



राजा महेन्द्र प्रताप सिंह विश्वविद्यालय, अलीगढ़
Raja Mahendra Pratap Singh University, Aligarh

ORDINANCE

Diploma in Library & Information Science (DLIS)

1. **About the Programme:** It is a full time 1-year (two semesters) course. The programme consists of two semesters of coursework. The medium of Instruction and Examination shall be English/Hindi.
2. **Programme Objectives:**
 - To provide knowledge of basic principles and fundamentals of Library and Information Science.
 - To understand the librarianship as social service.
 - To know functions and purpose of the libraries for social and academic development.
 - To know the role of librarianship for the development of national and international activities.
3. **Programme Outcomes:** After Successful completion of the programme, an individual would be able to understand about libraries and librarianship as follows:
 - Would be able to apply the fundamental principles of planning and management in libraries.
 - Would be able to use the basic concepts and principles related to the selection, evaluation, organization and preservation of library materials.
 - Would be able to demonstrate & understand the basic principles and standards of classification and cataloguing systems.
 - Would be able to describe the fundamental concepts of information seeking behaviours.
4. **Admission Requirements:** For admission in Diploma in Library and Information Science (DLIS) programme, the applicant should have passed senior secondary/intermediate examination affiliated with central board/U.P. Board/any other state/central govt. recognized board.
5. **Reservations:** As per government norms.
6. **Number of Seats:** As per university norms.

7. **Attendance:** The students will be required to attend not less than 75% of the aggregate of classes in order to be eligible to appear in the examination. Attendance of the students will be counted from the date of admission in the respective course.
8. **End Semester Examination:** The examination will be held according to the syllabi and course of reading recommended by the board of studies of the university and approved by the appropriate bodies. There will be an examination at the end of each semester and eligible students will submit the university examination form in each semester before the examination. The last date for submission of examination form will be declared by the university. Semester I and II examinations will be held at the end of semester I & II respectively. [The First Semester has two theoretical papers and one practical paper. The Second Semester has two theoretical papers and two practical papers (including one Viva-Voce). Each theoretical and practical paper, except the viva-voce practical examination, shall carry 25 marks for internal assessment and 75 marks for the end semester examination, as mentioned in the course structure of the university. The Viva-Voce practical examination will be of 50 marks and does not include any internal assessment. The practical examinations shall be conducted by an External Examiner appointed by the University as per the prescribed norms.]
9. **Results:** The result shall be prepared at the end of the second semester/academic session of the programme by combining the marks obtained in the theory, internal assessment, and practical examinations from both the semesters of the programme.
 - 9.1 A candidate will be declared as "Passed" at the end of an academic session if he/she secures minimum 33% marks in each theoretical paper, internal assessment and practical paper separately.
 - 9.2 If a candidate obtained 33% marks in at least one theoretical paper and internal assessment also then he/she will be provisionally promoted to the next semester. If a candidate is fail in all (Three) papers of Ist Semester, he/she will not be promoted to the next semester.
 - 9.3 A student will be declared as a "Pass with Back" in the result of second semester (end semester) examination, if he/she fails maximum in two theoretical papers and one practical paper (First semester & / or Second semester). The papers in which the student fails up to a maximum of two theory papers and one practical paper shall be considered as back papers. Such students will be eligible to appear in the back paper examinations but separate "Back paper examination" will not be conducted. Therefore, eligible students can appear in back paper examination only with the regular end semester examination in the immediate next session. Students are required to submit the examination form for back paper(s) as per university norms. As these students will not attend the classes, they shall be required to reappear in the internal examination (Test/Assignment/Presentation/Oral) of the

relevant paper. The marks obtained earlier as a regular student shall be replaced by the new marks.

