

**University of Rajasthan
JAIPUR**

Faculty of Education

**Syllabus for
BACHELOR OF LIBRARY AND INFORMATION SCIENCE
(First & Second Semester)**

(Under Choice Based Credit System)

Session-2023-24

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University of Rajasthan
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SYLLABUS

BACHELOR OF LIBRARY AND INFORMATION SCIENCE

SEMESTER SCHEME

SEMESTER – I

2023-24

Main Objectives:

Objectives of the Bachelor of Library and Information Science (BLIS) Programme (Semester Scheme) are:

- To provide thorough and comprehensive knowledge about Library and book management
- To educate the students in the philosophy of librarianship, basic principles, fundamental laws, professional ethics.
- To give the students an understanding of the basics of Information Science, concept of librarianship, basic principles, fundamental laws, and professional ethics.
- To train the students for better management of Library and Information Centre.
- To train the students in the skills of information knowledge processing, organization and retrieval.
- To improve organizational, managerial skills of students for future uses in managing Library
- To enable the students to understand and appreciate the functions and purposes of Library and Information Centers 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.

Rules for Admission

O.329-J of the University Hand Book as follows:

A candidate for admission to the Bachelor of Library & Information Science (BLIS) course should possess a Bachelor's degree or Master's degree of the University or of any other University recognized 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 candidate employed in the recognized 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 recognized by the University of Rajasthan may also be admitted subject to a maximum of 25% of total seats.

O.329 I: The duration of the course will be one academic year consisting of two semesters. First and second semester will commence from July to December and January to June respectively.

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.

O. 329 K - I : Omitted.

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.

SCHEME OF EXAMINATION

O.144 (4) of the University Hand Book as follows:

Attendance: 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.

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).

1. 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.
2. The duration of examination of each theory paper and practical paper shall be 3 hours.
3. 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 the rest in Second division.
4. Division will be awarded at the end of the Second Semester examination on the combined marks obtained at the BLIS I and II Semester examinations taken together. No division will be awarded at the BLIS I Semester examination.

- (a). A Candidate who has failed at BLIS I Semester examination but has passed in atleast 50% of the papers prescribed for the examination obtaining 40% marks in aggregate in passing papers shall be eligible to re-appear in the failing papers of BLIS of I Semester along with the BLIS II Semester examination.
- (b). A Candidate who has failed at BLIS II Semester examination but has passed in atleast 50% of the papers obtaining 40% marks in aggregate in passing papers prescribed for the examination shall be exempted from re-appearing in a subsequent year in the papers passed by him.
5. (a) A Candidate who does not pass even 50% of the papers prescribed for the BLIS Semester I examination shall not be eligible for admission to the BLIS Semester II. Such candidate will be required to re-appear at the BLIS Semester I examination in all the prescribed papers.
- (b) A Candidate who does not pass even 50% of the papers prescribed for the BLIS Semester II examination shall be required to re-appear at the same in a subsequent year in all the prescribed papers. No further chance will be given if candidate again fails in the examination of subsequent year.
6. Every candidate who has appeared in Semester I examination may be provisionally permitted to join the Semester II of BLIS which may start just after completion of the Semester I with or without break but mere admission to that Semester will not make a student eligible for that Semester. If a candidate fails to clear 50% of theory papers and 50% Practical of Semester I the student shall not be eligible for appearing at the Semester II examination.
7. Every Candidate who has appeared either in Semester I or in Semester II examination is required to pass that examination either in First attempt or in subsequent attempt as Specified above. No further chance will be given to any candidate if the candidate fails to pass in both attempts.
8. The marks obtained at subsequent attempt will be credited in full. However, a candidate who fails in any of the Semester examination will not be eligible for a place in order of merit on clearing these papers at the subsequent examination.
9. In case of any mistakes being detected during the preparation of the mark sheet or brought to the notice after wards, the University is fully empowered to correct the same.
- The following scale of grading system shall be applied to indicate the performances of students in terms of letter grade, grade points and class as below:

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FOR GRADE CARD

Range of % Marks	Letter Grade		Grade Point	Description of Performance	Class
85-100	O		10	Outstanding	I (First)
75-84	A+		9	Excellent	
60-74	A		8	Very Good	
55-59	B+		7	Good	II (Second)
50-54	B		6	Average	
40-49	C		5	Below Average	Pass
0-39	F		4	Failed	Failed
	I		-	Incomplete	Incomplete

