DEVI AHILYA VISHWAVIDHYALAYA, INDORE (M.P.)
SYLLABUS   FOR
BACHELOR OF LIBRARY AND INFORMATION SCIENCE
(BLISc ONE YEAR COURSE)
In the Affiliated Colleges

FROM THE ACADEMIC YEAR 2011-12

UNDER THE FACULTY OF ENGINEERING SCIENCES

PROPOSED SCHEME FOR BACHELOR OF LIBRARY AND INFORMATION SCIENCE

Semester	Paper code	Paper Name	CCE (15%)	Min Marks	Term End Exam (35%)	Min Marks	Total 50	Min marks
Sem-I	**I**	Foundations of Library and Information Science	15	06	35	14	50	20
	II	Knowledge Organization and Processing (Theory)	15	06	35	14	50	20
	III	Knowledge Organization and Processing Knowledge (Lib. Classification Practice)	15	06	35	14	50	20
	IV	Knowledge Organization and Processing Knowledge (Lib. Cataloguing Practice)	15	06	35	14	50	20
	V	Management of Library and Information Centers	15	06	35	14	50	20
		Project Report					**50**	**20**
Sem-II	**VI**	Information Sources (Reference) and User Studies	15	06	35	14	50	20
	VII	Information Systems, Centers and Services	15	06	35	14	50	20
	VIII	Information Technology: Basics	15	06	35	14	50	20
	IX	Information Technology: Practice					50	20
		Project Report	-	-	-	-	**50**	**20**

Note:
1. **CCE –** Continuous Comprehensive Evaluation.
2. Individual passing required for theory and practical subjects

(Prof. Sanjay Tanwani)   (Dr. GHS Naidu)   (Mrs.Surekha Mishra)

Paper-I: Foundations of Library and Information Science

Unit-1: Role of Library from ancient period to modern times. Types of Libraries: Functions and services. National Libraries of India, USA and U.K in detail. Five Laws of Library Science and their implications in library and information activities.

Unit-2: History and Development of Libraries with special reference to India, USA and UK. Library movement programs in India after independence. Role of Library in education (formal and non formal).Publicity and extension activities.

Unit-3:Promoters of Library and Information Services. International and National : UNESCO, RRLF. International and National Library Associations: FID,IFLA,ASLIB, SLA, ALA, LA, ILA, IASLIC.

Unit-4: Library legislation; need and essential features. Model Public Library Act. Library Legislation in India . Detailed study of Library Acts of Tamil Nadu, Andhra Pradesh, Karnataka, Maharashtra and West Bengal.

Unit-5: Attributes of Profession: Librarianship as a profession. Philosophy and Ethics of Librarianship. Freedom of access to Information: IPR, Censorship, Press and Registration and Copy Right Act. Delivery of Books (Public Libraries) Act.

Paper-II :Knowledge Organisation and Processing (Theory)

Unit-1:Universe of subjects: Structure and attributes, Modes of formation of subjects. History of Knowledge classification and library classification: Library classification, need and purpose. Universe of subjects as mapped in different schemes of classification

Unit-2:General theory of Library classification. Normative principles of classification and their application. Species of Library Classification – Facet analysis, Postulational approach, Devices; Phase relation; Common and special isolates

Unit-3:Standard schemes of classifications and their features ; CC ; DDC ; UDC. Design and development of schemes of library classification. Recent developments in library classification and revision policies. Comparative study of DDC 19th and 22nd editions

Unit-4: History of Library Cataloguing. Library catalogue: purpose, structure and types, physical forms including OPAC, Filing rules. Normative principles of cataloguing. Overview of principles and practice in document description. Entries: kinds and functions. Standard codes of cataloguing; CCC, AACR II with latest amendments .

Unit-5:Principles of Subject cataloguing. Subject heading lists(Sear's List, LC Subject Headings) and their features Current trends in standardization of library catalogue: ISBD,ISBN, ,CCF,MARC.

Paper-III: Knowledge Organization and Processing:(Library Classification Practice)

Unit 1-5 Classification of Documents (using DDC 19th and CC 6th ed.)
Classification of documents representing :Simple, compound and complex subjects. In DDC classify the books with Simple subjects, multiple synthesis and with all tables. In CC Classify the Documents representing with systems, specials, rounds and levels and Anteriorising Common Isolates (ACI)and Posteriorising Common Isolates(PCI).

Paper-IV: Knowledge Organization and Processing: (Library Cataloguing Practice)

Unit 1-4 Cataloguing of documents (using CCC 5th and AACR- II)**:** Single Author, Joint Author, Multiple Authors, Collaborators, Anonymous books, Pseudonymous books, Multi volume works and Corporate Authorship.