- 9.4 The student shall be allowed to appear in the back paper(s) examination in the immediate next two academic sessions consecutively, without any gap.
- 9.5 The final degree shall be awarded to the student only upon clearing all the papers of the first and second semesters.
10. Division Criteria: The final result will be declared on the basis of the combined marks obtained by the student in the courses prescribed for both semesters. If a student secures less than 33 % marks in the final result, he/she will be declared "fail" and the successful candidates will be classified as follows:
- | | | |
|----------------------|---|-------------------------------------|
| (i) First Division | : | 60% or more marks |
| (ii) Second Division | : | 50% or more but less than 60% marks |
| (iii) Third Division | : | 40% or more but less than 50% marks |

SYLLABUS

(Ist Semester)

PAPER I – Library Organisation and Management

1. Modern Concept of a library.
2. Library and Society and Social Function of Librarian.
3. Five laws of library science and their implications.
4. Types of libraries, their organisation and functions Public, Academic, Research.
5. Principles of scientific management.
6. Library movement with particular reference of India.
7. Role of Professional Association and Organisations in Promoting education and services such as ILA, ALA, IASLIC, IFLA, FID.
8. Routine Records and Equipments of:
 - (a) Book Selections
 - (b) Book Ordering
 - (c) Periodicals
 - (d) Technical
 - (e) Circulation
 - (f) Maintenance
 - (g) Reference
 - (h) Account Sections
9. Elementary knowledge of Library building & furniture.
10. Library Resource Sharing: Its need, type and scope.

PAPER II – Library Catalogue (Theory)

1. Library Catalogue, its definition, need and purpose.
2. History Development and Catalogue code (CCC and AACR-2)
3. Physical Forms of Library Catalogue.
4. Type of Library Catalogue – classified and dictionary
5. Kinds of entries and their function.
6. Unit Card System.
7. Canon of Cataloguing.
8. Comparative study of cataloguing rules according to AACR-2 and for simple author, corporate author, joint authors, composite book, simple problems in pseudonyms.
9. Subject cataloguing, concept, importance and general principles methods of assignment of subject reading chain procedure and a list of subject headings.

10. Centralized and Co-operative cataloguing, aims and object of Union Catalogue, their aims and objects.
11. Rules for filling catalogue cards.

PAPER III – Library Catalogue (Practical)

1. Rendering and writing of personal names, corporate names by classified catalogue code (Ed. 5) and Anglo-American Cataloguing Rules (Ed. 11) Practical will be held through a paper set by the Examiner of 75 marks.
2. Practical Cataloguing including personal author, joint personal authors, collaborator pseudonyms and corporate.

(IInd Semester)

PAPER I – Library Classification (Theory)

1. Definition of classification, its need purpose.
2. Plans of work – Idea, verbal and notational plan.
3. Principles of helpful sequence and canons.
4. Notational – Definition types, qualities and function.
5. Concept of fundamental categories PMEST concept of record and level.
6. Introduction to Dewey Decimal classification, colon classification and with special reference to the structure and the main features.
7. Devices, Subject devices, Chronological device, Geographical device, Alphabetical device, Superimposition common isolates, Standard sub division, Call no., Class no., Book number.
8. Hospitality in classification schemes chain and array.
9. Phase relation.

PAPER II – Library Classification (Practical)

1. Classification of documents by colon classification (Rev. Ed. 6) and Dewey Decimal classification 19th Ed. (Practical will be conducted by a paper set by the examiner of 75 marks.)

PAPER III – Reference Service & Information Sources

REFERENCE SERVICE-A

1. Reference service – need and its purpose.
2. Qualities of reference Librarian information officer and initiation of freshman.
3. Administration and organisation of reference department in Academic libraries, special libraries, public libraries.
4. Current awareness services.

5. Selective dissemination of information.

REFERENCE & INFORMATION SOURCE-B

1. Introduction to different categories of basic reference and information sources.
2. Criteria for an evaluation of reference sources.
3. Evaluation of selected reference sources with particular reference:
 - (a) General Encyclopaedia
 - (b) Directories
 - (c) Dictionaries
 - (d) Year Book
 - (e) Bibliographical sources
 - (f) Geographical sources
 - (g) Biographical sources

NOTE : At least three sources for each categories should be evaluated.

PAPER IV – Viva-Voce (Diary Work)

1. Maintenance of classification practical and cataloguing practical records.
2. Compilation of a bibliography or document sources on specific subject of 75 items.
3. A visit to two different types of libraries public and academic and submit a brief report about their working.

The Viva-Voce will be conducted by a board consisting of external examiners and the Head/In-charge of the concerned department of the institution.

