

# Syllabus

## BACHELOR OF LIBRARY AND INFORMATION SCIENCE (BLIS)

### COURSE CURRICULUM BLIS

Revised syllabus for Bachelor in Library and Information Science (BLIS) from Session 2014-15 in the light of Governor's Secretariat Raj Bhawan, Patna Vide Letter No. M.U (Regulation) 60/2013-409 / G. S. (1) Dated 04.03.2014 and M. U Letter No. XM/41/14 Dated 13.04.2014.

PAPER	SUBJECT	MARKS		
		THEORY	PRACTICAL	TOTAL
1	Foundation of Library and Information Science	100		100
2	Library Management	100		100
3	Knowledge Organistion Classification (Theory)	100		100
4	Knowledge Organistion Cataloging (Theory)	100		100
5	Practical Paper	100		100
	Group – A – Classification Practical		50	
	Group – B - Cataloguing Practical		50	
6	Information Sources and Services	100		100
7	Computer Basics and Application	100		100
8	Project and Tour Report	100		100
	<b>Group – A</b> –Atleast two Libraries Visit Report		20	
	<b>Group – B</b> - Classification of 25 title from C.C and D.D.C Atleast 10, From each Book		25	
	<b>Group – C</b> - Prepare 25 Cataloguing according to AACR II and C. C. C (only main entry) Atleast ten from each		25	
	Group – D – Viva-Voce		30	

Note : Students are required to go for practical training to different renowned Library for Practical exposures. The list of renowned Library will be prepared by the Director or Co-ordinator.

# **COURSES OF STUDIES FOR THE DEGREE OF Bachelor of Library and Information Science**

## **PAPER – 1**

### **Foundations of Library and Information Science**

1. Information Systems and their Components : Libraries, Documentation and Information Centres.
2. Five Laws of Library Science and their Implications.
3. Library movement and Library Legislation in India.
4. Planning of Library & Information Systems and Services in State, City and Region.
5. International Information Systems and Services.
6. Information Systems and Services in India.
7. Library Building, Furniture and Equipments.
8. Library Publicity and Extension Services.
9. Library Co-operation.
10. Legal Deposit System.
11. Professional Organization : National and International

## **PAPER – II**

### **Library Management**

1. Principles of Science Management and their Application in Libraries.
2. Selection of Reading Materials – Principles, Sources, Routine and Records.
3. Acquisition and Processing of Reading Materials – Principles, Routine and Records.
4. Circulation – Methods, Routine, Records, Inter Library Loan.
5. Maintenance – Conservation of Reading Materials and Stock Verification, Routine and Records.
6. Library personal – Categories, Qualities and Qualification, Staff Formula, Staff Manual.
7. Library Committee – Need, Constitution and Functions.
8. Library Finance and Budget.
9. Annual Report, Statistics.
10. Handling of Government Documents and Manuscripts.

## **PAPER – III**

### **Knowledge Organization Classification (Theory)**

1. Definition, Need and Purpose of Classification.
2. Class Number – its Structure and its Quality, Class Number and an Artificial Language of Ordinal Numbers.
3. General Theory of Classification with Canned knowledge Classification on with Additional Canned.

4. Five Fundamental Categories, Main Class, Canonical Class, Basic Class, Isolates : Common Isolate, Special Isolate, Focus.
5. Enumerative and Analytico-synthetic Classification, Postlational Approach to Classification. The Steps in Systematic Classification, Principles of Helpful Sequence of Facts and Isolates.
6. Details and Comparative Study of Common Isolates, Time Isolates and Devices in Colon Classification and Dewey Decimal Classification, Basic Concepts of UDC.
7. Book Classification with Additional Canons for Book Number, Diversification with Additional Canons for Book Number, Diversification of College in a Library, Collection Number.

#### **PAPER – IV**

#### **Knowledge Organisation Classification (Theory)**

1. Definition, Need and Purpose of a Library Catalogue, Library Catalogue and Bibliography.
2. Kinds of Entries and their Functions.
3. Physical forms of Catalogue, Inner Forms of Catalogue, Author, Title, Subject, Dictionary and Classified.
4. Subject Cataloguing-Chain Procedure, Subject Heading Lists.
5. Canons, Principles and Laws of Cataloguing.
6. Centralised and Co-operative Cataloguing Selective and Simplified Cataloguing.
7. Catalogue Codes : Comparative Study of AACR-II and CCC with regard to Person. Author Corporate Author and Indic Names.
8. Filling of Catalogue Entries, Alphabetisation.

#### **PAPER – V**

#### **Group – A**

#### **Knowledge Organisation– Classification**

Steps in Classification, Classification of Colon Classification and Dewey Decimal Classification with the following details : CC, Basic Subject Simple Compound and Complex Subjects Fundamental Categories, Facts, Sequence Phase Relations Rounds and Levels, Devices Synthesis of Class Numbers. DC Main Classes, Division, Sectors. Use of Notes like 'Scope', 'Inclusion', 'Class', Class Elsewhere, Optional etc. Add Instructions. Auxiliary Tables. Use of Schedules and Relative Index.

Note : 20 Marks shall be Reserved for Viva-voca.

#### **PAPER – V**

#### **Group - B**

#### **Knowledge Organisation – Cataloguing**

Cataloguing of Books and Periodicals in accordance with the last edition of AACR and Sears List of Subject Headings Single Personal Author, Joint Personal Author, Pseudonymous Authors. Collection with Collective Title. Without Collective Title. Corporate Author. Awareness with Classification Catalogue Code.

Note : 20 Marks Shall be reserved for Viva-Voce.

**PAPER – VI**  
**Information Sources and Service**

1. Concept of Information Sour.
2. Kinds of Information Sources : Primary, Secondary and Tertiary.
3. Basic Reference and Information Sources and Criteria of their Evaluation.
4. Bibliographical source National Bibliographies, I. N. B and B. N. B Abstracting and Indexing Services.
5. Language Dictionaries.
6. Encyclopedia.
7. Year Books & Directories.
8. Geographical Sources.
9. Biographical Sources.
10. Information Service and Techniques : Current Awareness Services, SDI, Translation, Reprography.

**PAPER – VII**  
**Computer Basiscs and Applications**

1. Introduction to Computer : Components.
2. Kinds of Computers ( Main Frame, Mini, Micro)
3. Operating Systems and Their Commands : MSDOS and UNIX.
4. Programming Languages : Concept and Characteristics.
5. Application Software, ODS/ISIS, Word Processing System.
6. Library Automation. An Overview.