

Bachelor of Library and Information Sciences

PROGRAMME GUIDE

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INTRODUCTION

Information is an important resource in the day-to-day operations of individuals, organizations and society. The world has evolved to an age where information technology and information explosion are here with us. There is therefore need for information professionals to acquire higher and relevant qualifications and skills for libraries and other information centers. It is due to this need in our country that the Bachelor of Library and Information Science (BLIS) programme is being introduced. The techniques of library services have made great advances during last few decades with the result that the libraries are better planned, organized, equipped and administered, the book-stocks are more effective and better arranged and the readers are given increased facilities and greater assistance. Library is an asset of modern education and research. The situation has been created in such a way that the society cannot breathe without the library. The Bachelor of Library and Information Science programme is a structured professional and discipline-specific curriculum. For all this, an elaborate planning in every field demands specialized training and so also in librarianship. A systematic training for personnel in modern libraries has become an absolute necessity to meet the demands.

ACADEMIC OBJECTIVES

1. To educate the students in the philosophy of librarianship, basic principles, fundamental laws, professional ethics.
2. To train students in the management of Library and Information Centers.
3. To enable students to understand and appreciate the functions and purpose of Library & Information Centers in the changing social, cultural, technological and economic environment.
4. To provide basic knowledge of computer and its application in Library and Information activities.
5. To give students an understanding of the basics of Information Science.
6. To train students in the skills of information, knowledge processing, organization, and retrieval.
7. The students are prepared in such a manner that they may be capable of taking up self-employment in the information field.
8. The students are prepared to take up the information challenges of the coming years.

PROGRAMME CODE: 4H2H-S

DURATION OF THE PROGRAMME

Minimum Duration: 1 year

Maximum Duration: 3 years

MEDIUM OF INSTRUCTION/EXAMINATION

Study Material may be made available in English Medium. However, a student has the option of writing the Exam in English/ Hindi/ Punjabi language except for **DLIS114 “LIBRARY CLASSIFICATION PRACTICE”** and **DLIS117 “LIBRARY CATALOGUING PRACTICE”** courses which are to be attempted only in English Language.

PROGRAM SCHEME

COURSE CODE	COURSE TITLE	CREDITS	CA	ETE	ETP
TERM 1					
DLIS111	LIBRARY AND INFORMATION SOCIETY	4	20	80	0
DLIS112	LIBRARY AND ITS USERS	4	20	80	0
DLIS113	LIBRARY CLASSIFICATION AND CATALOGUING THEORY	4	20	80	0
DLIS114	LIBRARY CLASSIFICATION PRACTICE	4	20	0	80
TERM 2					
DLIS115	REFERENCE SOURCES AND SERVICES	4	20	80	0
DLIS116	MANAGEMENT OF LIBRARIES AND INFORMATION CENTRES	4	20	80	0
DLIS117	LIBRARY CATALOGUING PRACTICE	4	20	80	0
DLIS118	INFORMATION AND COMMUNICATION TECHNOLOGY APPLICATIONS	4	20	80	0

Course Code	D	L	I	S	1	1	1	Course Title	LIBRARY AND INFORMATION SOCIETY
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Weightage		
CA	ETE (Th.)	ETP
20	80	0

COURSE CONTENTS:

Sr. No.	TOPICS
1.	Library in Social Context, Socio-Economic Development and Role of Libraries.
2.	Concept of Library, Types of Library, Types of Library and Their Function in Indian Context.
3.	Library Extension Services, Library and Information Centers in India, Library Development.
4.	Development of Libraries in India, U.K and U.S.A., Library Legislation —I, Library Legislation —II
5.	Library and Information Professionals, Libraries and Library Organisations, Promoters of Library and Information Services

READINGS: SELF LEARNING MATERIAL (SLM)

ADDITIONAL READINGS:

1. RANGANATHAN (S R). Five laws of library science. Ed. 2.1989. Sarada Ranganathan
2. Endowment for Library Science, Bangalore.
3. KRISHAN KUMAR. Library Organization. 1993. Vikas, New Delhi.
4. BHATT (R K). History and development of libraries in India. 1995. Mittal Publications, New Delhi.
5. CHAPMAN (E A) and LYNDEN (F C). Advances in Librarianship. 2000. Academic Press, San Diego.
6. CHOWDHURY (G G), BURTON (P F) and McMENEMY (D). Librarianship: the complete introduction. 2008. Neal-Schuman Publishers, New York.
7. FEATHER (J). The information society: a study of continuity and change. Ed. 5. 2008. Facet Publishing, London.
8. KHANNA (J K). Library and Society. 1955. Research Publication, Kurukshetra.
9. MARTIN (W J). The Information Society. 1988. Aslib, London.
10. PRASHER (R G). Information and its Communication. 1991. Medallion Press, New Delhi.
11. SINGH (S P). Special libraries in the electronic environment. 2005. Bookwell, New Delhi.
12. VENKTAPPAIAH (V) and MADHUSUDHAN (M). Public library legislation in the new millennium. 2006. Bookwell, New Delhi

