

**CHRIST COLLEGE (AUTONOMOUS), IRINJALAKUDA**



# **DEGREE OF B. Lib. I. Sc.**

**BACHELOR OF LIBRARY AND INFORMATION SCIENCE**

**(ONE YEAR PROGRAMME)**

**UNDER THE FACULTY OF LIBRARY SCIENCE**

## **SYLLABUS**

**(FOR THE STUDENTS ADMITTED FROM THE ACADEMIC YEAR 2020 – '21 ONWARDS)**

**BOARD OF STUDIES IN LIBRARY SCIENCE (UG)**

***CHRIST COLLEGE (AUTONOMOUS), IRINJALAKUDA - 680125, KERALA, INDIA***

**JUNE, 2020**

## REGULATIONS FOR B. LIB. I. SC. PROGRAMME

### **Title of the Course:**

Bachelor of Library & Information Science

### **Duration of the Course:**

One year

### **Objectives of the Course:**

Bachelor of Library & Information Science (B. Lib. I. Sc.) course has the following objectives: -

1. To give the students an understanding of the basic principles and fundamental laws of librarianship.
2. To enable the students to understand and appreciate the function and purposes of Library and Information Centers in the changing social, cultural, technological and economic environment.
3. To train the students in organization and the management of LICs including computer applications to house-keeping activities of the libraries.
4. To develop a thorough knowledge of various sources of information, their organization and the necessary skills to provide traditional and modern library services.
5. To develop the knowledge, skills and attitudes of the students leading to professional qualification for practicing librarianship as a career.

### **Eligibility:**

The course shall be open to graduates in any discipline. The minimum requirement for admission is 45% marks in aggregate in any degree of the University of Calicut or an equivalent degree of any other university recognized by the University of Calicut. There is a 5% relaxation in marks for SC/ST for admission.

### **Number of seats:**

The number of seats is 24

### **Course Duration:**

The duration of the B. Lib. I. Sc. course is one year

### **Attendance:**

Minimum 75%

### **Medium of Instruction:**

English

### **Medium of Writing in the Examination:**

English

### **Mode of Training:1**

The mode of training comprises lectures, tutorials, seminars, assignments, library observation work, laboratory work, field training and study tour. To get qualified to appear for the examination, the students have not less than 75 % attendance in each of the academic activities and complete the projects, assignments and other work assigned to them.

## Scheme and Syllabus of Bachelor of Library and Information Science (2020-21)

Paper Code	Paper Title	Credit	Weightage			Duration of Exam
			Internal Evaluation	External Evaluation	Total	
BLIS 01	Library, Information and Society	4	20	80	100	3 hours
BLIS 02	Management of Libraries and Information Centers	4	20	80	100	3 hours
BLIS 03	Information Sources, Systems and Services	4	20	80	100	3 hours
BLIS 04	Information Technology Theory	4	20	80	100	3 hours
BLIS 05	Knowledge Organization – Library Classification Theory	4	20	80	100	3 hours
BLIS 06	Knowledge Organization – Library Cataloguing Theory	4	20	80	100	3 hours
BLIS 07	Knowledge Organization – Library Classification Practice	4	20	80	100	3 hours
BLIS 08	Knowledge Organization – Library Cataloguing Practice	4	20	80	100	3 hours
BLIS 09	Information Technology Practical	4	20	80	100	3 hours
BLIS 10	Project Work and Viva- Voce	4		50+50	100	

BLIS A01	Library Observation and Study			100		
BLIS A02	Greenstone Software			100		
	Total				1000	

## **SEMESTER I**

### **BLIS01 – LIBRARY, INFORMATION AND SOCIETY**

#### **Objective**

- To understand the purpose, role and importance of libraries in society
- To make them aware about the five laws of Library Science.
- To know about various types of libraries, their objectives & functions.
- To introduce the philosophy of librarianship to the students.
- To introduce the students to Library legislation in India & Kerala in particular.
- Create awareness about various library associations & their role in professional development.

#### **Course Outline**

##### **Unit 1: Library in the Social Context**

Library: Conceptual change

Role of libraries in modern society and education

Development of libraries in India

Five Laws of Library Science

Implications of Five Laws

##### **Unit 2: Types of Libraries**

Types of libraries: their distinguishing features and functions

Public libraries, special libraries

Academic libraries: School, college and university libraries

National libraries: UK, USA, USSR

National library of India

##### **Unit 3: Resource Sharing and Extension Services**

Resource sharing

Library consortia: ShodhSindhu, FORSA, CeRA

Library extension services, library publicity

Library Networks: OCLC, NICNET, CALIBNET, DELNET, ERNET, INFLIBNET

Library public relations

##### **Unit 4: Library Legislation**

Need for library legislation

Essential features of library legislation

Library legislation in India- Model Public Library Bill of Dr. S. R. Ranganathan

Public library legislation in Kerala; Kerala Public Libraries Act, 1989

Indian Copy Right Act, Delivery of Book and Newspapers Act and the Press and Registration of Books Act National Knowledge Commission of India

