



# **BACHELOR OF LIBRARY SCIENCE (B.Lib.)**

**(ONE YEAR DEGREE COURSE)**

**BACHELOR OF LIBRARY SCIENCE (B.Lib.)****COURSE STRUCTURE****FIRST SEMESTER**

Course Code	Paper / Subject Name	External / Term Exam Max. Marks	Internal Assessment Max. Marks	Total Max. Marks
BLS-101	Foundations of Library & Information Science	80	20	100
BLS-102	Management of Libraries & Information Centers/Institutions	80	20	100
BLS-103	Knowledge Organization and Information Retrieval (Theory)	80	20	100
BLS-104	Knowledge Organization Practice I	80	20	100
BLS-105	Knowledge Organization Practice II	80	20	100

**SECOND SEMESTER**

BLS-201	Information Sources	80	20	100
BLS-202	Information Users, Systems and Services	80	20	100
BLS-203	Library & Information Technology : Theory	80	20	100
BLS-204	Library and Information Technology : Practice	80	20	100

# **BACHELOR OF LIBRARY SCIENCE (B.Lib.)**

## **DETAILED SYLLABUS**

### **FIRST SEMESTER**

**COURSE CODE : BLS – 101**

## **FOUNDATIONS OF LIBRARY & INFORMATION SCIENCE**

### **Unit-I Essentials of Library and Information Science**

- Librarianship as a profession
- Library ethics
- User education
- Public relation
- Extension service
- Library path finders (Guides)
- Library building

### **Unit-II Conceptual framework and history of libraries**

- Social foundation of libraries
- History of libraries
- Development of libraries in India, U.S.A and Britain
- Five laws of library science
- Types of libraries
- Different types of document and their role (from papyrus to current)

### **Unit-III Laws relating to libraries and information centers**

- Library legislation-need and essential features
- Library acts in India
- Press and Registration Act and delivery of books (Public Library) Act
- Copyright Act

### **Unit-IV Professional associations**

- Role and contribution of national organizations such as UGC, ILA, IASLIC,
- RRRLF in the growth and development of libraries in India
- Role and contribution of International Organizations such as LA, ALA, IFLA, FID, UNESCO, ASLIB in the growth and development of Libraries.

### **Methodology:**

Lectures, self study, case studies, assignments, experimental learning exercises

### **Sessional assessment:**

Will be based on 1.Test 2. Assignment 3.Class attendance.

# **BACHELOR OF LIBRARY SCIENCE (B.Lib.)**

## **DETAILED SYLLABUS**

### **FIRST SEMESTER**

**COURSE CODE : BLS – 102**

## **MANAGEMENT OF LIBRARY & INFORMATION CENTRES / INSTITUTIONS**

### **Unit-I Essentials of management**

- Concept, history and functions of management
- Concept and principles of scientific management
- Concept, elements and standards of TQM

### **Unit-II Library Management-general aspects**

- HRM
- Delegation
- Communication
- Job description, analysis, specification and evaluation
- Selection and Recruitment
- Motivation
- Training and Development
- Performance appraisal

### **Unit-III Library Management –specific aspects**

- Library authority and library committee

- Staffing
- Different sections of libraries and their working
- Annual report
- Care & preservation of library resources (printed and digital)
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#### **Unit-IV Financial management in libraries**

- Budget
- Resources Mobilization including outsourcing
- Cost effectiveness & cost benefit analysis
- Financial control

#### **Methodology:**

Lectures, self study, case studies, assignments, experimental learning exercises

#### **Sessional assessment:**

Will be based on 1.Test 2. Assignment 3.Class attendance.

# **BACHELOR OF LIBRARY SCIENCE (B.Lib.)**

## **DETAILED SYLLABUS**

### **FIRST SEMESTER**

#### **COURSE CODE : BLS – 103**

#### **KNOWLEDGE ORGANIZATION & INFORMATION RETRIEVAL**

#### **(Theory)**

##### **Unit-I Knowledge organization-I**

- Knowledge organisation and subject organisation
- Bibliographic organization and different approaches to documents
- Concept and theory of library classification
- Species of library classification
- Normative principles of library classification
- Standard schemes of library classification and their features
- Latest trends in library classification
- Book Number Schemes

##### **Unit-II Knowledge organization-II**

- Concept and history of library cataloguing
- Purpose, structure, types and physical forms of library catalogue including OPAC
- Standard codes of library cataloguing
- Normative principles of library cataloguing
- Centralized and cooperative cataloguing, simplified and selective Cataloguing, Union Catalogue

- CCF and MARC
- Natural and artificial language
- Subject heading lists and Thesaurus

### **Unit-III Information retrieval-I**

- Concept of Index and Indexing
- Pre-coordinate indexing-Chain, PRECIS, POPSI,
- Post-coordinate indexing -UNITERM
- Keyword Indexing
- Concept of Abstract and Abstracting
- Purpose and types of Abstract
- Steps of abstracting

### **Unit-IV Information retrieval-II**

- Concept of Electronic information retrieval
- Concept, history and services of Internet
- Retrieval techniques for Internet

### **Methodology:**

Lectures, self study, case studies, assignments, experimental learning exercises

### **Sessional assessment:**

Will be based on 1.Test 2. Assignment 3.Class attendance.



# **BACHELOR OF LIBRARY SCIENCE (B.Lib.)**

## **DETAILED SYLLABUS**

### **FIRST SEMESTER**

**COURSE CODE : BLS – 104**

### **KNOWLEDGE ORGANIZATION: PRACTICE-I**

#### **Unit-I Classification of documents (using DDC)**

Classification of documents with the latest edition of Dewey Decimal Classification with the following details: Main Classes, Divisions, Sectors, Sub-sectors, Auxiliary Tables.

