BACHELOR OF LIBRARY & INFORMATION SCIENCES (BLIS)

Mode	Dual Mode University System
Duration	1 Year
Pattern of Examination	Annual
Eligibility	Graduation

SCHEME OF EXAMINATION

Subject Code	**Title**
1st Year	
BLIS -101	Library and Society
BLIS -102	Information Sources and Services
BLIS -103	Information Processing-I: Classification (Theory)
BLIS -104	Information Processing-II: Cataloguing and Indexing (Theory)
BLIS -105	Information Technology
BLIS -106	Library Administration and Management
BLIS -107	Information Processing-III: Classification (Practice)
BLIS -108	Information Processing-IV: Cataloguing (Practice)

BLIS-101: LIBRARY & SOCIETY

UNIT I

Libraries and Information Centers – Definition – Modern concept – Importance – The impact of Social, Cultural, Educational, Economic and Technological changes on library & information services & Vice-versa – Five Laws of Library Science – Their relevance – Library extension activities – Outreach programmes – Rural Development – Gender Equity – Environment protection.

UNIT II

Historical development of Libraries in USA, UK(brief study) and India (detailed study) – Types of Libraries – National, Public, Academic, Special – Their functions – National Library of India – Functions.

UNIT III

Library Legislation – Model State and Central Library Act – Tamilnadu Public Library Act, Andhra Public Library Act 1960 and Karnataka Public Library Act 1965 – Delivery of books and Newspapers Act 1954 – Copyright act.

UNIT IV

Library Co-operation resource sharing – Definition, need and uses – Areas of Co-operation – Networking of Libraries – Types of Networks.

UNIT V

Librarian and Librarianship – Qualities of good librarian – Professional associations.

UNIT VI

Role of FID, IFLA, ILA, MALA – Library activities of UNESCO

REFERENCE BOOKS:

1. Ranganathan S R, Five Laws of Library Science, Public Library System, India, Srilanka, UK, USA, (Bombay: Asia Publishing House), Library Manual, (Bangalore: S.R. Endowment, 1988)
2. Rout R K, Library Legislation in India (New Delhi: Reliance, 1986)
3. Viswanathan C G, Public Library Operations and Services: A Short Manual (Lucknow Print House).
4. Chaturvedi D D, Academic Libraries (New Delhi: Anmol,1993)
5. Ekbote, GopalRao, Public Library System(Hydrabad: Ekbote Bros, 1987)
6. Jefferson G, Libraries & Society (Cambridge: James Clarke & Co., 1969)
7. Jefferson G, Libraries Co-operation (London: Library Deutsh, 1977)
8. Panda B D, Handbook of Public Library System, History of Library Development,(New Delhi:Anmol, 1992)

BLIS-102:INFORMATION SOURCES AND SERVICES

UNIT I

Information, Information explosion & information environment – Nature and characteristics of information – Information transfer – Means & methods – Formal & informal – Barriers to Communication.

UNIT II

Sources of information – Documentary – Non-documentary – Published and unpublished – Types of information sources – Primary, Secondary, Tertitary sources – Illustrations.

UNIT III

Categories of information sources – Encyclopedias – Dictionaries, Directories, Handbooks & Manuals – Biographical sources – Geographical sources – Bibliographies, Almanacs, Year Books – General evaluation of information sources – Authority scope, arrangement, treatment, etc – Abstracting and indexing periodicals.

UNIT IV

Information services – Reference service – Definition, need and types – Ready reference service – Long range reference service – User needs – User Education.

UNIT V

Documentation services – Current awareness service, SDI – Bibliographical services – Types of Bibliographies - INB and BNB – Planning, Compilation of Bibliography.

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UNIT VI

Translation services – Need and importance – Functions of INSDOC, DESIDOC, SSDS, NASSDOC& British Library.

REFERENCE BOOKS:

1. ChhoteyLal, Information Sources in Science and Technology (Delhi: Bharati Pub, 1986)
2. Doyle, Lauren B, Information Retrieval & Processing (Los Angels: Meville Pub. Co. 1975)
3. Guha B, Documentation & Information: Systems, Techniques & Services (Calcutta: World Press, 1983)
4. Karz, William A, Introd to Reference Work Ed2(NewYork: McGraw-Hill, 1974)
5. Krishan Kumar, Reference Service Ed2(New Delhi: Vikas, 1980)
6. Renganathan, Documentation and Its Facets(Bombay: Asia, 1963), Library Manual Ed2(Bangalore: S.R. Endowment, 1988)
7. Sharma, JS & Grover, DR, Reference Service and Sources of Information (New Delhi: EssEss Publications, 1987).