BLIS Degree shall be awarded to the candidate on successful completion of both the semesters. A list of successful candidates shall be prepared on the basis of aggregate marks obtained in all the two semester examinations. It shall be classified in division as under:

- Those who obtain 75% or more: I Division (First Division) with Distinction
- Those who obtain 60% or more but less than 75%: I Division (First Division)
- Those who obtain 50% or more but less than 60%: II Division (Second Division)

The grace marks, if any, shall be awarded as per university rules concerned thereof. A student shall not be permitted to repeat any course only for the purpose of improving the grade. Result will be prepared as per the CBCS rules of the university.

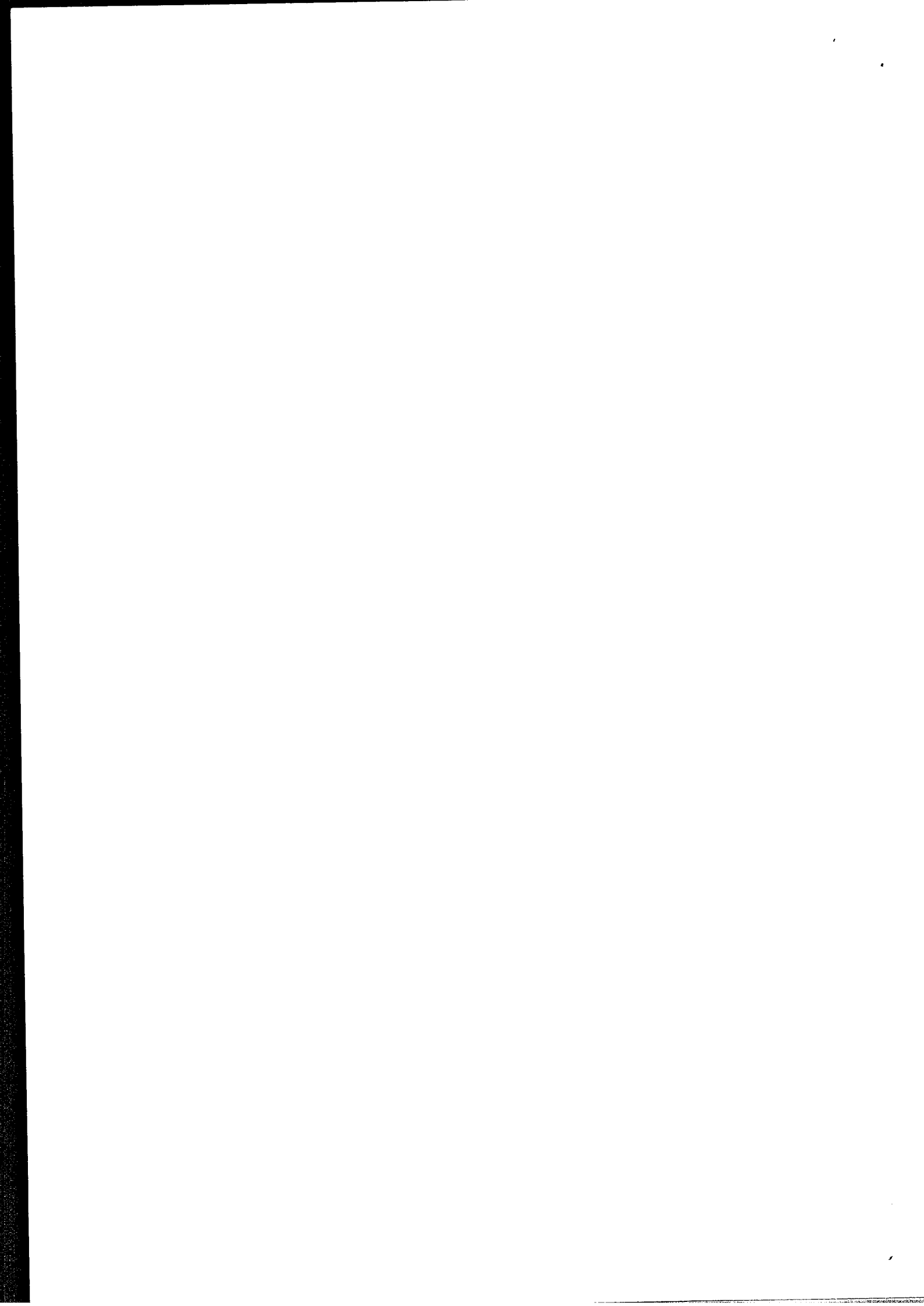
Due Paper: The rules and regulations as laid down by the University shall be applicable for keeping the term and subsequent examinations.

