



# **Bachelor of Library & Information Science Programme (One Year)**

**(BLIS)**

**Duration: One Year Full Time  
(Two Semester Course)**

**BACHELOR OF LIBRARY AND INFORMATION SCIENCE**

**ONE YEAR FULL-TIME PROGRAMME**

## **SYLLABUS - FIRST SEMESTER**

### **List of the Courses:**

- BLI 01T Foundations of Library and Information Science
- BLI 02T Library Classification
- BLI 03T Library Cataloguing
- BLI 01P Library Classification (Practical)
- BLI 02P Library Cataloguing (Practical)
- BLI 04TP English Communication Skill (Theory & Practical)

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**Paper Code: BLI 01T**

**L T P C**

**Unit 1: Contribution of Indian LIS Professionals in the Development of Library Profession:**

- Ranganathan, S.R; Kaula, P N; Mangla, P B;
- Essentials of Library and Information Science
- Librarianship as a Profession;
- User Education;
- Extension Service;
- Library Building

**Unit 2: Conceptual Framework, History, Development and Types of Libraries**

- Social Foundation of Libraries;
- History of Libraries;
- Development of libraries in India, U.S.A. and Britain;
- Types of Libraries.

**Unit 3: Laws and Legislation Relating to Libraries and Information Centers**

- Five Laws of Library Science;
- Library Legislation-Need and essential Features;
- Library Acts in India;
- Intellectual Property Rights.

**Unit 4: Library Associations**

- Role and contribution of National Organizations such as UGC, ILA, IASLIC;
- Role and contribution of International Organizations such as LA, ALA, IFLA, FID, UNESCO, ASLIB in the growth and development of Libraries
- Major Library Networks: DELNET, INFLIBNET

**Paper Code: BLI 02T**

**L T P C**

**Paper: Library Classification (Theory) 4 0 0 4**

## **Unit 1: Library Classification**

- Classification: Definition, Need, Purpose
- Terminology of Classification
- General Theory of Classification
- Species of Classification
- Major Schemes of Classification: DDC, CC, UDC: An Overview

## **Unit 2: Normative Principles of Classification**

- Work of Classification in three Planes: Canons and their applications in Standard Schemes
- Fundamental Categories
- Phase Relation and Common Isolates

## **Unit 3: Mnemonics:**

- Definition, types, Canons and their applications in Standard Schemes
- Hospitality in Notational System: Canons and Devices
- Notation: Need, Purpose, Types and Qualities
- Mechanics

## **Unit 4: Facet Sequence**

- Concept and Principles.
- Postulation Steps in Practical Classification
- Book Number and Collection Number
- Library Classification and Trends

**Paper Code: BLI 03T**

**Paper: Library Cataloguing (Theory)**

L	T	P	C
4	0	0	4

## **UNIT 1: Library Catalogue**

- Definition, Need, Objective & Functions

- History and Development of Library Catalogue Codes
- Normative Principles of Cataloguing.
- Cataloguing and Classification: Symbiotic relationship
- Forms of Library Catalogue

## **UNIT 2: Types, Functions, Codes and Entries of Cataloguing**

- Types of Catalogues: Dictionary, Classified
- Library Catalogue Codes – CCC and AACR-II: Historical Development
- Centralized and Cooperative Cataloguing,
- Kinds of Entries
- Data Elements in Different Types of Entries
- Filing of Entries in Classified and Alphabetical Catalogues

## **UNIT 3: Subject Cataloguing**

- Concept and Principles of Subject Cataloguing, Chain Procedure, Lists of Subject Headings.
- Centralized and Cooperative Cataloguing
- Bibliographic Standards: ISBD, MARC, CCF, etc., ISBN, ISSN, ISO – 2709/Z39.2, FRBR, FRSAD, FRAD, RDA
- CIS and CIP, Prenatal Cataloguing
- Union Catalogue
- Rules for Compilation
- NUCSSI, IndCat, WORLDCAT
- Machine Readable Catalogue, OPAC & Web OPAC

## **UNIT 4: Indic Names**

- Problems and Rendering
- Cataloguing Rules according to A.A.C.R.II and CCC for Joint authors, Corporate Authors and Pseudonyms. Cataloguing of Non-book Materials
- Microfilms, Gramophone Records, Maps, Computer files

**Paper Code: BLI 01P**

**Paper: Library Classification (Practical)**

L	T	P	C
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**Section – A: Classification of documents (using DDC)**

- Classification of documents with the Dewey Decimal Classification 19<sup>th</sup> and latest Edition with the following details: Main Classes, Divisions, Sectors, Sub-sectors, Auxiliary Tables.

