DIRECTORATE OF DISTANCE EDUCATION
(PATNA UNIVERSITY)

Annexure I

(9)

SYLLABUS OF
BACHELOR OF LIBRARY AND INFORMATION SCIENCE
(B.LIB.I & SC. YEARLY)

PAPER	NAME	THEORY	HOME ASSIGNMENT	PRACTICAL	TOTAL
BLIS 01	Foundation of Library and Information Science	80	20	-	100
BLIS 02	Management of Libraries And Information centre	80	20	-	100
BLIS 03	Library Classification (Theory)	80	20	-	100
BLIS 04	Library Classification (Practical)	-	-	100	100
BLIS 05	Information Science & Reference Service	80	20	-	100
BLIS 06	Library Cataloguing (theory)	80	20	-	100
BLIS 07	Library Cataloguing (Practical)	-	-	100	100
BLIS 08	Dissertation evaluation - 80 followed by viva voce - 20	-	-		100
		400	100	200	800

PAPER – 1

FOUNDATION OF LIBRARY AND INFORMATION SCIENCE

1. Libraries, Documentation and Information Centres: Concept, Objective and Scope.

2. Role of Libraries, Documentation and Information Centres in Modern Society.

3. Types and Function of Libraries: National, Public, Academic, Special and Research.

4. Five Laws of Library Science and their implication.

5. Development of Library System and Information Centre, National Policy for Library and Information System.

6. Library Legislation: Need, Function & Salient feature of State Library act in India.

7. Library Organisation: Library Building, Furniture & Equipment.

8. Library Cooperation, Resources Sharing and Consortium.

9. Library Professional Organisational and Association Objective, Function & professional activities of: ILA, IASLIC, IATLIS, GILA, IFLA, FID, UNESO.

10. Objective and Role of RRRLF and UGC for Development of Library.

11. Library, Publicity and Extension Services.

PAPER – 2

MANAGEMENT OF LIBRARY & INFORMATION CENTRES

1. Definition, Objective Components & Function of Management.

2. Principles of Management and their application in Libraries and Information Centres, Elements of Management Process.

3. Management Information System (MIS), Management by Objective (MBO) and Total Quality Management (TQM): Basic concept.

4. Human Resources Management, Staff Recruitment & Formula, Library Personnel – Categories, Qualities and qualification, Motivation and Leadership Qualities.

5. Book Selection & others Reading Material: Principle, Sources Method, Guides, Routine and Criteria for evaluation.

6. Acquisition of Technical Processing of Reading Material, Principle, Routine and Records.

7. Collection Development & Routine of Periodical Section.

8. Maintenance, Preservation & Conservation of Library Material.

9. Paper: Kind, Quality & Size, Binding.

10. Library Committee: Need, Constitution & Function.

11. Stock Verification: Method, Routine & records.

12. Library Statistics: Annual Reports, Finance & Budged Estimation.

PAPER – 3

LIBRARY CLASSIFICATION (THEORY)

1. Library Classification: Definition, Need and Purpose.

2. Knowledge Classification and Book Classification.

3. Concept of call Number (Class Number, Book Number & Collection Number).

4. Species of Schemes of Library Classification.

5. Comprehensive study of CC & DDC and Basic Concept of UDC.

6. Notation: Definition, Need, Functions, Types and Qualities of Good Notation.

7. Cannons of Library Classification.

8. Phase Relation, Common Isolates & Other Auxiliary Tables.

9. Postulation and System Approaches to Library Classification, Five Fundamental Categories and Fact Sequence.

10. Principles of Helpful Sequence.

11. Devices and Indicator Digits.

12. Currently Trends in Library Classification.

PAPER – 4

<u>LIBRARY CLASSIFICATION (PRACTICAL)</u>

1. DEWEY DECIMAL CLASSIFICATION (19th EDITION).

    i. Introduction, Structure and Organisational, Definition, Notes and Instruction, Introduction to Three Summaries and Steps in Classifying Documents, Relative Index and its Use.

    ii. Study of Tables and Schedules, Auxiliary Tables and Devices, Practical Classification.

