UNIVERSITY OF RAJASTHAN JAIPUR

SYLLABUS

Bachelor of Library & Information Science

(Semester Scheme)

I & II Semester 2022-23

Dy. Registrar (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 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 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.

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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.

O. 329 K - I : Omitted.

SCHEME OF EXAMINATION

The Examination is based on (a) End of Semester Examination (EoSE), (b) Continuous Assessment (CA), (c) Choice Based Credit System, and (d) Relative Grading and Semester Grade Point Average and Cumulative Grade Point Average system as provided in **R.43-B(i) to R.43-B(v).**

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	Max. Marks	
					CA	EoSE
1.	BLS-701	Foundations of Library and Information Science (Theory)	CCC	4	100	100
2.	BLS-702	Library Classification (Theory)	CCC	4	100	100
3.	BLS-703	Library Cataloguing (Theory)	CCC	4	100	100
4.	BLS-704	ICT Application in Library and Information Science (Theory)	CCC	4	100	100
5.	BLS-711	Library Classification - Colon Classification (Practical)	CCC	6	100	100
6.	BLS-712	Library Cataloguing - Classified Catalogue Code (Practical)	CCC	6	100	100
7.	BLS-713	ICT Application in Library and Information Science (Practical)	CCC	6	100	100

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BLIS- SEMESTER-I

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

1. **Libraries, Concepts, Role and Types:** Definition, Types of Libraries: Public, Academic (School, College and University Libraries) Special, their Functions and Services. - National Library of India - Five Laws of Library Science and their Implications

2. **History and Development of Libraries:** Development of libraries in India, Library Education in India; Library Legislation: Need, Purpose, Functions and Salient Features of State Library Acts in India; The Press and Registration Act; Delivery of Books (Public Libraries)

3. **Library Association & Organization:** Library Association of India – Indian Library Association (ILA), Indian Association of Special Libraries and Information Centres (IASLIC), Raja Ram Mohan Roy Library Foundation (RRRLF), International Association: American Library Association (ALA), Chartered Institute of Library and Information Professionals (CILIP), International Federation for Information and Documentation (FID), International Federation of Library Associations and Institutions (IFLA), Association for Information Management (ASLIB)

4. **Library and Information Profession:** Professional Skills & Professional Ethics, Role of Library and Information Professionals in Society

5. **Library Extension Services:** Need, Objectives, Function and Methods. - Library Public Relation: Purpose, Need and Types

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 – Class Number, Collection Number, and Book 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.

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Paper: BLS-703: Library Cataloguing (Theory)

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.

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: ICT Applications 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 MS-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 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 fiber, 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:** Meaning, Purpose, Historical Development, Planning and Implementation of Automation in Housekeeping, Standards for Library Automation: MARC, 39.50 protocols, Library Management Software (LMS): Proprietary, Free and Open-Source Software (FOSS); Evaluation, Basic Features of LMS.

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

Max Marks : 100

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

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

2. Classification of documents 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). (4X10 = 40 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.) (6X8= 48 Marks)

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Q.3 Book Numbers along with Class Number. (12X1 = 12 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.: 100

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.

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Paper: BLS-713: ICT Application in Library and Information Science (Practical)

M. M. : 100

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

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

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

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.
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.

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

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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.

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.

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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:

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- 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.
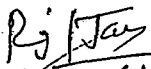
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O.329 I : The duration of the course will be one academic year consisting of two semesters.

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.

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.
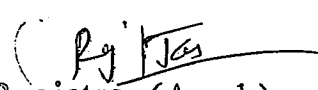
O. 329 K - I : Omitted.

SCHEME OF EXAMINATION

The Examination is based on (a) End of Semester Examination (EoSE), (b) Continuous Assessment (CA), (c) Choice Based Credit System, and (d) Relative Grading and Semester Grade Point Average and Cumulative Grade Point Average system as provided in **R.43-B(i) to R.43-B(v).**

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.

Second Semester

S. No.	Subject Code	Course Title	Course Category	Credit	Max. Marks	
					CA	EoSE
1.	BLS-801	Library and Information Centre Management (Theory)	CCC	4	100	100
2.	BLS-802	Information Sources and Services (Theory)	CCC	4	100	100
3.	BLS-803	Information Storage and Retrieval (Theory)	CCC	4	100	100
4.	BLS-811	Library Classification - Dewey Decimal Classification (Practical)	CCC	6	100	100
5.	BLS-812	Library Cataloguing - Anglo American Cataloguing Code-II (Practical)	CCC	6	100	100
6.	BLS-813	ICT Application in Library and Information Science (Practical)	CCC	6	100	100

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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. **Financial Management and Human Resource Management (HRM):** Sources of Finance, Financial and Budget estimation and Budgeting Techniques, HRM: Selection, Job Description and Job Analysis.

5. Annual Report, Library Statistics and Library Rules, Stock Verification, Library Building and Furniture

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Paper: BLS-802: Information Sources and Services

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-811: Library Classification - Dewey Decimal Classification (Practical)

M.M. :100

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).(4X10 = 40 Marks)

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Q.2 10 out of 12 Titles are to be classified on the basis of use of tables 3 to 7 and add devices. (6X10= 60 Marks)

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)

M.M.: 100

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. :100

1. Integrated Library Management System: KOHA / e-Granthalaya
2. Creation of Blog and website using Google applications
3. Design and Creation infographics; Banner; Charts; Posters; Video Clips
4. Online searching using Google Scholar/ LISTA/ DOAJ/DOAB.

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. SaradaRanganathan 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.

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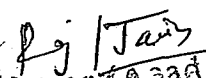## BLS -802 : Information Sources and Services (Theory)

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