Course Code	D	L	I	S	1	1	2	Course Title	LIBRARY AND ITS USERS
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Weightage		
CA	ETE (Th.)	ETP
20	80	0

COURSE CONTENTS:

Sr. No.	TOPICS
1.	Changing Role of Libraries, Library Information.
2.	Library Information Needs of Users, Evaluation of Library Sources and Services, Library Catalogues.
3.	Library Surveys, Planning Surveys, Techniques and Tools of Library Surveys.
4.	User Studies, Evaluation of User Studies, User Education.
5.	Evaluation of User Educational Programmes, Purpose and Programmes of Education, Public Relation and Marketing.

READINGS: SELF LEARNING MATERIAL (SLM)

ADDITIONAL READINGS:

1. Girja Kumar:Philosophy of user Education. Delhi : Vikas,1983.
2. Peter,Fox: Library user education.
3. Line, Maurice(B) :Library Surveys,London: Clive Bingley,1982
4. Lancaster, (F. W):The measurement and evaluation of :Library Services.
5. Lancaster, (F.W) :If you want to evaluate your Library
6. Prasher,(R.G):Information and its communication
7. Laloo, (Bikika Tariaing):Information needs,informationseeking behaviours and users. Delhi: Ess Ess,2002.
8. Jordan,(Peter):The academic Library & its users .Gower,1998
9. Bavakutty.(Metc):Information and its communication Ludhiana : Medallian, 2003.
10. Nicholas,(David):Assessing information needs: Tools, techniques & concepts for the Interne age. London : Aslib.
11. Sehgal, (R.L):User education in Computer based libraries Delhi :Ess Ess, 2002.
12. Martin,(Allan):Informatiton and IT Literacy enabling learning and Rader,(Hannelore)in the 21st century. London : Facet, 2003.
13. Betty, (M): Cost analysis of library functions.
14. Stevensons,(M.B) :User education programmes.
15. Ward, (M.L) :Reader and library User,London:Library Association.1977.
16. Satyanarayana:User education in academic libraries

Course Code	D	L	I	S	1	1	3	Course Title	LIBRARY CLASSIFICATION AND CATALOGUING THEORY
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Weightage		
CA	ETE (Th.)	ETP
20	80	0

COURSE CONTENTS:

Sr. No.	TOPICS
1.	Concept of Library Classification, Classification Schemes
2.	Role of CRG, DRTC and ISKO, Classification Theory, Development and Trend in Classification.
3.	Concept of Call Number, Concept of Library Catalogue, Cataloguing.
4.	Filing of Entries, Current Trends in Standardization, History and Development of Library Catalogue Codes.
5.	Normative Principles of Cataloguing, Subject Cataloguing, Development and Trends in Library Cataloguing.

READINGS: SELF LEARNING MATERIAL (SLM)

ADDITIONAL READINGS:

1. Krishan Kumar: Theory of classification.
2. Krishan Kumar: Theory of cataloguing.
3. Ranganathan, (SR): Classified catalogue code. 5th Ed.
4. Ranganathan, (SR): Colon Classification. 6th Revised Edition.
5. Ranganathan, (SR): Prolegomena to library classification.
6. Line, Maurice (B):Library Surveys, London: Clive Bingley,1982.
7. Lancaster, (F. W): The measurement and evaluation of Library Services
8. Lancaster, (F.W): If you want to evaluate your Library.
9. Prasher, (R.G): Information and its communication.
10. Laloo, (Bikika Tariaing): Information needs, information seeking behaviors, and users. Delhi: Ess, 2002.

Course Code	D	L	I	S	1	1	4	Course Title	LIBRARY CLASSIFICATION PRACTICE
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Weightage		
CA	ETE (Th.)	ETP
20	0	80

COURSE CONTENTS:

Sr. No.	TOPICS
1.	5 simple Titles of Main Classes, Fundamental Categories and Common isolates according to Colon Classification.
2.	5 simple Titles of Main Classes, Fundamental Categories and Common isolates according to Colon Classification.
3.	5 Titles according to DDC with Tables add on device.
4.	5 Titles according to DDC with Tables add on device.
5.	Overall practice of DDC and CC.

READINGS: SELF LEARNING MATERIAL (SLM)

ADDITIONAL READINGS:

1. Colon Classification, Ed 6 (Reprinted with amendments) 1963.
2. Dewey Decimal Classification 23rd .Ed. 2011.
3. Dictionary/ Encyclopedia.

Course Code	D	L	I	S	1	1	5	Course Title	REFERENCE SOURCES AND SERVICES
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Weightage		
CA	ETE (Th.)	ETP
20	80	0

COURSE CONTENTS:

Sr. No.	TOPICS
1.	Reference and Information Sources, Human and Institutional Sources of Information.
2.	Reference Services, Library Orientation, Reference Sources.
3.	Reference and Information Services, Virtual Reference Services, Current Awareness Services.
4.	Selective Dissemination of Information (SDI) Services, Library Information Systems and Networks, Information Services and Products of Documentation.
5.	Some Important Information centers, Library Classification, Development of Abstracting Services.