The course of study and scheme of examination for the diploma course shall be as noted below:

1st Semester		M.M.	Min.
Paper I	Library Organisation and Management	75	25
	Internal Assessment	25	100
Paper II	Library Cataloguing (Theory)	75	25
	Internal Assessment	25	100
Paper III	Library Cataloguing (Practical)	75	25
	Internal Assessment	25	100
2nd Semester			
Paper I	Library Classification (Theory)	75	25
	Internal Assessment	25	100
Paper II	Library Classification (Practical)	75	25
	Internal Assessment	25	100
Paper III	Reference Service & Information Sources	75	25
	Internal Assessment	25	100
Paper IV	Viva-Voce (Diary Work)	50	17

- Compilation of Bibliography Documentation List on a specific subject of 100 items. 10 marks
- Educational cum study tour to visit important libraries & information centres and to submit an observation report about their functioning. 20 marks
- Viva-Voce will be conducted by the Board consisting of external Examiner and Head/In-charge of the Department of Concerned College. 20 marks

There shall be 25 maximum marks assigned for internal assessment in each paper by the teacher concerned, to be awarded as under:

- Two periodical test of 10 marks each. 20 marks
- Group discussion – one of 5 marks. 05 marks



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ORDINANCE

Bachelor of Library and Information Science (BLISc)

1. **About the Programme:** It is a full time 1-year (two semesters) course. The programme consists of two semesters of coursework. The medium of Instruction and Examination shall be English/Hindi.
2. **Programme Objectives:**
 - To equip students with advanced knowledge and skills in library and information science, covering information systems, digital resources, and data management for various users.
 - To emphasize the role of information services in education, research, business, healthcare, and lifelong learning for effective knowledge sharing and support.
 - To create awareness of ethical, legal, and technological challenges, such as privacy, access, and communication, in managing information resources.
 - To prepare students for careers in libraries, archives, data centres, publishing, and other information-driven sectors, using modern tools and strategies.
3. **Programme Outcomes:** Upon successful completion of the programme, graduates will be able to:
 - To apply principles of information organization, management, and service delivery, ensuring efficient access, retrieval, and sharing of knowledge in diverse environments.
 - To select, evaluate, and preserve information resources, using appropriate tools, metadata standards, and technologies to meet users' information needs.
 - To apply classification, cataloguing, and indexing techniques, and analyse user needs and behaviours to improve library and research services.
 - To build critical thinking, problem-solving, and communication skills for effective professional roles in libraries, archives, and data centres.
4. **Admission Requirements:** Graduate Degree with a Minimum 45% Marks in any Discipline.
5. **Reservations:** As per government rules.
6. **Number of Seats:** As per university rules, i.e. 40.

7. **Attendance:** Students will be required to attend at least 75% of the total classes in order to be eligible to appear in the examination. Attendance will be counted from the date of admission to the respective course.
8. **End Semester Examination:** The examination will be held according to the syllabus and course of study recommended by the Board of Studies of the university and approved by the appropriate bodies. There will be an examination at the end of each semester, and eligible students must submit the university examination form in each semester before the examination. The last date for submission of the examination form will be declared by the university. Semester I and Semester II examinations will be held at the end of Semester I and Semester II, respectively. [The first semester has three theory papers (BLS-101, BLS-102, BLS-103) and two practical papers (BLS-104, BLS-105) while the second semester has four theory papers (BLS-201, BLS-202, BLS-203, BLS-204) and one practical paper (BLS-205). Each theory and practical paper will have twenty (20) marks for internal assessment and the remaining eighty (80) marks for the end semester examination, as specified in the university's course structure, as shown in Table 1. The practical examinations for Papers BLS-104, BLS-105, and BLS-205 will be of 80 marks, with 20 marks for internal assessment, and these practical examinations shall be conducted by an external examiner appointed by the University as per the norms.]
9. **Results:** The result shall be prepared at the end of the second semester/academic session of the programme by combining the marks obtained in the theory, internal assessment, and practical examinations from both the semesters of the programme.
 - 9.1 A candidate will be declared as "Passed" at the end of an academic session, if he/she secures minimum 40% marks in each theoretical paper, internal assessment and practical paper separately.
 - 9.2 If a candidate obtains at least 40% marks in at least two theory papers and in the internal assessment of the first semester then he/she will be provisionally promoted to the second semester. However, if a candidate fails in more than three papers of the first semester, he/she will not be promoted to the second semester.
 - 9.3 A student will be declared as "Pass with Back" in the result of the second semester (end semester) examination, if he/she fails in a maximum of three theory papers and one practical paper (First semester & / or the Second semester). The papers in which the student fails up to a maximum of three theory papers and one practical paper shall be considered as back papers. Such students will be eligible to appear in the back paper examinations; however, a separate "Back Paper Examination" will not be conducted. Therefore, eligible students can appear for the back paper examination only with the regular end semester examination in the immediate next session. Students are required to submit the examination form for back paper(s) as per university norms. As these students will not attend the classes, they shall be required to reappear in the internal examination

(Test/Assignment/Presentation/Oral) of the relevant paper. The marks obtained earlier as a regular student shall be replaced by the new marks.

