Languages: Concept and types. Application Software: General Purpose Software: Word Processors, Spread Sheets, Presentation software. Basic features of MS-Word, MS-Excel & Power point, Open Office (brief introduction). Concept and basic features of Database Management Systems (DBMS).
3. **Networking of Computers:** Concept, Types & Topology. Local Area Network (LAN), and Wide Area Network (WAN), Media of Computer Communication: Concept, Ethernet, Twisted Pair Cable, Coaxial Cable, Optical fibre, Wireless & Satellite Communication.
4. **The Internet:** Concept & its Services. OSI Model. TCP/IP Model. E-mail, World Wide Web (WWW). Domain Names, IP Address and URLs: Concept and examples.
5. **Library Automation:** Planning. Computer Application in House Keeping Operations. Application of RFID. Protocols and standards related to library automation: Z39.50, ISO 2709, NCIP2.0 and SIP 2.0.
6. **Library Management Software:** Basic Features of WINISIS, SOUL and KOHA. The FOLIO project.

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

**Max Marks : 75**

1. Classification of documents by Colon Classification (6th Ed. reprint) and Dewey Decimal Classification (19th Ed.). Classification of Documents, having simple, compound and complex subjects.
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 specials).
- 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

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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 - VIII: Library Cataloguing (Practical)

M.M.: 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.

1. Books involving personal authorship with shared responsibilities and series in note.
2. Books involving corporate authorship.
3. Books involving pseudonymous authors.
4. Books requiring titles as heading.
5. Composite books.
6. Multi-volume books
7. Periodical publications.

**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.

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**Paper - IX: 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. **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.**

**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.

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## RECOMMENDED BOOKS

### **Paper - I - Library, Information and Society**

1. BAWDEN (D) and ROBINSON (L). Introduction to information science. 2013. Neal Schuman, Chicago.
2. CHAPMAN (Elizabeth A) and LYNDEN (Frederick). Advances in librarianship. 24 V. 2000. Academic Press, San Diego.
3. DAVIES (DL). Library and information science. 2013. Random Exports, New Delhi.
4. Hill (MW). The impact of information on society. 1998. Bowker-Saur, London.
5. ISAAC (KA). Library legislation in India: A critical and comparative study of state library acts. 2004. Ess Ess Publications, New Delhi.
6. KHANNA (JK). Library and Society. 1987. Research Publication, Kurukshetra.
7. KRISHAN KUMAR. Library Organisation. 1993. Vikas Publishing House, New Delhi.
8. KUMAR (PSG). Fundamentals of information science. 1998, S Chand, New Delhi.
9. LECKIE (GJ), GIVEN (LM) and BUSCHMAN (J). Critical theory for library and information science: Exploring the social from across the disciplines. 2010. Libraries Unlimited, Santa Barbara, Calif.
10. MCINTOSH (J). Library and information science: Parameters and perspectives. 2011. Apple Academic Press, Oakville, Ont.
11. PEDLEY (Paul). Copyright for library and information service profession. Ed 2. 2000. Library Association, London.
12. PRAJAPATI (BG). Library and information science. 2013. Discovery Pub. House, New Delhi.
13. PRASHER (RG). Information and its communication. 1991. Medallion Press, New Delhi.
14. PRAJAPATI (RS). Foundations of library and information science. 2013. Discovery Publishing House, New Delhi.
15. RANGANATHAN (SR). Five laws of library science. Ed. 2. 1989. Sarda Ranganathan Endowment for Library Science, Bangalore.
16. RANGANATHAN (SR). Pustakalaya Vigyan Ke Panch Sutra. Translated by CL Sharma. 1977. Rajasthan Hindi Granth Academy, Jaipur.
17. RUBIN (Richard E). Foundation of library and information science. 1998. Neal Schuman, New York.
18. SINGH (SP). Special libraries in the electronic environment. 2005. Bookwell, New Delhi.

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19. VENKATAPPAIAH (VELAGA) AND MADHUSUDHAN (M). Public library legislation in the new millennium: A new model public library acts for the union, states and union territories. 2006. Bookwell, New Delhi.
20. VISWANATHAN (CG). Introduction to Public Library Organization. 1996. Anand Publication, Calcutta.