READINGS: SELF LEARNING MATERIAL (SLM)

ADDITIONAL READINGS:

1. Ranganathan (S R). Reference service. Ed 2. 1989. Ranganathan Endowment for Library Science, Bangalore.
2. Krishan Kumar. Reference service. Ed. 3. 1996. Vikas Publishing, New Delhi.
3. Cheney (F.N) and Williams (W.J). Fundamental reference sources. Ed.3. 2000. ALA, Chicago.
4. Crawford (John). Evaluation of library and information services. 2000.ASLIB, London.
5. Farmer (LSJ), Ed. The human side of reference and information services in academic libraries: adding value in the digital world.2007. Chandos Publishing, Oxford.
6. Foskett (D J). Information service in libraries. Ed.2. 1967. Archon Book Hamden,Connecticut.
7. Fourie (D) and Dowell (D). Libraries in the information age.2002.Libraries Unlimited, New York.
8. Katz (William A). Introduction to reference work: reference service and reference process.

Course Code	D	L	I	S	1	1	6	Course Title	MANAGEMENT OF LIBRARIES AND INFORMATION CENTRES
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Weightage		
CA	ETE (Th.)	ETP
20	80	0

COURSE CONTENTS:

Sr. No.	TOPICS
1.	Concept of Management, Library Organization.
2.	Human Resource Management, Classification of Library Personnel, Collection Development Section.
3.	Collection Development Policy, Development of Libraries in India, Library Finance.
4.	Technical Section, Periodical Section, Circulation Section.
5.	Organization of Reference and Information Section, Storage and Maintenance Section, Library Building and Equipments.

READINGS: SELF LEARNING MATERIAL (SLM)

ADDITIONAL READINGS:

1. Mittal (RL): Library Administration : Theory and practice. Latest ed.
2. Ranganathan (SR): Library administration. Latest ed.
3. Evans, (GE): Management techniques for Librarians.
4. Lock (RN): Brown's manual of library economy. Latest Ed.
5. Lock (RN), Ed. : Manual of library economy: Conspectus of Professional Librarianship
For students and practitioners. London: Clive Bingley. Latest Ed.
6. Narayana (GJ): Library and Information Management
7. Wheeler (JL) and Goldhar: Practical administration of Public Libraries. Latest Ed.
8. Wilson (LR) and Tauber, MF: University Library. Latest Ed.

Course Code	D	L	I	S	1	1	7	Course Title	LIBRARY CATALOGUING PRACTICE
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Weightage		
CA	ETE (Th.)	ETP
20	80	0

COURSE CONTENTS:

Sr. No.	TOPICS
1.	AACR2: Main entry and added entry of Single and two authors.
2.	AACR2: Main entry and added entry of three and more than three authors included Multi-volumes and Pseudonym.
3.	CCC: Main entry and added entry of Single and two authors.
4.	CCC: Main entry and added entry of three and more than three authors included Multi-volumes and Pseudonym.
5.	Overall practice of both AACR2 and CCC.

READINGS: SELF LEARNING MATERIAL (SLM)

ADDITIONAL READINGS:

1. Anglo American Cataloging Rules II (Ed2,1978).
2. Classified catalogue code with additional; rules for dictionary catalogue code Ed.5. Reprinted 1991. For subject headings use Sears List of Subject Headings,Ed.12.
3. S.R. Ranganathan: Cataloguing Practice (CCC); Sharda Ranganathan Endowment Publications, New-Delhi, Ed.2000.
4. C.Lal: Practical Cataloguing; ESS ESS Publications, Delhi, Ed.2002.

Course Code	D	L	I	S	1	1	8	Course Title	INFORMATION AND COMMUNICATION TECHNOLOGY APPLICATIONS
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Weightage		
CA	ETE (Th.)	ETP
20	80	0

COURSE CONTENTS:

Sr. No.	TOPICS
1.	Introduction to Computers, Generation of Computers
2.	Features of Computers, Classification of Computers, Computer Hardware.
3.	Computer Software, Windows Operating Systems, Programming Language: Types and Functions.
4.	Word Processing Software, Library Automation, Application of ICT in Different Areas in Libraries.
5.	Online Information Services, Library Software, Selected Library Packages: Winisis, Libsys, Soul, Koha.

READINGS: SELF LEARNING MATERIAL (SLM)

ADDITIONAL READINGS:

1. Devarajan, (G). Information technology in libraries. Delhi: Ess Ess, 1990.
2. Ravichandra Rao, (IK): Library automation. New Delhi: Wiley Eastern.
3. Rowley, (J.) The electronic library. 4th ed. London: LA, 1998.
4. Satyanarayana,(NR): A manual of computerisation in libraries.