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First Semester
2323-24

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
			TOTAL	34	700	700

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BLIS- SEMESTER-I

Paper: BLS-701: Foundations 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).

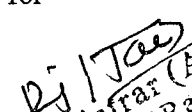


3. **Main Class** – Canonical Class and Basic Class. Five Fundamental Categories: PMEST. Isolate -- Common Isolate, Special Isolates, Auxiliary Schedules. Rounds and Levels. Devices to form foci in an array- Chronological Device, Geographical Device, Subject Device, Alphabetical Device, Mnemonic Device,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

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, 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: Organizations, Institutions, Societies; 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.


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

Max. Marks: 100

1. **Fundamentals of Information & Communication Technology:** Historical development of computer, Generation of computers; Definition, Need, Components, scope; Objectives of Computer, Classification of computers: Super, Mainframe, Mini & Micro; Basic Components of computer: Input-Output device, CPU, Storage Device; Need and purpose of ICT in libraries.
2. **Software and Operating Systems:** Introduction, Concept, Definition, Needs and Types; Features of Operating Systems; Basic Components of Operating Systems; System Software, Operating Systems- MS-Windows, UNIX and LINUX; Utility Software; Application Software - MS-Word, MS-Excel, MS-Power point; and MS-Access; Introduction to Open Office Package.
3. **Computer Networks:** Computer Networks: Concept, Need, Topologies, Types: LAN, MAN, WAN; Basic Components of Computer Networks, Client- server; Integrated Services Digital Network (ISDN) and its services; Networking Techniques, Media and Devices: Switching Techniques-Circuit Switching, Packet Switching, Cell Switching; Network Media-UTP, Optical Fiber, Ethernet, Network Interface Cards, Hubs, Routers, Gateway, Modem; Wireless Communication: Media, Wi-fi, Li-fi, Satellite Communication, Mobile Advantages of Computer Networks.
4. **The Internet:** Definition, Evolution of Internet Web Browsers; World Wide Web (WWW): Client Server Architecture, HTML, Search Engines (Meta & Entity); Networking/ Internet Protocols and Standards: Definition, Concept, Types-TCP/IP, and other protocols: HTTP, SHTTP, FTP, SMTP, URI, URL; Search Strategies; Internet Applications and Services: Email, Mailing List and Listserv, Chats, Instant Messaging, E-Commerce, Online Surveys, Online Discussion Forums and Benefits of Internet.
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)

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 24 examinees only. In case the number of examinees is more than 24 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)**

Max. Marks: 100

Practical Cataloguing (Prepare Catalogue Entries –Main Entry, Class Index Entries (CIE), Book Index Entries (CIE), Cross Reference Index Entry (CRIE) and Cross Reference Entry (CRE)) of the following types of documents for a Classified Catalogue by using 'Classified Catalogue Code' (5th edition with amendments):

1. Books involving personal authorship with shared responsibilities and series in note.
2. Books involving corporate authorship: Organizations, Institutions, Societies
3. Books involving pseudonymous authors.
4. Books requiring titles as heading: Uniform Titles; Sacred Scripture; Anonymous Works
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.

(20X5 = 100 Marks).

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

Max. Marks: 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- Foundations 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. Book well, 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. Book well, 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.