BLIS-103: INFORMATION PROCESSING-ICLASSIFICATION (THEORY)

UNIT I
Need and Purpose of classification – Basic concepts Terminology – Knowledge classification – Universe of subjects – Development and modes of formation of subjects.

UNIT II
Knowledge Classification and document classification – Physical arrangement of documents in open access libraries – Notation – Functions – Canons devices.

UNIT III
Schemes of Library classification – Historical development – Lay-out and salient features of major schemes – DDC, UDC, CC – Enumerative and Analytico Synthetic schemes – General comparative study of DDC & CC.

UNIT IV
General theory of classification – Normative principles – Planes of work – Fundamental categories – Facet analysis – Principles of inversion and facet sequence – Principles of helpful sequence.

UNIT V
Canons of classification – Postulates and Postulational Procedures.

UNIT VI
Various aspects of classification – Zone analysis, system and special phase analysis – Common isolates.

REFERENCE BOOKS:

1. Elements of Library Classification (Bombay: Asia 1962),
2. Krishnan Kumar, Theory of Classification (Delhi: Vikas, 1979)
3. Mills, Modern Outline of Library Classification (London Chapman & Hall, 1962)
4. Ranganathan SR, Descriptive Account of the Colon Classification(Bombay: APH, 1967),
5. Sayers, Introduction to Library Classification(Bombay: Asia, 1967)
6. Sehgal RL, Handbook to Colon Classification(New Delhi: EssEss Publications), Introduction to Dewey Decimal Classification

BLIS-104: INFORMATION PROCESSING-II CATALOGUING & INDEXING (THEORY)

UNIT I
Library catalogue – Definition, need, purpose and functions –Physical forms.

UNIT II
Types of Library Catalogue – Subject catalogues – Classified, dictionary, alphabetics – Subject, alphabetical, class – Functions of subject catalogues and comparative study of different types – Indexing – Sear's List of subject headings – Subject headings- Chain procedure – Brief account of PRECIS, POPSI and Uniterm Indexing.

UNIT III
Catalogue codes – Origin, growth and development since 1930 – Classified catalogue code CCC and AACR 2 – Choice and rendering the entries – Single, Multiple, Corporate authors.

UNIT IV
Normative principles, canons and laws of cataloguing – their implications.

UNIT V
Co-operative and centralized cataloguing – Role of library of congress, CIP, NPAC, MARC, LC accession list – Centralized cataloguing in India – Problems and prospects – Union catalogue, Limited cataloguing – Descriptive cataloguing – Standardization at International level – ISBD, ISBN, ISSN – registrar of news-papers – CODEN.

UNIT VI
Symbiosis between classification and cataloguing.

REFERENCE BOOKS:

1. ChhoteyLal, Information Sources in Science and Technology (Delhi: Bharati Pub, 1986)
2. Doyle, Lauren B, Information Petrieval& Processing (Los Angels: Meville Pub. Co. 1975)
3. Guha B, Documentation & Information: Systems, Techniques & Services (Calcutta: World Press, 1983)
4. Karz, William A, Introd to Reference Work Ed2(NewYork: McGraw-Hill, 1974)
5. Krishan Kumar, Reference Service Ed2(New Delhi: Vikas, 1980)
6. Renganathan, Documentation and Its Facets(Bombay: Asia, 1963), Library Manual Ed2(Bangalore: S.R. Endowment, 1988)
7. Sharma, JS & Grover, DR, Reference Service and Sources of Information (New Delhi: EssEss Publications, 1987)
8. Viswanathan, Elements of Information Science(Delhi: Today &Tommorrow, 1976).

BLIS-105: INFORMATION TECHNOLOGY

UNIT I

Introduction to Computer & its components – Historical development – Hardware and Software – Operating Systems – Ms-Dos – Compliers – Software Package and utilization – WordStar.

UNIT II

Use of Dbase III Plus & CDS-ISIS in Library Automation – Database management system concepts – Creating database – Search retrieval and report generation.