## Paper - II - Library and Information Centre Management

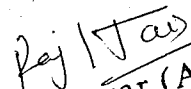
1. RANGANATHAN (SR). Library administration. Ed 2. 1989. Sarada Ranganathan Endowment for Library Science, Bangalore.
2. LOCK (RN). Library administration. Ed 3. 1973. Philosophical Library, New York.
3. KRISHAN KUMAR. Library administration and management. 1993. Vikas, New Delhi.
4. SPILLER (Davide). Providing materials for library users. 2000. Library Association, London.
5. URWICK (L). Elements of administration. Ed 2. 1947. Pitman, London.
6. THOMPSON (James). Introduction to University library administration. Ed 3. 1979. Clive Bingley, London.
7. WITHERS (FN). Standards for library service: An international survey. 1974, Unesco, Paris.
8. METCALF (KD). Planning academic and research library building. Rev. ed. 1986. McGraw-Hill, New York.
9. LANCASTER (FW) and SANDORE (Beth). Technology and management in library and information service. 1997. Library Association, London.
10. KREIZMAN (Karen). Establishing an information centre: A practical guide. 1999. Bowker - Saur, London.
11. GALLIMORE (Alec). Developing an IT strategy for your library. 1997. Library Association, London.
12. RANGANATHAN (SR). Library book selection. 1966. Asia Publishing House, Bombay.
13. KAULA (PN). Library buildings: Planning and design. 1971. Vikas Publication, New Delhi.
14. WILSON (LR) and TAUBER (MF). University library. 1958. Columbia University Press, New York.
15. NARAYANA (GJ). Library and information management. 1991. Prentice-Hall, New Delhi.
16. STANDARDS (Indian-Institution). Code for library building etc. 1960. ISI, Bangalore.

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

1. RANGANATHAN (SR). Elements of library classification. Ed 3. 1962. Asia, Bombay.
2. RANGANATHAN (SR). Prolegomena to library classification. Ed 3. 1989. Sarada Ranganathan Endowment for Library Science, Bangalore.
3. PALMER (BI) and WELLS (AJ). Fundamentals of Library Classification. 1961.
4. SAYERS (WCB). Manual of Classification for librarians. Rev. by Arthur Maltby Ed 5. 1975. Andre Deutsch, London.
5. SAYERS (WCB). Introduction to library classification. Rev. by Arthur Maltby. Ed 9. 1958. Grafton, London.
6. KRISHAN KUMAR. Theory of classification. 1993. Vikas, New Delhi.
7. BHARGAVA (GD). Granthalaya Vargikaran. 1972. M.P. Hindi Granth Academy, Bhopal.
8. MILLS (J). A modern outline of library classification. 1962. Asia Publishing House, Bombay.
9. RANGANATHAN (SR). Preview of Colon Classification. Ed 7
10. SHRIVASTAVA (AP). Theory of knowledge classification. 1972. Laxmi Book Depot, Delhi.
11. RANGANATHAN (SR). Colon Classification. Ed 6. 1966. Asia Publishing House, Bombay.
12. DEWEY (Melvil). Dewey Decimal Classification. Ed 19. 1979. Forest Press, New York.
13. WELLER (K). Knowledge representation in the social semantic web. 2010. De-Gruyter Saur, Berlin.
14. BROUGHTON (V). Essential classification. Ed 2. 2015. Neal-Schuman, Chicago.

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

1. AMERICAN LIBRARY ASSOCIATION, et al. Anglo-American cataloguing rules. Rev. Ed. 1998. Library Association, London.
2. BOWMAN (JH). Essential cataloguing. 2003. Facet Publishing, London.
3. BRISTOW (BARBARA A). Sears List of Subject Headings. Ed. 22. 2018. Grey House Publishing, New York.
4. CHAN (LM) AND HODGES (T). Cataloging and classification: An introduction. Ed. 3. 2007. Scarecrow Press, Lanham.
5. COATES (EJ). Subject Catalogue: Headings and structure. 1960. Library Association, London.

  
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6. FRITZ, D. A. 2009. Cataloging with AACR2: Anglo American cataloging rules and MARC 21 for books, electronic resources, sound recordings, video recordings, and serials. (2nd ed.). New Delhi: Pentagon Press.
7. GIRJA KUMAR AND KRISHAN KUMAR. Theory of cataloguing. Ed. 5. 2011, Vikas Publishing House, Delhi.
8. KRISHAN KUMAR. An introduction to AACR-2. 1990. Vikas Publishing House, New Delhi
9. KRISHAN, (G). Library online cataloguing in digital way. 2000. Authors Press, 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 dictionary catalogue. Ed. 5 (with amendments). 1989. Sarada Ranganathan Endowment for Library Science, Bangalore.
12. RANGANATHAN (SR). Cataloguing Practice. Ed 2. 1974. Asia Publishing House, Bombay.
13. TAYLOR (AG) AND MILLER (David P). Introduction to cataloging and classification. Ed. 10. 2007. Atlantic Publishers, New Delhi.
14. TAYLOR (ARLENE G). Wynar's introduction to cataloging and classification Ed. 9. 2000. Libraries Unlimited Inc.
15. WELSH (A) AND BATLEY (S). Practical cataloguing: AACR, RDA and MARC 21. 2012. Facet Publishing, London.