9.4 The student shall be allowed to appear in the back paper(s) examination in the immediate next two academic sessions consecutively, without any gap.

9.5 The final degree shall be awarded to the student only upon clearing all the papers of the first and second semesters.

10. Division Criteria: The final result will be declared on the basis of the combined marks obtained by the student in the courses prescribed for both semesters. If a student secures less than 40% marks in the final result, he/she will be declared "fail" and the successful candidates will be classified as follows:

- (i) First Division : 60% or more marks
- (ii) Second Division : 50% or more but less than 60% marks
- (iii) Third Division : 40% or more but less than 50% marks

Table 1: University Course Structure

First Semester					
Paper	Paper Code	Paper Title	Internal Marks	Exam Marks	Total
1	BLS-101	Foundations of Library and Information Science	20	80	100
2	BLS-102	Library Classification (Theory)	20	80	100
3	BLS-103	Library Cataloguing (Theory)	20	80	100
4	BLS-104	Library Classification (Practical)	20	80	100
5	BLS-105	Library Cataloguing (Practical)	20	80	100
Total			100	400	500
Second Semester					
Paper	Paper Code	Paper Title	Internal Marks	Exam Marks	Total
1	BLS-201	Management of Libraries and Information Centers	20	80	100
2	BLS-202	Information Sources and Services	20	80	100
3	BLS-203	Information Processing and Retrieval	20	80	100
4	BLS-204	Library and Information Technology (Theory)	20	80	100
5	BLS-205	Library and Information Technology (Practical)	20	80	100
Total			100	400	500



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Bachelor of Library and Information Science (BLISc)

ONE YEAR PROGRAM OF TWO SEMESTERS

Eligibility: Graduate Degree with a Minimum 45% Marks in any Discipline

FIRST SEMESTER

Paper	Paper Code	Paper Title	Internal Marks	Exam Marks	Total
I	BLS - 101	Foundations of Library and Information Science	20	80	100
II	BLS - 102	Library Classification (Theory)	20	80	100
III	BLS - 103	Library Cataloguing (Theory)	20	80	100
IV	BLS - 104	Library Classification (Practical)	20	80	100
V	BLS - 105	Library Cataloguing (Practical)	20	80	100
Total			100	400	500

SECOND SEMESTER

Paper	Paper Code	Paper Title	Internal Marks	Exam Marks	Total
VI	BLS - 201	Management of Libraries and Information Centers	20	80	100
VII	BLS - 202	Information Sources and Services	20	80	100
VIII	BLS - 203	Information Processing and Retrieval	20	80	100
IX	BLS - 204	Library and Information Technology (Theory)	20	80	100
X	BLS - 205	Library and Information Technology (Practical)	20	80	100
Total			100	400	500

[Signature]

Paper – BLS 101

FOUNDATIONS OF LIBRARY & INFORMATION SCIENCE

Max. Marks: 100

Internal assessment: 20 Marks (2 Tests – 10 Marks each)

Theory: 80 Marks

Time: 3 Hours

Note: The paper will be divided into Three Sections A, B and C.

Section A will consist of *Five* Short Answer Type questions not exceeding 75 words. The examinee will attempt all questions. Each question carries 3 marks.

Section B will consist of *Three* questions not exceeding 200 words. The examinee will attempt *Two* questions. Each question carries 10 marks.

Section C will consist of *Five* questions in detail. The examinee will attempt *Three* questions. Each question carries 15 marks.

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

Unit – I: Essentials of Library and Information Science

- Librarianship as a Profession
- User Education
- Extension Service
- 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

Unit – III: Laws relating to libraries and information centers and Associations

- Library Legislation - Need and essential Features
- Library Acts in India
- Intellectual Property Right
- Role and contribution of National Organizations such as UGC, IIA, IASLIC
- Role and contribution of International Organizations such as I.A., A.L.A., I.F.L.A., FID, UNESCO, ASLIB in the growth and development of Libraries.