2. **COLON CLASSIFICATION (6th EDITION)**

    i. Preliminaries: Introduction, Structure and Organisation, Schedules and Techniques, Steps in Classification.

    ii. Introduction to the application of postulates and principles for fact analysis and synthesis: Humanities and Social Sciences, Biological Sciences, Physical Science and Generalia.

PAPER – 5

INFORMATION SCIENCE & REFERENCE SERVICE

Group – 'A'

1. Information Science: Definition Scope.

2. Information Science: Concepts Kind & Criteria of their Evolution.

3. Documentation and Its Role in an Information System.

4. Specific Information Services: Literature Search, Translation Services, Documents Delivery Services, Current Awareness Services, and Selective Dissemination of Information.

5. Use of Computer in the Library House Keeping Operation, an Overview of Library Automation, Networking, Internet & Digital Library.

6. National & International Information System & Services: NISCAIR, DESIDOC, NASDOC & NISSAT, UNISIST, INIS, AGRIS, MEDLARS.

GROUP 'B'

1. Reference Service: Definition, Importance, need and Purpose.

2. Types Technique & Routine of Reference Service.

3. Organisation of Reference Department in Different Kind of Libraries.

4. Evolution of Reference Sources.

5. Theoretical & Practical acquaintance with important Reference Sources such as: - Bibliography, Encyclopaedia, Dictionary, Directory, Year Book, Biographical, & Geographical, Sources of Current events.

6. Abstracting & Indexing Services.

PAPER – 6

LIBRARY CATALOGUING (THEORY)

1. Library Catalogue: Definition and Function.

2. Library Catalogue and Bibliography.

3. Physical and Inner Forms of Library Catalogue.

4. Kinds of Entries and Their Function.

5. History and Development of Library Catalogue Codes.

6. Salient Features of AACR II and CCC with regard to Personal Author, Corporate Author and Pseudonymous Author.

7. Comparative Study of the Rules of AACR – II and CCC with regard to Personal Author, Corporate Author and Pseudonymous Author.

8. Canon of Cataloguing.

9. Subject Cataloguing: Chain Procedure, Subject Heading Lists, Pre-coordinate Indexing, POPSI, PRECIS and Post Coordinate Indexing, Punched Card, Uniterm, Keyword Indexing and Citation Index.

10. Filing of Catalogue Entries and Alphabetization.

11. Centralized and Cooperative Cataloguing, Simplified Cataloguing.

12. Union Catalogue and OPAC (Online Public Access Catalogue).

PAPER – 7

LIBRARY CATALOGUING (PRACTICAL)

1. ANGLO AMERICAN CATALOGUING RULES - II.

   i.   Preliminaries, Single Personal Author, Shared Responsibility and Editorial Directions, Choice among Different Names and References, Series and Multivolume.

   ii.   Subject Headings, Corporate Bodies, Uniform Tiles and Serials, Cataloguing of Non-Print Media, User's Guide to AACR – II.

2. CLASSIFIED CATALOGUE CODE

   i.   Preliminaries to Classified Catalogue Code, Class Index Entry and Tracing Personal Authors, Corporate Authors.

   ii.   Analytical Entries and Composite Books, Series, Multivolume Publications, Periodical Publications.

Group "C" SESSIONALS

PAPER – 8

DISSERTATION EVALUATION - 80

FOLLOWED BY VIVA VOCE - 20

i.   A study tour shall be conducted to give opportunity to the students and gain acquaintance with the organisational and operation to important Libraries. It is compulsory for all students to take part in the study tour submit report to the Director one month before the commencement of the University Examination.

ii. All candidates shall be required to submit a project report on an assigned topic one month before the commencement of the University Examination for internal (assignment) evaluations.

iii. Viva-Voce based on (i) under group "C" shall be announced and conducted as provided in its regulations.