**Section – B: Classification of documents (using CC)**

- Classification of documents by Colon Classification 6<sup>th</sup> Revised and Enlarged edition with following details Basic Subject, compound and complex subject, phase Relations, common isolates etc.
- Dewey Decimal Classification Practical of simple titles involving the use and application of the following tables and techniques: - Three Summaries - Standard Sub-Divisions (Table-I) - Area Table (Table-2), Sub-Divisions of Individual Literatures (Table – 3)
- Sub-Divisions of Individual Languages (Table – 4) Racial, Ethnic and national Sub-Divisions (Table – 5) - Languages (Table – 6)
- Add to instructions: Add from tables Add from schedules, Add from both tables and schedules, Manual & Relative Index.

**Paper Code: BLI 02P**

**Paper: Library Cataloguing (Practical)**

L	T	P	C
4	0	0	4

Descriptive and Classified Cataloguing of Printed Monographs using AACR-II using Sear's List of Subject Heading and CCC (5<sup>th</sup>ed.) using Chain Procedure for Subject Cataloguing of:

- Single Personal Author
- Joint Personal Author
- Pseudonymous works
- Simple Personal Name entries in Hindi and Urdu by AACR-2.
- The practical class record of the items catalogued and entries made will be maintained by each student.
- The Practical examination through a paper containing reproductions of title page of the documents with other information required for cataloging.

**Cataloguing of books using *Classified Catalogue Code*, 5th edition (with amendments) and AACR - II along with *Sears List of Subject Headings* (Latest edition).**

**Section – A: Cataloguing of documents (using AACR II)**

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

**Section – B: Cataloguing of documents (using CCC)**

- Cataloguing of books and periodicals in accordance with the Classified Catalogue Code (CCC) 5<sup>th</sup> Edition.

**Section – C: Computerized Cataloguing through MARC**

**Paper Code: BLI04TP**

**Paper: English Communication Skill (Theory & Practical)**

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**UNIT I: Listening Skills**

- Introduction to communication skills, differentiation between listening and hearing, the listening process, types of listening (active vs. passive), and strategies for improving listening comprehension.

**UNIT II: Non-Verbal Communication Skills**

- Importance and types of non-verbal communication, body language, facial expressions, eye contact, spatial awareness (proxemics), tone of voice, and gestures.

**UNIT III: Written Communication Skills**

- Basics of written communication, grammar, spelling, punctuation, clarity, conciseness, structuring content, developing strong openings and conclusions, and revising/editing.

**UNIT IV: Emotional Intelligence Skills**

- Understanding emotional intelligence, self-awareness, impulse control, stress management, adaptability, empathy, and effective communication.

## UNIT V: Interview Skills

- Interview preparation, effective verbal and non-verbal communication during interviews, handling challenging questions, asking insightful questions, and demonstrating suitability for a role.

## PROGRAM CURRICULUM:

Subject Code		Subject	Periods			Credit
			L	T	P	
Theory/Practical						
1	BLI01T	Foundations of Library and Information Science	4	0	0	4
2	BLI02T	Library Classification (Theory)	4	0	0	4
3	BLI03T	Library Cataloguing (Theory)	4	0	0	4
4	BLI01P	Library Classification (Practical)	0	0	8	4
5	BLI02P	Library Cataloguing (Practical)	0	0	8	4
6	BLI04TP	English Communication Skill	2	0	1	3
TOTAL			14	0	17	23
Total Periods per Week			32			
Semester Credits			23			
		T-(Theory)	4			
		P-(Practical)	3			

Subject Code		Subject				
			T	P	Credit	
Theory/Practical						
1	BLI 05T	Management of Libraries and Information Centers	4	0	0	4
2	BLI 06T	Information Sources and Services	4	0	0	4
3	BLI 07T	Information Processing and Retrieval	4	0	0	4
4	BLI 08T	Computer Fundamentals &Library Automation (Theory)	4	0	0	4
5	BLI 03P	Computer Fundamentals &Library Automation (Practical)	0	0	8	4