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

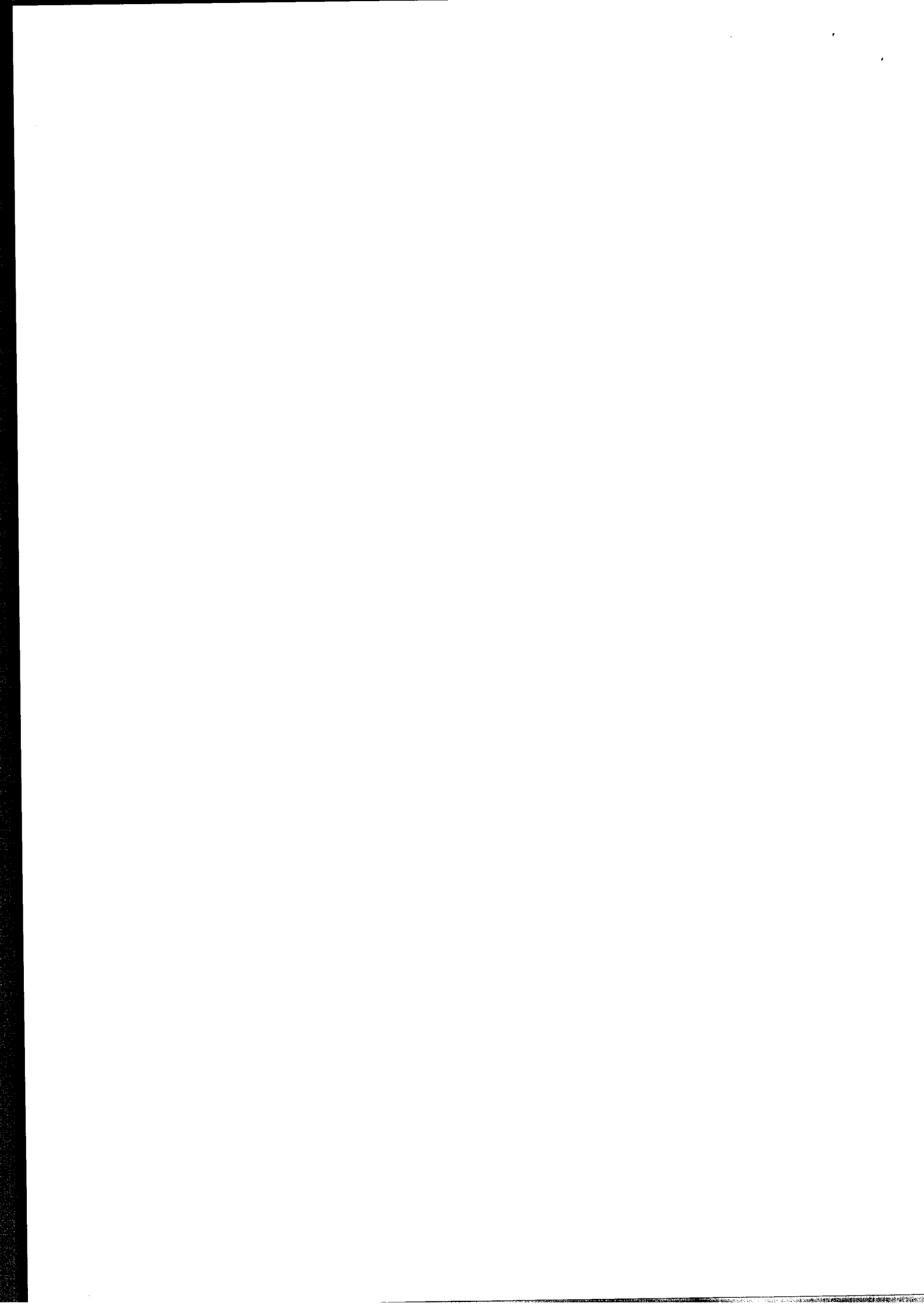
1. AMERICAN LIBRARY ASSOCIATION, et al. Anglo-American cataloguing rules. Rev. Ed. 1998. Library Association, London.
2. BOWMAN (JH). Essential cataloguing. 2003. Facet Publishing, London.
3. BRISTOW (BARBARA A). Sears List of Subject Headings. Ed. 22. 2018. Grey House Publishing, New York.
4. CHAN (LM) 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. 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.

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

Second Semester
2023-24

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 (DDC) (Practical)	CCC	6	100	100
5.	BLS-812	Library Cataloguing (AACR-2) (Practical)	CCC	6	100	100
6.	BLS-813	ICT Application in Library and Information Science (Practical)	CCC	6	100	100
			TOTAL	30	600	600

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BLIS- SEMESTER-II

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

Max. Marks: 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. **Library Records and Library Statistics:** Annual Report, Library Statistics and Library Rules, Stock Verification, Library Building and Furniture.