Recommended Books

1. Jaffer, G. Library Cooperation. London : Andre Deutsch, 1977
2. Kent, Allan: Resource sharing in libraries. New York. Dekker, 1974.
3. Khanna, J.K. Library and Society. Kurukshetra: Research Publications, 1987.
4. Pandey, S.K. Sharma: Libraries and Society New Delhi: Ess Ess, 1992.
5. Ranganathan, S.R: The Five Laws of Library Science. Bangalore: Sarda Ranganathan Enterprises for Library Science. 1988.



Paper – BLS 102
Library Classification (Theory)

Max. Marks: 100

Internal assessment: 20 Marks (2 Tests –10 Marks each)

Theory: 80 Marks

Time: 3 Hours

Note: The paper will be divided into Three Sections A, B and C.

Section A will consist of *Five* Short Answer Type questions not exceeding 75 words. The examinee will attempt all questions. Each question carries 3 marks.

Section B will consist of *Three* questions not exceeding 200 words. The examinee will attempt *Two* questions. Each question carries 10 marks.

Section C will consist of *Five* questions in detail. The examinee will attempt *Three* questions. Each question carries 15 marks.

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

UNIT – I: Library Classification

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

UNIT – II: Normative Principles of Classification

- Work of classification in three Planes: Canons and their applications in Standard Schemes
- Mnemonics: Definition, types, Canons and their applications in Standard Schemes
- Hospitality in Notational System: Canons and Devices

UNIT – III: Facet Sequence

- Concept and Principles
- Postulational Steps in practical Classification
- Book Number and Collection Number
- Library Classification: Trends

Recommended Books

1. Ranganathan, S. R. (1962). Elements of library classification. Bombay: Asia Publishing
2. Mills, J. (1960). Modern outline of library classification. London: Chapman and Hall
3. Ravakutty, M. (1981). Canons of library classification. Trivandrum: Kerala library Association
4. Ranganathan, S. R. & Gopinath, M. A. (1989). Prolegomena to Library Classification v.1 Bangalore: Sarada Ranganathan Endowment for Library Science
5. Sayers, W.C. Berwick (1955). Introduction to Library Classification: Theoretical, Historical and Practical with. London: Grafton and Company
6. Dutta, D.N. (1978). Library Classification: a manual. Calcutta: The World Press
7. Husain, Shabhat (2004). Library Classification: Facets and Analyses. Delhi: B.R. Publishing Corporation.
8. Krishan Kumar (1979). Theory of Classification. New Delhi: Vikas Publishing



Paper – BLS 103
Library Cataloguing (Theory)

Max. Marks: 100

Internal assessment: 20 Marks (2 Tests – 10 Marks each)

Theory: 80 Marks

Time: 3 Hours

Note: The paper will be divided into Three Sections A, B and C.

Section A will consist of *Five* Short Answer Type questions not exceeding 75 words. The examinee will attempt all questions. Each question carries 3 marks.

Section B will consist of *Three* questions not exceeding 200 words. The examinee will attempt *Two* questions. Each question carries 10 marks.

Section C will consist of *Five* questions in detail. The examinee will attempt *Three* questions. Each question carries 15 marks.

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

UNIT – I: Library Catalogue

- Definition, Need, Objective & Functions
- Normative Principles of Cataloguing
- Cataloguing and Classification: Symbiotic relationship.
- Physical Forms of Library Catalogue
- Types and Functions of Cataloguing: Dictionary, Classified
- Library Catalogue Codes – CCC and AACR-II: Historical Development

UNIT – II: Subject Cataloguing

- Concept, Principles, Chain Procedure, Lists of Subject Headings
- Centralized and Cooperative Cataloguing: Need, CIS and CIP, Prenatal Cataloguing
- Union Catalogue: Need, Rules for Compilation.
- NUCSSI, DELNET, IndCAT, WORLDCAT

UNIT – III: 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

Recommended Books

1. Girja Kumar & Krishan Kumar (1975). Theory of cataloguing. New Delhi. Vikas Publishing House.
2. Sharma, Pandey S. K. (1986). Cataloguing Theory. New Delhi: Ess Ess Publication.
3. Viswanathan, C. G. (1983). Cataloguing: Theory and Practice. Lucknow: Print House.
4. Shera, Jesse H. & Egam, Margret E. (1956). Classified Catalog: basic principles and practices. Chicago: American Library Association.
5. Sengupta, B (1974). Cataloguing: Its theory & practice. Calcutta: World Press.
7. Krishan Kumar (2001). An Introduction to AACR-2 (Anglo-American Cataloguing Rules). New Delhi: Vikas Publishing.