6	BLI 04P	Project	0	2	2
7	BLI 05P	Seminar	0	2	1
<b>TOTAL</b>			<b>0</b>	<b>12</b>	<b>23</b>
<b>Periods per Week</b>					
<b>Semester Credits</b>					
		T-(Theory)			
		P-(Practical)			

**\*ABBREVIATIONS:**

**L- Lecture, T-Tutorial, P-Practical/Project/Practice**

\*Internal assessment will be done on the basis of Class Tests/ Project / Seminar Presentation / Viva-voce. The choice and decision regarding the basis of internal assessment will remain solely under the discretion of the respective subject teacher.

\*\* Field Survey Project will have to be submitted by the students before the formal dissolution of semester classes.

**BACHELOR OF LIBRARY AND INFORMATION SCIENCE**  
**ONE YEAR FULL-TIME PROGRAMME**  
**SYLLABUS - SECOND SEMESTER**

**List of the Courses:**

- BLI 05T – Management of Libraries and Information Centers
- BLI 06T – Information Sources and Services
- BLI 07T – Information Processing and Retrieval
- BLI 08T– Computer Fundamentals &Library Automation(Theory)
- BLI 03P - Computer Fundamentals &Library Automation(Practical)
- BLI 04P- Project



- BLI 05P -Seminar

**Paper Code: BLI 05T**

	L	T	P	C
<b>Paper: Management of Library and Information Centers</b>	4	0	0	4

**Unit 1: Essentials of management:**

- Concept, history and functions of Management
- Principles of Management & their application in Libraries and Information Centers
- Elements of Management Process: POSDCORB
- Concept, Policy, Elements and Principles and TQM

**Unit 2: Library Management-General Aspects**

- HRM
- Job Description: Analysis, Specification and Evaluation, Selection and Recruitment
- Motivation.
- Training and Development
- Performance Appraisal
- Sources of Library Finance
- Stock Verification

**Unit 3: Library Management –Specific aspects:**

- Library Authority and Library Committee
- Staffing, Different Sections of Libraries and their working
- Selection – tools for book and non-book materials
- Handling of Government Documents and Manuscripts
- Acquisition, Technical and Circulation, Serial Control Sections and their processing
- System analysis, Design of Library system
- Preservation and Conservation of Library Resources (printed and digital)

#### **Unit 4: Financial Management and Annual Report**

- Financial Management in Libraries
- Budget Estimation – Line Budget, Program Budget, Performance Budget
- Organizational Structure: Centralized and Decentralized
- Library Statistics
- Annual Report: Compilation, Contents and Style

**Paper Code: BLI 06T**

**Paper: Information Sources and Services**

L T P C  
4 0 0 4

#### **Unit 1: Information Sources**

- Concept of Information Sources
- Primary, Secondary, Tertiary Sources of Information

#### **Unit 2: Evaluation of Various Information Sources**

- Bibliographic Sources – INB and BNB
- Encyclopedias – General and Special
- Dictionaries and Special Yearbooks
- Biographical Sources, Geographical Sources,

#### **Unit 3: Reference Sources and Services**

- Concept, need and purpose of Reference Sources & services
- Types: Print and electronic
- Basic Reference Sources & Services criteria of their evaluation
- Reference Interview and Search Techniques
- Electronic Sources: Definition, need, purpose, Characteristics, types, nature and different databases
- World Wide Web: Services & Facilities
- Websites & Sources – Subject Gateways, Forums, Bulletin Board etc.

#### **Unit 4: Information Services**

- Information Services: Concept, Types and Need
- Types of Services: Literature Search, Documentation Services, Translation Service, Document Delivery Service etc.
- CAS and SDI Service
- Electronic Information Service

**Paper Code: BLI 07T**

**Paper: Information Processing and Retrieval**

L    T    P    C  
4    0    0    4

#### **Unit 1. Information Retrieval Systems**

- Information Retrieval Systems – Definition need, characteristics
- Functions and Components of Information Retrieval Systems
- Comparison with Shannon & Weaver model
- Problems of Subject Analysis & Representation: Contribution of Cutter, Kaiser, Ranganathan, Farradane & Coates Subject