Paper: BLS-802: Information Sources and Services

Max. Marks: 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.

Paper: BLS-803: Information Storage and Retrieval (Theory)

Max. Marks: 100

1. **Information Storage and Retrieval System:** Definition, Concept, Scope, Functions and Basic Components of Information Storage and Retrieval (ISR) System; Databases: Definition, structure, characteristics; Information storage and file organization.
2. **Indexing System and Techniques: Index:** need, purpose, function; Types of Indexing: Pre-coordinate and Post-coordinate system of indexing; Chain procedure; PRECIS; POPSI; UNITERM; Keyword Indexing; Citation Indexing.
3. **Abstracting Techniques:** Abstract: Need, Purpose, function; Types of Abstracting; Canons of Abstracting; Information Consolidation and Repackaging.
4. **Use of ICT in ISR System:** Auto-Indexing; Auto-Abstracting; Web Browsers, Search Engines, Discovery tools; Data Warehouse and Data Mining; Modern trends in Information storage and retrieval.
5. **Evaluation of ISR System:** Need and Advantage of evaluation; Criteria for evaluation; Process of evaluation; important test result: Cranfield, MEDLARS, SMART.

Paper: BLS-811: Library Classification (DDC) (Practical)

Max. Marks: 100

Classification of documents by Dewey Decimal Classification (DDC) (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)

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 24 examinees only. In case the number of examinees is more than 24 in a session, the number of question papers to be set would be increased accordingly.

Paper: BLS-812: Library Cataloguing (AACR-2) (Practical)

Max. Marks: 100

Practical Cataloguing (Prepare Catalogue Entries – Main Entry, Added Entries and Reference Entry) of the following types of documents for a Dictionary Catalogue by using 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: Organizations, Institutions, Societies
3. Books involving pseudonymous authors.
4. Books requiring titles as heading: Uniform Titles; Sacred Scripture; Anonymous Works
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.

(20X5 = 100 Marks).

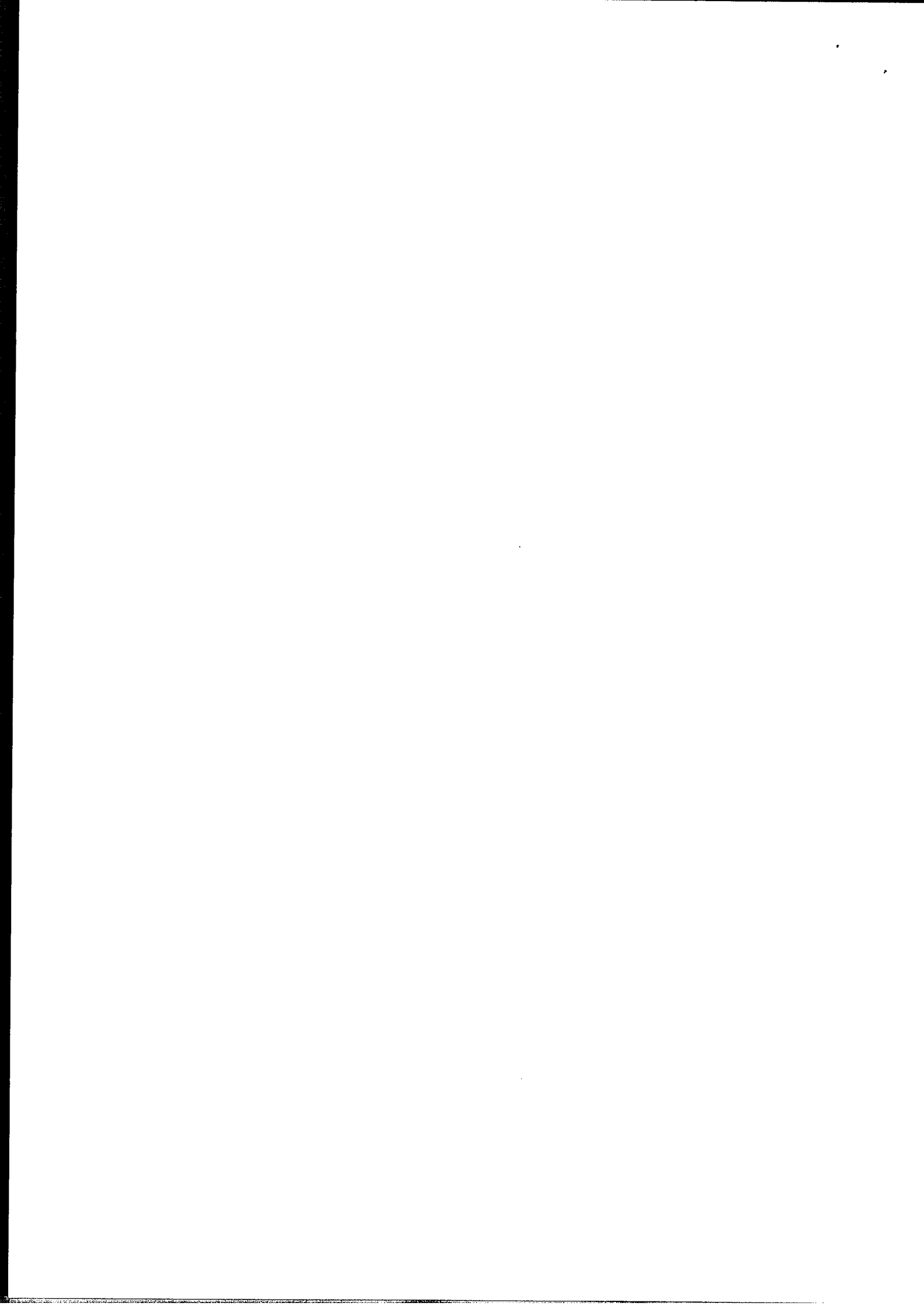
**Paper: BLS-813: ICT Application in Library and Information Science
(Practical)**