#### **Unit-II Cataloguing of documents (using AACR)**

Cataloguing of books and periodicals in accordance with the latest edition of AACR and Sears List of Subject Headings

**Methodology:** Lectures, self study, case studies, assignments, experimental learning exercises

**Sessional assessment:** will be based on 1.Test 2. Assignment 3.Class attendance.

# **BACHELOR OF LIBRARY SCIENCE (B.Lib.)**

## **DETAILED SYLLABUS**

### **FIRST SEMESTER**

**COURSE CODE : BLS – 105**

## **KNOWLEDGE ORGANIZATION: PRACTICE-II**

### **Unit-I Classification of documents (using CC)**

Classification of documents by 6<sup>th</sup> edition of CC with following details Basic Subject, compound and complex subject, phase Relations, common isolates etc.

### **Unit-II Cataloguing of documents (using CCC)**

Cataloguing of books and periodicals in accordance with the latest edition of CCC.

### **Methodology:**

Lectures, self study, case studies, assignments, experimental learning exercises

**Sessional assessment:** will be based on 1.Test 2. Assignment 3.Class attendance.

# **BACHELOR OF LIBRARY SCIENCE (B.Lib.)**

## **DETAILED SYLLABUS**

### **SECOND SEMESTER**

#### **COURSE CODE : BLS – 201**

#### **INFORMATION SOURCES**

##### **Unit-I Information sources-I**

- Concept of information sources
- Primary sources of information -journal, conference volume, patents, research reports, thesis and their electronic form

##### **Unit-II Information sources-II**

- Secondary sources of information-Bibliography, Encyclopedia, Dictionary Yearbook, Directory, Biographical Source, Geographical Source, text book, Index and abstract and their electronic form

##### **Unit-III Information sources-III**

- Tertiary source of information-Bibliography of bibliographies and guide to literature and their electronic form

##### **Unit-IV Information sources-IV**

- Human resource
- Information centers
- Institutional information sources
- Mass media
- Database

**Methodology:**

Lectures, self study, case studies, assignments, experimental learning exercises

**Sessional assessment:** will be based on 1.Test 2. Assignment 3.Class attendance.

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## **DETAILED SYLLABUS**

### **SECOND SEMESTER**

#### **COURSE CODE : BLS – 202**

#### **INFORMATION USERS, SYSTEMS AND SERVICES**

##### **Unit-I Information users**

- Information users and their information needs
- Concept, scope, content and methodology of user studies
- Critical review of some large scale user studies
- Specific techniques of user studies– Scenario analysis, Interaction analysis,
- Delphi method, Repertory grids
- Evaluation of user survey

##### **Unit-II Information system**

- Characteristics and scope of information systems
- International information systems (like VINITI, AGRIS, INIS, and OCLC),
- National information systems (like NISSAT, NISCAIR, NASSDOC and ENVIS)

##### **Unit-III Reference and information Service**

- Concept, purpose and types of reference service,
- Organization of reference section,
- Trends of reference service in digital age.
- Concept, history, need and types of documentation
- Concept, need, trend and information services
- Types of information service: CAS, SDI, Abstracting, Indexing, Reprography, Translation, Literature search, Document delivery services;

#### **Unit-IV Information products**

- Concept and purpose of information products
- Types of information products: Bibliography, House Journals, Newsletters, Trade and Product bulletin, State of the art, Trend report

#### **Methodology:**

Lectures, self study, case studies, assignments, experimental learning exercises

**Sessional assessment:** will be based on 1.Test 2. Assignment 3.Class attendance.

# **BACHELOR OF LIBRARY SCIENCE (B.Lib.)**

## **DETAILED SYLLABUS**

### **SECOND SEMESTER**

**COURSE CODE : BLS – 203**

## **LIBRARY AND INFORMATION TECHNOLOGY**

### **(Theory)**

#### **Unit-I Information technology-I**

- Concept of information technology
- Types of information technology
- Computer technology-History, classification and generation of computers, computer hardware and software, operating systems-MS-DOS, Linux, UNIX and WINDOWS,
- Programming Languages, Algorithm & Flow Charting

#### **Unit-II Information technology-II**

- Communication technology-general aspects
- Reprographic technology-general aspects
- Micrographic technologies-general aspects

#### **Unit-III Library automation**

- Concept and need of library automation
- Planning and implementation of library automation
- In-house operations (Acquisition, Cataloguing, Circulation, Serials Control)
- Library softwares including open source softwares, Library networks, new development in library automation such as use of RFID etc.

#### **Unit-IV Essentials of library and information technology**

- Social networking and Library blogs
- Repositories
- Digital libraries
- Library 2.0
- World wide web

#### **Methodology:**

Lectures, self study, case studies, assignments, experimental learning exercises

**Sessional assessment:** will be based on 1.Test 2. Assignment 3.Class attendance.



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## **DETAILED SYLLABUS**

### **SECOND SEMESTER**

**COURSE CODE : BLS – 203**

## **LIBRARY AND INFORMATION TECHNOLOGY**

### **(Practice)**

**Unit-I**            Use of Operating System & MS-Office

**Unit-II**           Database Creation in CDS/ISIS & Database search and Retrieval

#### **Methodology:**

Lectures, self study, case studies, assignments, experimental learning exercises

**Sessional assessment:** will be based on 1.Test 2. Assignment 3.Class attendance.

- i) Documents, data, database, etc. to work on for the practical assignments will be provided by the Teacher in the computer lab
- ii) Students are required to do the practical assignment in the computer lab  
Evaluation of the assignment will be done by the Teacher on the spot.
- iii) Student has to make Screen Captures for all the answers and save them in one file. The Teacher will evaluate these screen captures and give marks accordingly.