### **Unit 5: Library and Information Science Profession**

Librarianship as a profession

Professional skills and competencies

Professional ethics

Professional associations and their role: IFLA, ILA, IASLIC, IATLIS, CILIP, SLA, ALA, ASLIB

Promotion of library and information services by UNESCO, UGC and RRRLF

Library and Information Science education in India

### **Reference**

1. Choudhury, G. G. et al. Librarianship: An introduction. London: Facet, 2004.
2. Ajaykumar Raval. Handbook of public library system. New Delhi: Discovery Publishing, 2013.
3. Anil K Dhiman and Suresh C Sinha. Academic Libraries. New Delhi: Ess Ess Publication, 2002.
4. Anil K Dhiman. Handbook of special libraries and librarianship. New Delhi: Ess Ess Publication, 2008
5. Khanna, J. K. Library and society. New Delhi: Ess Ess Publications, 1994.
6. Kumar, P. S. G. Library in India Series. New Delhi: B. R. Publishing Corporation, 2008.
7. Macdougall, Alan F. and Prytherch, Ray, ed. Handbook of library cooperation. Mumbai: Jaico Publishing, 1997.
8. Ranganathan, S. R. The five laws of Library Science. Bangalore: Sarada Ranganathan Endowment for Library Science, 1988.
9. Paslithil, A. Public library movement: Kerala. Delhi: Kalpaz Publications, 2006.
10. Sharma, S K. Libraries and Society. New Delhi: Ess Ess Publication, 1987

## **BLIS02 – MANAGEMENT OF LIBRARIES AND INFORMATION CENTRES**

### **Objective**

- To train students in the organization of library work & collection development.
- To familiarize with various library procedures & library housekeeping activities.
- To make the students aware of principles & functions of management & their application to Librarianship
- To understand, monitor & evaluate library procedures & practices.
- To explain physical planning and their standards
- To train financing and budgeting



## Course Outline

### Unit 1: Library Management

Concept of Management History of management thought  
Principles of management -POSDCORB  
Functions of management – MBO, TQM, MIS  
Library and Information Centre Organization and Management

### Unit 2: Housekeeping Operations

Acquisition: Collection Development: Selection, Ordering and Accessioning  
Technical Processing: Classification, Cataloguing and Physical Processing of documents  
Maintenance of Collection: Shelving, Rectification, Stock Verification, Binding and weeding out, care and preservation

### Unit 3: Reader Services

Circulation of Documents: Issue of membership, charging systems Reference Collection and service routines  
Serials Control: Selection, ordering, recording the receipt and display Documentation Services  
Special Collections and services

### Unit 4: Library Administrative Tools and Techniques

Library Committee, Library rules, Staff Manual, Library Statistics, Annual Report

### Unit 5: Library Budgeting

Methods of financial estimation, Sources of Finance, Types of Expenditure  
Types of Budgets - Line budget, Performance budget, PPBS, ZBB

## References

1. Bryson, Jo. Effective library and information centre management. Hampshire,U. K.: Gower, 1990.
2. Bryson, Jo. Managing information services: A transformational approach. 2nd ed. Aldershot, UK: Ashgate Publishing, 2006.
3. Evans, G. Edward G. Management techniques for librarians. 2nd ed. New York: Academic Press, 1983.
4. Evans, G. Edward and Alire, Camila A. Management basics for information professionals. 3rd ed. London: Facet, 2013
5. Khanna, J. K. Handbook of library administration. New Delhi: Crest Publishing House, 2001.
6. Koontz, Harold and Weirich, Heinz Essentials of management: An international and leadership perspective. 9th ed. New Delhi: Tata McGraw-Hill, 2013.
7. Mittal, R. L. Library administration: Theory and Practice. 5th ed. New Delhi: Ess Ess Publications, 2007.
8. Principles of management. Retrievable from  
<http://www.saylor.org/site/textbooks/Principles%20of%20Management.pdf>
9. Ranganathan, S. R. Library administration. New Delhi: Ess Ess Publications, 2006.
10. Stueart, Robert D. and Moran, Barbara B. Library and Information Centre Management. Colorado: Libraries Unlimited, 2004.

# BLIS03 – INFORMATION SOURCES, SYSTEMS AND SERVICES

## Objective

- To familiarize the students with various reference and information sources, types, contents and their use for answering reference questions of different types.
- To understand information users and needs
- To explain different types of Reference services and information services
- To understand user study, user education and information literacy.
- To provide knowledge about various indexing systems and services.
- To introduce National and International Information Systems and Centers

## Course Outline

### Unit1: Physical Media of information

Evolution of physical media; Classification of information sources – Print and non-print; Documentary and Non-Documentary; Primary, Secondary and Tertiary Sources of Information -- their categories and characteristics.