Max. Marks: 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 (Theory)

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, UUESCO, 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, Jaipur
20. MITTAL, (RL) Library Administration Theory and Practice .2007. EssEss Publications, Delhi

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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. ABC-CLIO Publishing, Santa Barbara.
3. CASSELL (KA) & HIREMATH (U) Reference and information services: An introduction. 2013. American Library Association, Chicago.
4. CHENEY (FN) & WILLIAMS, (WJ). Fundamentals of reference sources. 2000. American Library Association, Chicago.
5. CHOWDHURY (G) & CHOWDHURY (S). Information sources and searching on the World Wide Web. 2001. Facet Publishing, London.
6. CRAWFORD (John). Evaluation of Library and Information services. 2000. ASLIB, London.
7. FOSKETT (DJ). Information service in libraries. Ed 2. 1967. Archon Book Hamden, Connecticut.
8. GATES (Jean Key). Guide to the use of libraries and information sources. Ed 6. 1989. McGraw-Hill Books, New York.
9. GUHA, (B). Documentation and Information Services (2nd Ed.). 1999. Kolkata: World Press.
10. HIGGENS (C) (Ed.). Printed reference materials. 1980. The Library Association, London.
11. HUTCHINS (M). Introduction to reference work. 1944. A.L.A., Chicago.
12. KATZ (Bill), Ed. New Technologies and reference service. 2000. The Haworth Information Press, New York.
13. KATZ (William A). Introduction to Reference work. 2000. Butterworths, London,.
14. KRISHAN KUMAR. Reference Service. Ed 5. 1996. Vikas, New Delhi.
15. MUKERJEE (AJ). Reference works and its tools. 1964. World Press, Calcutta.
16. PENFOLD (Sharan). Change management for information service. 1999. Bowker-Saur, London.
17. RANGANATHAN (SR). Reference Service. Ed 3. 1991, Ranganathan Endowment for Library Science, Bangalore.
18. Rowley (JE). The basics of information systems. 1996. London: Facet Publishing.
19. SHORES (Louis). Basic reference sources. 1954. A.L.A., Chicago.
20. SHUMAN (Bruce A). Issues for libraries and information science in the internet age. 2004. Libraries Unlimited Inc, London.
21. SMITH (Linda C) & Wong (MELISSA A) (Eds.) Reference and Information Services: An Introduction, 5th Edition: An Introduction. 2016. Libraries Unlimited, California.
22. WALFORD (AJ). Guide to reference book. Ed 4. 3V. 1980. Library Association, London.
23. WILSON (TD) and STEPHENSON (J). Dissemination of Information. Ed 2. 1979. Clive Bingley, London.