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

1. RANGANATHAN (SR). Reference Service. Ed 2. 1989, Ranganathan Endowment for Library Science, Bangalore.
2. KATZ (William A). Introduction to reference work: Reference services and reference processes. 2 V. Ed 5. 1987, McGraw-Hill, New York.
3. CHENEY (Frances Neel) and WILLIAMS (WJ). Fundamental reference sources. Ed 2. 1980. ALA, Chicago.
4. MUKERJEE (AJ). Reference works and its tools. 1964. World Press, Calcutta.
5. WINCHELL (CM). Guide to reference books. Ed 8. A.L.A., Chicago (with supplements).
6. KRISHAN KUMAR. Reference Service. Ed 5. 1996. Vikas, New Delhi.
7. CRAWFORD (John). Evaluation of Library and Information services. 2000. Aslib, London.
8. HUTCHINS (M). Introduction to reference work. 1944. A.L.A., Chicago.

9. SHORES (Louis). Basic reference sources. 1954. A.L.A., Chicago.
10. FOSKETT (DJ). Information service in libraries. Ed 2. 1967. Archon Book Hamden, Connecticut.
11. GATES (Jean Key). Guide to the use of libraries and information sources. Ed 6. 1989. McGraw-Hill Books, New York.
12. WALFORD (AJ). Guide to reference book. Ed 4. 3V. 1980. Library Association, London.
13. WILSON (TD) and STEPHENSON (J). Dissemination of Information. Ed 2. 1979. Clive Bingley, London.
14. BIDDISCOMBE (Richard), Ed. The end-user revolution. 1996. Library Association, London.
15. PENFOLD (Sharan). Change management for information service. 1999. Bowker - Saur, London.
16. LIBRARY ASSOCIATION (Great Britain). Guidelines for reference and information services in public libraries. Library Association, London.
17. KATZ (Bill), Ed. New Technologies and reference service. 2000. The Haworth Information Press, New York.

**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.
2. REWLEY (JE). Computers for libraries. 1980. Clive Bingley, London.
3. TEDD (LA). Introduction to Computer-based library system. Ed 2. 1984. Hyden, London.
4. MAYNARD (J). Computer programming - made simple. 1983. ELBS, London.
5. FOSDICK (Howard). Computer basics for librarians and information scientists. 1985. Information Resources Press, Arlington.
6. LEVEY (Ian). Automating library procedure. 1984. Library Association, London.
7. KAUL (HK). Library network: An Indian experience. 1992. Virgo, New Delhi.
8. BROPHY (Peter). The library in the 21st century: New series for information age. 2001. Library Association, London.
9. CHOWDHURY (GG) and CHOWDHARY (Sudatta). Searching CD-ROM and online information sources. 2001. Library Association, London.
10. DICKSON (Garg W) and DESANCTIS (Gerardine). Information technology and the future enterprise: New models for managers. 2001. Prentice Hall, New Jersey.

11. JANCZEWSKI (Lech). Internet and intranet security management: Risks and solutions. 2000. Idea, Hershey.
12. RODRIGUEZ (MVR) and FIRRANTE (AJ). Information technology for the 21st Century: managing the change. 1996. MVR Rodviguez, Milano.
13. LESK (Michael). Practical digital libraries: Books, bytes and bucks. 1997. Morgan Kaufonon. San Francisco.
14. WINSHIP (Ian) and McNAB (Alison). The student's guide to the Internet. 1999. Library Association, London.
15. WISE (Richard). Multimedia: A critical introduction. 2000. Routledge, London.
16. SESHAGIRI (N) and AHAPOV (ARAM), Ed. Multimedia Computer and Communication. 1992. McGraw-Hill, New Delhi.
17. SUZANNE (Bahter), Ed. Information transfer, New age, New wasy. 1983. Kluwer Academic Publishers, London.
18. Getting Started Microsoft Windows 98. Ed 2. 1999. Microsoft Corporation, USA.
19. MINASI (Marks). Mastering in Windows NT server. 1999. BPB, New Delhi.
20. Discovering Microsoft Office 2000 premium and professional 1999. Microsoft Corporation, USA.
21. MINI-MICRO CDS/ISIS. Reference manual and CDS/ISIS PASCAL manual. 1989, UNESCO, Paris.

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## 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)