UNIT III

Information Technology in Information storage and transfer – Reprography and Micrography – Microfilm & Microfiche – CD ROM.

UNIT IV

Electronic Transmission of Information – E-Mail – Fax – Teleconferencing.

UNIT V

National & International Information systems & services – Definition, need and purpose – Their services and products – INIS, AGRIS, DEVSIS, NISSAT – Commercial databases – DIALOG, STN – On-line information retrieval – MEDLINE.

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UNIT VI

Communication networks – NTERNET, NICNET, INDONET, ERNET, INFLIBNET, RENNIC.

REFERENCE BOOKS:

1. Doyle, Lauren B, Information Retrieval &Processing(Los Angeles: Melville Pub. Co. 1975)
2. Grogan(Denis), Science & Technology: An Introd to Lit. Ed2(London: Clive Binseley, 1976)
3. Krishan Kumar, Reference Service Ed2(New Delhi: Vikas, 1980)
4. Meadow, Charles T, Analysis of Information Systems(London: Butterworth, 1974)
5. Presher R G, Information & Its communication:(New Delhi: Medallion Press, 1991), Introd to Reprography(New Delhi: Medallion, 1975)
6. RavichandraRao I K, Library Automation Ed2(New Delhi: Wiley Eastern, 1990)
7. Sharma J S &Gover D R, Reference service & sources of information (New Delhi EssEss Publications, 1987)
8. Somnathmadan, Computer and Library Services(Delhi: Commonwealth Pubcns. 1987)
9. UNESCO/UNISIST, Guidelines for the Planning of National Scientific & Technical Information System(Paris: UNESCO 1974)
10. Vickery B C, Information Systems(London: Butterworths, 1973)
11. Viswanathan C G, Elements of Information Science(Delhi: Today & Tomorrow 1976)

VOU

BLIS-106: LIBRARY ADMINISTRATION & MANAGEMENT

UNIT I

General principles of management – Scientific management – MBO theory – Systems theory – Library management – Definition – Functions and principles – Application of general theories of management to libraries and information centres – POSDCORB.

UNIT II

System approach to library – Various Sub-systems – Routines of library administration – Acquisition – Technical – Maintenance, circulation – Periodical sections – Their functions in detail.

UNIT III

Personnel Management – Definition – Functions & importance – Job analysis, Job description & Job evaluation – Staffing in public and academic libraries in India – Ranganathan's Staff Formula – Training – recruitment, Selection and Salary pattern.

UNIT IV

Fiscal management – Sources of finance – Public libraries and academic libraries – Budgeting methods/types – Performance, PPBS – Zero based.

UNIT V

Library authorities – Library committees –Public & Academic libraries – Statistics – Library Rules & Regulations.

UNIT VI

Stock verification – Weeding out – Annual report – Library building planning – Furniture and equipment.

REFERENCE BOOKS:

1. Chakrabarthi AK, Treatise on Book selection Delhi: D.K. Publications, 1983)
2. Davar R S, The Management Process(Bombay: Progressive)
3. Godden, Library Technical Services (Newyork: Academic Press, 1984)
4. Ivancevich, John M, Management: Principles and Functions(Delhi: All India Traveller, 1991)
5. Krishan Kumar, Library Administration and Management Ed3(New Delhi: Vikas, 1980), Library Organization(New Delhi:Vikas)
6. Mittal RL, Library Administration: Theory and Practice Ed5(New Delhi: Metropoliton Book Co., 1984)
7. Nair Ahmed V S, Handbook of Library Administration(Madras:IIT, 1985)
8. Prasher RG, Managing University Libraries(New Delhi: Today &Tommorrow 1991)
9. Ranganathan SR and Gopinath, Library Administration, Library Book Selection, (Bombay:Asian Publishing House, 1959).

BLIS-107: INFORMATION PROCESSING-III CLASSIFICAITON (Practice)

Classification of Documents according to Colon Classification (CC).

Classification of Documents according to abridged Dewey Decimal Classification (DDC) 19th edition.

For details refer Course material.

BLIS-108: INFORMATION PROCESSING-IV CATALOGUING (Practice)

Cataloguing of books, Serials and Non Nook material according to AACR-II and Sears list of Subject Headings.

For details refer Course material.

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