

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 Statistics/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 catalogued 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.