BLS- 803: Information Storage and Retrieval (Theory)

1. BATES (MJ). Understanding information retrieval systems: management, types and standards. 2012. CRC press, Boca Raton.
2. KOWALSKI (GJ) and MAYBURY (MT). Information Storage and Retrieval System: theory and implementation. Ed 2. 2002. Kluwer, New York.
3. CLEVELAND (D) and CLEVELAND (A). Introduction to indexing and Abstracting. Ed 4. 2013. Libraries Unlimited, Englewood.
4. AITCHISON (J), GILCHRIST (A) and BAWDEN (D). Thesaurus construction and use: a practical manual. Ed 4. 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 (SK). Modern information retrieval. 1999. Ess Ess Pub, New Delhi.
8. CHOWDHARY (CG). Text retrieval systems in information management. 1996. New Age International Pub, New Delhi.
9. ELLIS (David). Progress and problems in information retrieval. 1996. The Library Association, London.
10. LANCASTER (FW). Indexing and abstracting in theory and practice. Ed 2. 1998. The Library Association, London.
11. RIAZ (M). Advanced indexing and abstracting practices. 1989. Atlantic Pub, New Delhi.
12. ROWLEY (J E). Abstracting and indexing. Ed 2. 1988. LA, London

BLS 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. Sarada Ranganathan Endowment for Library Science, Bangalore.
3. SAYERS (WCB). Manual of Classification for librarians. Rev. by Arthur Maltby Ed 5. 1975. Andre Deutsch, London.
4. SAYERS (WCB). Introduction to library classification. Rev. by Arthur Maltby. Ed 9. 1958. Grafton, London.
5. KRISHAN KUMAR. Theory of classification. 1993. Vikas, New Delhi.
6. BHARGAVA (GD). Granthalaya Vargikaran. 1972. M.P. Hindi Granth Academy, Bhopal.
7. MILLS (J). A modern outline of library classification. 1962. Asia Publishing House, Bombay.
8. RANGANATHAN (SR). Preview of Colon Classification. Ed 7



9. SHRIVASTAVA (AP). Theory of knowledge classification. 1972. Laxmi Book Depot, Delhi.
10. RANGANATHAN (SR). Colon Classification. Ed 6. 1966. Asia Publishing House, Bombay.
11. DEWEY (Melvil). Dewey Decimal Classification. Ed 19. 1979. Forest Press, New York.
12. WELLER (K). Knowledge representation in the social semantic web. 2010. De-Gruyter Saur, Berlin.
13. BROUGHTON (V). Essential classification. Ed 2. 2015. Neal-Schuman, Chicago.
14. BURKE (P). What is the history of knowledge? What is history? 2015. Polity Press, Cambridge.
15. BATLEY (S). Classification in theory and practice. Ed 2. 2014. Chandos Pub., London.
16. BROUGHTON (V). Facet Analysis. 2020. Facet Pub., London.
17. STOCK (S) & STOCK (WG). Handbook of Information Science. 2013. De-Gruyter Saur, Berlin.
18. PETERS (I). Folksonomies, indexing and retrieval in Web 2.0. 2009. De-Gruyter Saur, Berlin.
19. STAAB (S) & STUDER (R), eds. Handbook on Ontologies. 2009. Springer, Dordrecht.
20. STUART (D). Practical ontologies for information professionals. 2016. Facet Pub., London.

BLS- 812- Library Cataloguing (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. TAYLOR (AG) AND MILLER (David P). Introduction to cataloging and classification. Ed. 10. 2007. Atalntic Publishers, New Delhi.
12. TAYLOR (ARLENE G). Wynar's introduction to cataloging and classification Ed. 9. 2000. Libraries Unlimited Inc.
13. WELSH (A) AND BATLEY (S). Practical cataloguing: AACR, RDA and MARC 21. 2012. Facet Publishing, London.

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

1. HUNT (Reger) and JOHN (Shelly). Computer and Commonsense. 1982. Prentice 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 (S). Searching CD-ROM and online information sources. 2001. Library Association, London.
10. DICKSON (Garg W) and DESANCTIS (G). 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 (A), Ed. Multimedia Computer and Communication. 1992. McGraw-Hill, New Delhi.
17. SUZANNE (Bakker), Ed. Information transfer, New age - New ways. 1993. Springer.

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