### Unit 2: Ready Reference Sources: Print and Digital

Criteria for the evaluation of reference sources, Detailed Study of dictionaries, encyclopedias, yearbooks, directories, handbooks and manuals, biographical sources, geographical sources, statistical sources, sources of current information; E-resources: E-books, E-journals, ETDs, Databases, Subject Gateways; Open Access Resources

### Unit 3: Information Users and their Information Needs

Categories of information users; Information needs, definition; Types and models; Information seeking behavior; User studies, methods, technique and evaluation

### Unit 4 Information Services

Reference service – Types and steps; Reference interview; Virtual Reference Service; Referral service  
Other services: CAS, SDI, Document Delivery, Abstracting and Indexing services; Translation, Reprography

### Unit 5: Information Systems and their Services

Study of national, International Systems and Services: NISCAIR, DESIDOC, NASSDOC, SENDOC, AGRIS, CAS, BIOSIS, ERIC, INIS, INSPEC, MEDLARS, OCLC, Thomson Reuters, ProQuest, Ebsco

**Record of Term Work:** Evaluation of not less than 50 reference sources including electronic sources.

## References

1. Bopp, Richard E. and Smith, Linda C. Reference and information services: An introduction, 4th ed. Libraries Unlimited, 2011.
2. Cassel, Kay Ann and Hiremath, Uma. Reference and information services: An introduction, 3rd ed. London: Facet Publishing, 2013.
3. Gurdev Singh. Information Sources, Services and Systems. New Delhi: PHI Learning, 2013



4. Hurt, C. D. Information Sources in Science and Technology. 3rd ed. Westport, Conn.: Libraries Unlimited, 1998.
5. Katz, William A. Introduction to reference work, 7th ed. New York: McGraw Hill, 1997.
6. Krishan Kumar. Reference service, 5th ed. New Delhi: Vikas Publishing House, 2004.
7. Ranganathan, S. R. Reference Service. 2nd ed. Bombay: Asia Pub. House, 1961.
8. Sewa Singh. Manual of reference and information sources. New Delhi: B R. Publishing, 2004.
9. Stebbins, Leslie, F. Student guide to research in the digital age: how to locate and evaluate information sources. Santa Barbara: Libraries Unlimited, 2005
10. Webb, William H. et al. Sources of information with social sciences. 3rd ed. Chicago: ALA, 1986.

## **BLIS04 – INFORMATION TECHNOLOGY THEORY**

### **Objective**

- To introduce the students to IT and applications in library work.
- To understand different aspects of data processing
- To explain computer network and networking in library
- To develop familiarity with library management software and library automation
- To familiar with digital libraries and institutional repositories and their softwares

### **Course Outline**

#### **Unit 1: Computer: Architecture and Technology**

Computer hardware, software and storage devices

Types of software: system software and application software

Operating system-Windows and Linux

Programming languages –object oriented, procedural, high level, scripting, web languages

#### **Unit 2: Data Processing**

File design, data files, records

File organization: serial, sequential, direct access, indexed sequential and random-access file organization

Database: concepts, organization and types

Database Management System (DBMS) - Architecture

#### **Unit 3: Computer Networks and Networking**

Computer networks - definition and examples

Network media-UTP, Optical fiber, Ethernet, Network Interface Cards, Hubs, Routers, Gateway, ISDN, PSDN

Network types PAN, LAN, MAN, CAN, WAN, SAN

LAN topologies: bus, star, ring, tree, mesh and token ring networks

Wireless Network: WiFi, WiMAX, Bluetooth, LiFi

#### **Unit 4: Library Automation**

Need for library automation



Areas of library automation

Automation of library housekeeping operations- Acquisition, Cataloguing, Circulation, Serial Control, OPAC

Integrated library management software: Koha, SOUL

RFID and its application in libraries

### **Unit 5: Digital Libraries and Institutional Repositories**

Digital library - Definition, scope and characteristics

Digital library technologies-Digital representation and compression

Publication and file formats

Digital library creation - prerequisites; content development; metadata development; and search options

