Department of Library and Information Science
Bachelor of Library and Information Science (B.L.I.Sc) Course Structure Recommended by the Board of Studies Held on 24.09.2004

Marks Distribution

Theory :

Paper	Title	Marks Theory/ Practical	Sessional /IA
I	Foundation of Library and Information Science	80	20
II	Management of Library and Information Centres	80	20
III	Library Classification Theory	80	20
IV	Library Cataloguing Theory	80	20
V	Information Sources and Services	80	20
VI	Basics of Information Technology	80	20

Practicals :

VII	Library Classification Practical	80	20
VIII	Library Cataloguing Practical	80	20

Tour Report and Viva-Voce :

IX	Educational Tour Report	50	–
	Viva-Voce	50	–
	Max. Marks		900

Bachelor of Library and Information Science (B.L.I.Sc)
Paper-I : Foundation of Library and Information Science

Unit-I Library as a Social Institution :
* Role of library in modern Society.
* Different Types (academic, Special and public) of libraries and Information centers and their organization and Functions
* National Libraries of India, UK and USA.
* Developments of LICs in India, UK and USA (with special reference to library education).

Unit-II Library legislation/Act
* Library Legislation- Need & essential features
* Library Legislation in Tamilnadu, Andhra Pradesh, Maharastra and West Bengal; A model public library act/ bill.
* Press and Registration Act and Delivery of Book Act.
* Copyright Act
* Intellectual Property Act

Unit-III Normative Principles
* Five Laws of Library Sciency
* Implications of five laws in Library & Information activities

Unit-IV Library and Information Promotars, Association and Profession
* Role and activities of library Association and Agencies such as, ILA, IASLIC, A.L.A., LA-UK, ASLIB in the development of Libraries;
* Role of International Organization: UNESCO, FID, IFLA
* Role of UGC in development of University and college libraries in India
* Role of RRLF in the Promotion of Library and Information services

Unit-V Public relation and Extension Activities
* User education
* Library Extension services
* Consultancy services,
* Public Relations and Publicity

Paper-II : Management of Library and Information Centres

Max. Marks : 80

Unit-I Management :
* Concept : Definition and Scope, Principles/Theories and functions/Elements
* Scientific Management : Principles
* Applications to management of libraries and information centers
* Management Information System (MIS)
* Total Quality Management (TQM)

Unit-II Library Planning
* Library Building and Equipments
* Furniture's and Fittings
* Space management

Unit-III Human Resources Management
* Human Resource Management in Libraries
* Staffing categories and staff formulae
* Recruitment and Selection;
* Staff Development

Unit-IV Resource Development of LICs
* Types of Information sources
* Selection Principles
* Library acquisition procedures
* Technical Procedures

Unit-V   Financial Management
- Library Finance & Budget
- Principles of Budgeting, budgeting techniques-PPBS, ZBB etc
- Library Annual Statstics/Reports

Unit-VI   Use and Importance of Library and Information Centers
- Circulation Systems (Browne and Newark System)
- Stock Verification
- Conservation and Preservation : Library Binding.
- Library Rules and Regulations.

Paper-III : Library Classification Theory

Unit-I Universe of Knowledge :
- Structure and attributes
- Mode of Formation of subjects
- Different types of subjects
- Universe of Knowledge as mapped in Different scheme of Classification

Unit-II Knowledge Organisation
- Library Classification ; Needs and Purposes
- General Theory of library Classification and book Classification
- Canons of Classification.
- Species of Schemes of Library Classifications
- Mnemonic : meaning, purposes
- Schemes of Library classification DDC, UDC, CC
- Recent trends in library classification.

Unit-III   Approach to Library Classification
- Postulation Approach-step in classification, System approach.
- Five Fundamental Categories;
- Facet analysis and facet sequence
- Phase relation and their applications;
- Concept of round and levels
- Common Isolates; Space and Time isolates;
- Devices in library classification : SD, CD, GD, AD, Superimposition devices.

Unit-IV   Call Number and Notation
- Concept of Call number : Class Number, Book number and Collection Number
- Notation : Type, quality and functions
- Sequence and Relative Index Broken

Paper-IV : Library Cataloguing Theory

Max. Marks : 80

Unit-I History, Purpose and Types of Library Catalogues :
* Catalogue : Purposes, Structure and Functions
* History and Developments of Catalogue Codes.
* Types : inner and Outer forms including OPAC.