Paper – BLS 104
Library Classification (Practical)

Max. Marks: 100

Internal assessment: 20 Marks (2 Tests –10 Marks each)

Theory: 80 Marks

Time: 3 Hours

Note: There will be Two Sections A and B.

Section A will consist of *Eight* Titles and the examinee will classify *Five* Titles by Dewey Decimal Classification Edition 19.. Each Title carries 8 marks.

Section B will consist of *Eight* Titles and the examinee will classify *Five* Titles by Colon Classification Scheme 6th Revised and Enlarged Edition. Each Title carries 8 marks.

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

Section – A: Classification of documents (using DDC)

Classification of documents with the Dewey Decimal Classification 19th 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 6th Revised and Enlarged edition with following details Basic Subject, compound and complex subject, phase Relations, common isolates etc.

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

Recommended Books

1. Dewey, Melvil: Decimal Classification and Relative Index. 19th ed. New York, Lake Placed Club, 1979.
2. Ranganathan, SR: Elements of Library Classification. 3rd ed. Bombay, Asia Pub. House, 1962.
3. Ranganathan, SR: prolegomena to Library Classification. Assisted by M A Gopinath. 3rd ed. Bangalore, SRELS, 1969.
4. Satija, MP: Colon Classification: a practical introduction. Delhi, Ess Ess, 1989.
5. Ranganathan, SR: Colon Classification. 6th rev ed. Bangalore, SRELS, 1968.
6. Satija, MP: Manual of Practical Colon Classification. 3rd rev ed. New Delhi, Sterling, 1995.



Library Cataloguing (Practical)

Internal assessment: 20 Marks (2 Tests – 10 Marks each)

Theory: 80 Marks

Time: 3 Hours

Note: There will be Three Sections A, B and C

Section A will consist of *Four* Entries and the examinee will prepare *Two* Entries by using AACR-II. Each Entry carries 16 marks.

Section B will consist of *Four* Entries and the examinee will prepare *Two* Entries by using CCC. Each Entry carries 16 marks.

Section C will consist of *Two* Entries and the Examinee will prepare only *One* Entry through MARC. Each Entry carries 16 marks.

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

Unit – I: 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

Unit – II: Cataloguing of documents (using CCC)

Cataloguing of books and periodicals in accordance with the Classified Catalogue Code (CCC) 5th Edition.

Unit – III: Computerised Cataloguing through MARC

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

Recommended Books

1. Ranganathan, SR: Classified Catalogue Code with additional rules for Dictionary Catalogue Code. Assisted by A. Neelameghan. 5th reprinted ed. Bangalore, SRELS. 1988.
2. Anglo American Cataloguing Rules. (North American Text). Chicago, ALA. 1967.
3. Ranganathan, SR: Cataloguing Practice. Assisted by G. Bhattacharya. Bombay, Asia Pub. House, 1974.
4. Job, M.M. (1989). Theory and practice of Cataloguing. New Delhi: Metropolitan.
5. Gernert, Leigh (2003). A Textbook of Cataloguing. New Delhi: Dominant Publishers and Distributors.
6. Krishan Kumar (2001). An Introduction to AACR-2 (Anglo-American Cataloguing Rules). New Delhi: Vikas Publishing.



SECOND SEMESTER

Paper – BLS 201

Management of Libraries and Information Centres

Internal assessment: 20 Marks (2 Tests – 10 Marks each)

Max. Marks: 100

Theory: 80 Marks

Time: 3 Hours

Note: The paper will be divided into Three Sections A, B and C.

Section A will consist of *Five* Short Answer Type questions not exceeding 75 words. The examinee will attempt all questions. Each question carries 3 marks.

Section B will consist of *Three* questions not exceeding 200 words. The examinee will attempt *Two* questions. Each question carries 10 marks.

