Detailed Syllabus of BLIS

Semester-1

Paper - B 101

Foundation of Library and Information Science

Unit:-1 Library as a social institution a social and Historical foundation of a library, Different type of Libraries their distinguishing feature & functions, Role of Library in formal and informal education.

Unit:-2 Normative principles of Library and information science :- Five laws in Library science and its implications in Library and information activities.

Unit:-3 Laws relating to Libraries and Information centre:

Library legislation need and its essential features. Library legislation in India, press and registration Act and delivery of Book (public Library) Act. Copyright Act.

Unit:-4 Professional ethics.. National and International Library Associations, ILA, IFLA, ALA, IASLIC and promoters of Library and Information Science-RRRLF, UNESCO

Unit:-5 Public relations and Extension Activities;

Definition, facts & programs, publicity and Extension service.

Paper-B102

Computer Basics & Application

Unit:-1   Information Technology- definition, need, scope.

Unit:-2   Computer Basics-Historical development of computer, generations of computer, classification of computers.

Unit:-3   Hardware-computer Architecture, Organization of computer Input and output devices.

Unit:-4   Software Operating System: Single and multi user system. Basic features of MSDOS, Windows, Linux, Unix, Windows NT etc. Programming Languages, Algorithm and Flowcharting.

Unit:-5   DBMS packages and file organization dBase, Foxpro, CDS/ISIS,MS-Access (Basic Features)

Paper-B103

Knowledge organization- Library Classification & Cataloguing

(Theory)

Unit:-1 Method of Knowledge organization: Universe of subject and its modes of formation of subject, Meaning, purpose and functions classification, classification, Knowledge Classification and Book classification. Notation - qualities and type.

Unit:-2 General theory of library classification: Canons, principles and facet sequence, fundamental categories, devices

Unit:-3 Standard schemes of classification and their feature - DDC, UDC, CC. Design and Development of scheme of Library classification, Trend in Library classification.

Unit:-4 Normative principles of cataloguing. Canons of Cataloguing.

Unit:-5 Bibliographic Description:

Catalogue-Objectives and Functions, purpose, Structure and Type, physical forms, inner form, Rules regarding rendering of personal, corporate, composite books and periodicals, OPAC, Filling Rules, Document description and subject cataloging: Sears list of subject cataloging and Library of Congress subject heading.

Paper-B104

Knowledge organization - Library classification & Cataloguing

(Practical)

Unit:-1   Classification of document: Classification of documents representing simple, compound and complex subject according to DDC.

Unit:-2   Cataloguing of documents according to AACR 2 R: Personal author, corporate author, composite author, Periodicals and non print documents.

Semester-II

Paper - B 201

Management of Library and Information Centre's

Unit:-1

Management Concept, Definition and scope, Functions and Principles of scientific management. Human resource development, Staff recruitment, selection, Training, Staff formula, Motivation, Leadership quality.

Unit:-3

Financial Management :

Different methods of preparing budget.

Definition, Concepts, Elements.

Unit:-4

Library Housekeeping Operations: -

Acquisition section, Circulation section, Technical section and Serial control, Stock verification, Resource Sharing and Library Networking, Annual report and statistics.

Unit:-5

Planning-concept, Definition and purpose, Types, Building and space management in Library and Information Centre's, Risk management. Total Quality Management (TQM): Definition, concept and elements

Paper - B 202

Computer Applications in Library Services (Practical)

Unit:-1   Use of Operating system

Unit:-2   Word processor, Spread sheet

Unit:-3   Database creation using at least one DBMS Software

Unit:-4   Database search and retrieval.

Paper - B 203

Information Sources and Services

Unit:-1   Reference and Information Sources:

Documentary Sources of information, print and non-print including

Electronics, nature, Characteristics, Utility and evolution of different types of information sources. Non-documentary information sources - human, Institutional and media: types characteristics, utility, and categories of primary, secondary and tertiary information sources. Internet as a source of information.

Unit:-2   Reference Services: Concepts, Definition and Trends, Reference interview and search Technique.

Unit:-3   Information users and their information needs.

Categories of information users, information needs- definition and models. Information seeking behavior of users. Methods, Techniques and Evaluation.

Unit:-4   Information Services and products:

Information services- Concepts, Definition, need and Trends. Techniques and evaluation of Alerting Service(CAS,SDI) Bibliographic, Refgerral, Document Delivery and Translation services.

Unit:-5   Information system and their services:

Study of national and commercial information systems and services, Back ground, their services and products, NISCAIR, NASSDOC, UNESCO, FID.

Paper – B 204

Knowledge organization-Library classification & Cataloguing (Practical)

Unit:-1   Classification of document:

Classification of documents representing simple, compound and complex subject according to CC. .

Unit:-2   Cataloguing of documents according to CCC: Personal Corporate Composite Books Periodicals