Unit-5:Cataloguing of Composite books and Periodicals using CCC.
Assign subject headings using Sear's List of Subject Headings for AACR-II and Chain Procedure for CCC.

Paper-V: Management of Library And Information Centers

Unit-1:Management: Meaning, Concepts, definition and scope. Principles of scientific management. Managerial functions. Schools of Thought . Library Authority, Library Committee. Organizational structure of different types libraries.

Unit-2:Human Resource Management in Libraries: Staffing Pattern: Dr. S.R Ranganathan Formula. UGC and AICTE Guidelines. Library Personnel Delegation of authority , communication and participation, Job description and analysis; Motivation and Performance appraisal. :Management of Change. Total Quality Management (TQM),Concepts, definition and elements

Unit-3:Financial Management in Libraries, Resource mobilization in libraries. Resource sharing: Concepts, meaning, purpose and methods. Budgeting Techniques and methods, Cost Effectiveness and Cost benefit analysis. Preparation of Library budget in different types of libraries.

Unit-4: Collection development policies and procedures. Book Selection theories .Evaluation and weeding of documents .Annual Report, Library statistics .LIS related standards for building, furniture and equipments.

Unit 5: Library house keeping operations: Different sections of library & information center and their functions .**Acquisition** Selection of reading materials, tools, and book ordering and accessioning and processing of bills. . **Technical processing, Serials control, circulation control, maintenance,** Stock verification, policies and procedures,

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Paper-VI: Information Sources (Reference) and User Studies

Unit-1: Reference and Information sources: Documentary sources of information; print and non print (including electronic). Nature, characteristics, utility and criteria for evaluation of different types of information sources. Non-documentary information sources, Human and institutional.

Unit-2 Reference service: Meaning, scope, kinds of reference service. Reference service in IT era. Web 2.0 and Library 2.0: RSS, Blogs, Chat referencing and wikies

Unit-3: Evaluation of Information Sources(Print and non print). Detailed study of Information (reference) sources: Encyclopedias, Dictionaries, Directories

Unit-4: Information Resources contd..: Biographical sources, Current Sources, Bibliographical sources, Geographical sources.

Unit-5: Information Users and Needs: Categories of Information Users, Information needs – definition ,models and assessment. Information seeking behavior, Methods and techniques of user studies. User Education and evaluation of user studies.

Paper-VII: Information Systems, Centers and Services

Unit-1: Documentation, Genesis, Concepts, Definition Need and purpose, facets, Information. Characteristics and need, Information communication system.

Unit-2: Information services : Current awareness services, Selective dissemination of Information. Indexing : meaning, purpose, types, characteristics. Abstracting : meaning, purpose, types, Qualities of the abstracts, Essential elements in abstracts. Indexing and abstracting Periodicals in India and abroad. Organization of these services at the Institute level

Unit-3: Subject Indexing, Vocabulary Control ,Thesaurus. Indexing techniques, Pre and Post, POPSI, and PRECIS, Unit term, KWIC ,Citation Indexing.

Unit-4: Reprography, Meaning, Utility and Methods: Document delivery services and centers. Translation services; Information storage and retrieval: Databases, Definition, concept, structure and types and data banks .Literature search in Databases.
Unit-5: International and National documentation and information systems and centers: NISCAIR,DESI DOC, NASSDOC,. International and National documentation and information systems and networks : UNISIST ,INIS, AGRIS, MEDLARS, NISSAT, INFLIBNET, and INDEST.

Paper-VIII: Information Technology :Basics :

Unit-1: Introduction to computers. Historical background of computers, Generations of computers. Types of Computers. Hard ware requirements, Input out put devices and storage devices. Information Technology: Definition, need , scope and objectives

Unit-2: Operating Systems : Single & Multi-user, systems basic features of MS Windows, Ms Office (MS-Word, MS-Excel, MS-Access, Power point).

Unit-3: Library automation: History, meaning, need and purpose. Evaluation Library softwares. CDS/ISIS, SOUL. Detailed study of different House Keeping operations in SOUL

Unit-4 : Digital libraries: Growth and development, need and importance. Organisation of digital libraries. Infrastructure of digital libraries and digital library management. Internet resources for libraries and surfing on internet.

Unit-5: Database management: Definition, need, concept of fields, records and files. Search strategies, Boolean operators. Multimedia and its use in library and information centers.

Paper-IX: Information Technology :Practice:
Unit-1 MS windows:
Unit-2 MS-Word ,MS-Excel, MS-Access and MS-Power point .
Unit-3 Database Creation using CDS/ISIS and SOUL
Unit-4 Search in databases
Unit-5 Searching on INTERNET.

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