Section C will consist of *Five* questions in detail. The examinee will attempt *Three* questions. Each question carries 15 marks.

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

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

- IIRM
- Job description, analysis, specification and evaluation
- Selection and Recruitment
- Motivation
- Training and Development
- Performance appraisal
- Stock Verification

Unit – III: Library Management –specific aspects

- Library authority and library committee
- Staffing
- Different sections of libraries and their working
- Annual report
- Preservation and Conservation of library resources (printed and digital)
- Financial Management in Libraries : Budget

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

Recommended Books

1. Mittal, RL.: Library and Administration: Theory and practice. New Delhi: Metropolitan Book, 1983.
2. Ranganathan, SR: Library Book Selection, Bombay: Asia Pub. House, 1966.
3. Brown, James Duff: Manual of Library Economy. London: Andre Deutsch, 1961.
4. Mahapatra, PK and Chakrabarti, B: Preservation in Libraries. New Delhi: Ess Ess, 2003
5. Adhikari, Rajiv: Library Preservation and Automation, Delhi: Rajat Publications, 2002.

1
Paper – BLS 202
Information Sources and Services

Internal assessment: 20 Marks (2 Tests –10 Marks each)

Max. Marks: 100

Theory: 80 Marks

Time: 3 Hours

Note: The paper will be divided into Three Sections A, B and C.

Section A will consist of *Five* Short Answer Type questions not exceeding 75 words. The examinee will attempt all questions. Each question carries 3 marks.

Section B will consist of *Three* questions not exceeding 200 words. The examinee will attempt *Two* questions. Each question carries 10 marks.

Section C will consist of *Five* questions in detail. The examinee will attempt *Three* questions. Each question carries 15 marks.

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

Unit – I: Information Sources – I

- Concept of information sources
- Primary sources of information -journal, conference proceedings, archival materials, standards, Newspapers, patents, research reports, thesis and their electronic form etc.
- Five Laws and Reference Sources

Unit – II: Information Sources – II

- Secondary sources of information-Bibliographic Sources – INB and BNB. Encyclopedias – General and Special, Dictionaries – General and Special Yearbooks, Biographical Source, Geographical Source, text book, Index and abstract and their electronic form

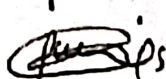
Unit – III: Information Sources – III

- Tertiary source of information-Bibliography of bibliographies, Directory, and guide to literature and their electronic form. Human Resources, Information Centres

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

Recommended Books

1. Bradford, SC: Documentation. 2nd ed. London, Lockwood, 1953.
2. Foskett, AC: Subject approach to Information. 5th ed. London, Library Association, 1997.
3. Guha, B: Documentation and Information: services, techniques and systems. 2nd rev ed. Calcutta, World Press, 1983.
4. Kawatra, PS: Fundamentals of Documentation with special reference to India. New Delhi, Sterling, 1983.
5. Khanna, JK: Documentation and Information Services: systems and techniques. Agra, Y K Publishers, 2000.
6. Lancaster, FW: Information Retrieval Systems: Characteristics, Testing and Evaluation. New York, John Wiley, 1968.
7. Ranganathan, SR: Documentation and its facets. London, Asia Pub. House, 1963.
8. Prasher, RG: Index and Indexing. New Delhi, Medallion Press, 1989.

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PAPER - BLS 213
Information Processing and Retrieval

Internal assessment: 20 Marks (2 Tests - 10 Marks each)
Theory: 80 Marks

Max. Marks: 100

Note: The paper will be divided into Three Sections A, B and C.

Time: 3 Hours

Section A will consist of **Five** Short Answer Type questions not exceeding 75 words. The examinee will attempt all questions. Each question carries 3 marks.

Section B will consist of **Three** questions not exceeding 200 words. The examinee will attempt **Two** questions. Each question carries 10 marks.

Section C will consist of **Five** questions in detail. The examinee will attempt **Three** questions. Each question carries 15 marks.

