

**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
<b>Practicals :</b>			
VII	Library Classification Practical	80	20
VIII	Library Cataloguing Practical	80	20
<b>Tour Report and Viva-Voce :</b>			
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.