Unit-II Format of Catalogue Entry
* Kinds of entries and their functions;
* Data elements in different types of Entries
* Filling of entries : alphabetical and classified;
* Centralized cataloguing, Co-operative cataloguing and Union Catalogue
* Machine Format : MARC 21 and CCF

Unit-III Choice and Rendering of Headings by AACR II and CCC
* Personnel authors
* Corporate authors
* Pseudonymous, Anonymous Work and Uniform Titles
* Serials and Simple Periodicals
* Non Print Materials (AACR II)

Unit-IV Subject Cataloguing
* Problems
* Vocabulary Control : Subject heading List and Thesauri
* Subject indexing Models (brief Description)
* Method of assigning subject headings by Chain Procedures and Sear's List of subject headings.

Paper-V : Information Sources and Services

Max. Marks : 80

Unit-I Reference and Information Sources
* Documentary Sources of Information : Print, non Print Including Electronic
* Nature, Characteristics, Utility and Evolution of different types of Information Sources
* Non Documentary Information sources
* Internet as a source of Information

Unit-II Reference Services
* Concept Definition and Trends
* Reference Interview and Search Techniques

Unit-III Information users and their information needs
* Categories of Information Users
* Information Needs ; Definition and Models
* Information Seeking Behavior
* Users Studies : Methods, techniques and evaluation

Unit-IV Information Services

* Information services : Concepts, definition, Needs and trends
* CAS and SDI : Needs, techniques and Evaluation
* document Delivery Services and Translation Services
* Indexing and Abstracting Services

Paper-VI : Basics of Information Technology

Max. Marks : 80

Unit-I Information Technology

* Concept, definition, Components
* Computer Technology : Brief evolution (Generation), Fundamentals : Hardware, Software Input and output devices
* Operating System
* Communication Technologies : Overview, Process, Media Channel
* Information Technology Bill 2000
* Application of IT in LICs.

Unit-II Library Automation

* Brief History, Library automation in India.
* Planning and Implementation of Library Automation
* Area of Automation
* Computerized Information Services
* Application of Bar Code technology in Library Automation

Unit-III Digital Libraries

* Definition, needs, characteristics
* Infrastructure and methodology for Digitalization
* Function of digital Libraries
* Management and challenges of Digital Libraries
* Virtual and Hybrid Library. (Brief description)

Unit-IV Application Software

* Nature and types of Software Packages
* Features of Indian Software Packages
* Developmental Activities of Indian Library Software
* Study of SOUL
* Database Creation Software Package ; CDS/ISIS(DBMS Packages)

Unit-V Networks

* Computer Network
* LAN, WAN, Network Topology
* Network based Information services
* INTERNET and its Services
* INFLIBNET, DELNET, UGC-Infonet.

Paper-VII : Library Classification Practical

Max. Marks : 80

(There shall be one internal and one external examiner for practical examination. Paper shall be set by the external examiner at a time of examination)

I.   Classification of Eight *TITLES* out of 12 by DDC 19th ed. (40 marks)

II.   Classification of Eight *TITLES* out of 12 by CC 6th revised edition (40 marks)

Paper-8 : Library Cataloguing Practical

(There shall be one internal and one external examiner for practical examination. Paper shall be set by the external examiner at a time of examination)

This paper will consist of two parts; One part to be catalogued by CCC 5th ed. with amendments and other part to be catalogued by AACR-II; Candidates will be catalogued 5 Titles out of Ten; Two by CCC and three by AACR-II or VIS-A-VIS.

PART I- This part to be catalogued by CCC 5th ed. With amendments; Class index entries to be prepared by CHAIN PROCEDURES; This will include-Personal Authors, Shared responsibility, Corporate Authors, Composite Books, multi-volume Publications and simple Periodical Publication.

PART-II- This part to be cataloued by AACR II; Subject heading will be prepared according to Sear's list of subject heading; This part will include-Single Personal Author, Shared Responsibilities and Editorial direction, Multi-volume, Corporate Bodies, Simple Periodical publications and Non Print materials.

Paper-IX : Tour Report and Viva-Voce

1.   TOUR REPORT : (50 Marks) Tour report shall be evaluated by the department. Tour report will be prepared on the basis of following criteria :

i.   Introduction

ii.   Name of the library and their type with historical background

iii.   organization and management

iv.   Different types of Collections

v.   No. of sections and types of services

vi.   Technical processing

vii.   Automation Technology used by the library.

viii.   Rules and regulations of library.

II.   VIVA-VOCE : (50 marks) There shall be one internal and one external examiner for Viva-Voce.