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

Unit - I

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

Unit - II

- Pre and Post Co-ordinate Indexing
- Chain Procedure, PRECIS, POPSI, Citation Indexing
- Indexing Languages: Types and Characteristics
- Vocabulary Control and IR Thesaurus
- Indexing Services: National and International

Unit - III

- Abstracting: Types and Guidelines
- Abstracting Services: National and International
- Chemical Abstract, Biological Abstract, Physics Abstract, Psychological Abstract, Sociological Abstract, Indian Science Abstract
- Search Strategies: Feedback and Refining
- Information Users: Categories
- User Studies: Methods, Techniques and Evaluation

Recommended Books

1. Bower, A.G. (1962). *An Introduction to Subject Indexing*. London: Clive Bingley.
2. Mohammad, Razi (1969). *Advanced Indexing and Abstracting Practices*. New Delhi: Atlantic Publishers.
3. Chakrabarty, A.R. and Chakrabarty, B. (1966). *Indexing: Principles, Process and Products*. Calcutta: The World Press.
5. Srivastava, B. and Chatterjee, M. (1977). *Documentation and Information Retrieval*. Calcutta: The World Press.
7. Ryan, T.N. (1961). *Indexing Systems: Concepts, Models and Techniques*. Calcutta: IASLIC.
8. Ranganathan, S.R. (1963). *Documentation and its Facts*. London: Asia Publishing House.
9. Sierra, J.H., Kent, A. and Perry, J.W. (1967). *Documentation in Action*. New York: Reinhold Publishing.



Library and Information Technology (Theory)

Internal assessment: 20 Marks (2 Tests –10 Marks each)
Theory: 80 Marks

Max. Marks: 100

Time: 3 Hours

Note: The paper will be divided into Three Sections A, B and C.

Section A will consist of *Five* Short Answer Type questions not exceeding 75 words. The examinee will attempt all questions. Each question carries 3 marks.

Section B will consist of *Three* questions not exceeding 200 words. The examinee will attempt *Two* questions. Each question carries 10 marks.

Section C will consist of *Five* questions in detail. The examinee will attempt *Three* questions. Each question carries 15 marks.

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

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 – WINDOWS, Linux
- 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: SOUL and Alice for Windows, Libsys including Open Source Softwares, Library Networks, New development in Library Automation such as use of RFID etc.

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

Recommended Books

1. Kumar, PSG: Computerization of Indian Libraries. Delhi, B. R. Publishing, 1987.
2. Pandey, SK Sharma: Library Computerization: theory and practice. New Delhi, Ess Ess, 1993.
3. Satyanarayana, NR: A manual of Library Automation and Networking. 2nd ed. Lucknow, New Royal Book, 2003.
4. Dhawan, A: Computers for Beginners. New Delhi, Frank Bros, 1990.
5. Sehgal, RL: An introduction to Library Networks. New Delhi, Ess Ess, 1996.
6. Devrajan, G and Rahelamma, AV: Library Computerization in India. New Delhi, Ess Ess, 1990.



Paper – BLS 205

Library and Information Technology (Practice)

Max. Marks: 100

Internal assessment: 20 Marks (2 Tests – 10 Marks each)

Theory: 80 Marks

Time: 3 Hours

Note: There will be *Eight* questions. The examinee has to answer *Five* questions. Each question carries 16 marks.

- 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) Students have 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.

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

Unit – I:

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

Unit – II:

- Database Creation and Library Software Installation and Creation of Databases: Import, Export, Hyperlinks and Alice for Windows
- Installation, Configuration and Functions Installation, Configuration and Application of SOUL

Unit – III:

- Online and Offline Searching, Web Searching, Advanced Internet Searching, Search through Meta Search Engines, Offline Databases Internet and E-mail

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

Recommended Books

1. Kumar, PSG: Computerization of Indian Libraries, Delhi, B. R. Publishing, 1987.
2. Pandey, SK Sharma: Library Computerization: theory and practice, New Delhi, Ess Ess, 1993.
3. Satyanarayana, NR: A manual of Library Automation and Networking, 2nd ed, Lucknow, New Royal Book, 2003.
4. Dhawan, A: Computers for Beginners, New Delhi, Frank Bros, 1990.
5. Sehgal, RL: An introduction to Library Networks, New Delhi, Ess Ess, 1996.
6. Devrajan, G and Rahelamma, AV: Library Computerization in India, New Delhi, Ess Ess, 1990.
7. Shiva Sukula, Information Technology: Bridge to the Wired Virtuality, New Delhi, Ess Ess Publications, 2008.
8. Shiva Sukula: Electronic Resource Management: What, why and how, New Delhi, Ess Ess Publications, 2010