#### **Unit 2: Documentation**

- Documentation: Definition, Need, Purpose
- Documentation Work, Service, CAS and SDI
- Index and Indexing: Scope and Importance
- Types of indexes and Keyword indexing

#### **Unit 3: Abstracting and Indexing**

- Abstract- Types and Guidelines
- Abstracting Services: National and International
- Chemical Abstract, Biological Abstract, Physics Abstract, Psychological Abstract, Sociological Abstract, Indian Science Abstract
- Pre and Post Co-ordinate Indexing
- Chain Procedure, PRECIS, POPSI,
- Citation Indexing
- Indexing Languages: Types and Characteristics, Vocabulary Control and IR Thesaurus
- Artificial Intelligence & Man-Machine Interface
- Natural Language Processing
- Data Mining
- Semantic Web, Linked Data & Big Data
- Indexing Services: National and International

#### **UNIT 4: Search Strategies**

- Feedback and Refining
- Information Users: Categories
- User Studies: Methods, Techniques and Evaluation
- Search Strategies: Boolean, Proximity, Truncation etc., Feedback and Refining
- Web-based Retrieval
- XML Retrieval

**Paper Code: BLI 08T**

	<b>L</b>	<b>T</b>	<b>P</b>	<b>C</b>
<b>Paper: Computer Fundamentals &amp; Library Automation (Theory)</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>4</b>

#### **Unit 1: Computer Technology**

- Computer: Definition, Developments and Computer Generations
- Classification of Computers
- Basic Components of a Computer, Computer Peripherals
- Computer Hardware: Components, Functions
- Processors, Memory, Storage and Input/output Peripherals
- Operating Systems, Functions and their commands: Windows and UNIX/Linux

#### **Unit 2: Information Technology**

- Concept of Information Technology. Types of Information Technology.
- Programming Languages, Algorithm & Flow Charting
- Communication Technology – General Aspects. Reprographic Technology – General Aspects. Micrographic Technologies – General Aspects

#### **Unit 3: Library Automation & Software Packages**

- Library Automation: Concept and need for library automation
- Planning and Implementation
- Automation of in-house Operations: Acquisition, Cataloguing, Circulation, Serials Control.
- OPAC & Web OPAC, Report generation.
- Library Automation Softwares (Management & Digital Library).
- Selection of Library Software Packages
- General Features of SOUL, Alice for Windows, Libsys, KOHA.
- Digital Library: Definition, Purpose, Scope.
- Data Warehousing, Data Mining, Meta Data: Concepts and Types.
- Web Tools
- Retrospective Conversion

#### **Unit 4: Networking, Cyber Security & Artificial Intelligence**

- Definition, Need, Client Server Architecture
- Network Types & Topologies

- Basics of the Internet and its Techniques
- National Knowledge Networks(NKN), OCLC, ERNET
- Internet Security: Concept, Issues and Solutions
- Cyber Laws with Special Reference to India
- Application of Artificial Intelligence in Libraries

**Paper Code: BLI 07T**

	<b>L</b>	<b>T</b>	<b>P</b>	<b>C</b>	
<b>Paper: Computer Fundamentals &amp; Library Automation(Practical)</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>4</b>	

**Section- A**

- Installation and Functions of Different Operating Systems: Windows NT, Linux
- MS Word, MS Excel, MS PowerPoint, HTML
- Setting up Desktop, Library Server and its Maintenance
- Editing and Formatting Word Documents
- Creating Presentations with PowerPoint

**Section- B**

- Alice for Windows, SOUL, Libsys, KOHA
- Database Creation and Library Software Installation
- Creation of Databases: Import, Export, Hyperlinks
- Digital Library Software: D Space, Green Stone and E-Prints

**Section- C**

- Advanced Internet and E-mail
- Search through Meta Search Engines
- Abstraction & Indexing Databases: Web of Science and SCOPUS: Searching strategy

**Paper Code: BLI 04P**

	<b>L</b>	<b>T</b>	<b>P</b>	<b>C</b>
<b>Paper: Project Work in LIS</b>	<b>0</b>	<b>0</b>	<b>22</b>	

- a. Field Survey,
- b. Compilation of Annotated Bibliography,
- c. Literature Survey

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