Institutional repositories-concepts and characteristics

Digital Library & Institutional repository software – Greenstone, D Space

### **References**

1. Basandra, Suresh K. Computer Today. New Delhi: Galgotia Publication, 2003. Print
2. Long, Larry. Computer Fundamental. New Delhi: Wiley Dreamtech Publication, 2004. Print
3. Stalling, William. Data and Computer Communication. PHI: New Delhi. Print
4. Tenenbaum, Andrew S. Computer Networks. PHI: New Delhi. Print
5. Thomas, Brian J. The Internet for scientists and engineers: online tools and
6. resources. 3rd ed. Oxford: Oxford University Press, 1997. Print
7. Haravu, L. J. Library automation: design, principles and practices. New Delhi: Allied Publishers Private Limited, 2004. Print
8. Mukhopadhyay, P. Library automation through Koha. Kolkata: Prova Prakashani, 2008. Print
9. David, L. T. Introduction to integrated library systems. Bangkok: Information and Informatics Unit, UNESCO Bangkok, Thailand, 2001. Print
10. Chowdhury, G G and Chowdhury, Sudatta, (2003) "Introduction to Digital Libraries", Facet Publishing, UK. Print

## **BLIS05 – KNOWLEDGE ORGANIZATION – LIBRARY CLASSIFICATION THEORY**

### **Objective**

- To understand the role of library classification in knowledge organization.
- To understand mode of formation of subjects in the universe of knowledge.
- To understand notation and mnemonics and its types and qualities
- To introduce various concepts, theories and principles in classification.
- To Explain concepts of facet analysis, facet sequence analysis and fundamental categories
- To get familiar with selected schemes of classification

### **Course Outline**

## **Unit 1: Library Classification**

Concept, meaning, definition, need and functions

Normative principles of classification

Canons of library classification for idea plane

Principles of helpful sequence

## **Unit 2: Notation**

Notation, need, qualities and types

Hospitality in array and chain - different devices used

Mnemonics - types and functions

Class number, book number and collection number

## **Unit 3: Facet Analysis and Fundamental Categories**

Concept of facet analysis

Ranganathan's five fundamental categories

Postulates of facet analysis and facet sequence

Principles of facet sequence

Common Isolates - ACI and PCI

## **Unit 4: Library Classification Schemes**

Enumerative and faceted schemes

Salient features of DDC, UDC and CC

WebDewey

## **Unit 5: Universe of Knowledge**

Different types of subjects - simple, compound, complex subjects

Structure and attributes

Modes of formation and development of subjects

## **References**

1. Foskett, A. C. Subject approach to information. 5th ed. London: Library Association, 1996.
2. Husain, Shabhat. Library Classification: Facets and Analyses. Delhi: B.R. Publishing Corporation, 2004.
3. Kaula, P. N. A treatise on colon classification. New Delhi: Sterling Publishers, 1985.
4. Krishan, Kumar. Theory of Classification. 4th rev. ed. Delhi: Vikas Pub. House, 1998.
5. Ranganathan, S. R. 1962. Elements of Library Classification. 3rd ed. Bombay: Asia Publishing, 1962.
6. Ranganathan, S. R. Prolegomena to Library Classification. 3rd ed. Bangalore: SRELS, 1989
7. Satija, M. P. Colon Classification. 7th edition. New Delhi: Sterling, 1993.
8. Satija, M. P. The theory and practice of the Dewey Decimal Classification System, Oxford: Chandos Publishing, 2007.
9. Nath, M. Universe of knowledge and development of subjects. Jaipur: Pointer, 2008.
10. Rajendra Kumbhar. Library Classification: Trends in the 21st Century. UK: Chandos, 2009.

# BLIS06 – KNOWLEDGE ORGANIZATION – LIBRARY CATALOGUING THEORY

## Objective

- To introduce various concepts, theories and principles in cataloguing & document description.
- To impart knowledge about various standards in document description and bibliographic exchange.
- To explain filing of entries in catalogue
- To understand different catalogue codes and entry elements
- To familiarize with subject cataloguing – subject headings and their standards
- To provide information on centralized catalogues and cooperative cataloguing

## Course Outline

### Unit 1: Library Catalogue

Catalogue - Meaning and Definition, Types of Catalogue

Library Catalogue - Meaning and Definition - Objectives and Functions Physical forms of Library Catalogue - Card catalogue, Computer Catalogue - OPAC

Inner forms of Library Catalogue - Alphabetical, Classified and Alphabetic-classed

### Unit 2: Catalogue Codes and Entry Formats

Anglo-American Cataloguing Rules - Special features Classified Catalogue Code - Special features

Entry format - AACR2, CCC, ISBD, RDA, and MARC -21

### Unit 3: Kinds of Entries

Types of entries according to AACR2 - Main entry, Added entries, Analytical entries and Reference entries - Format and structure

Types of entries according to CCC - Main entry, Cross Reference entry, Class Index entry, Book Index entry and Cross Reference Index entry - Structure and format

Filing of entries in alphabetical and classified order - ALA filing rules

### Unit 4: Subject Cataloguing

Subject Catalogue - Subject entries in AACR2 and CCC

List of Subject headings - LC List of Subject Headings and Sears List of Subject Headings

Verbal indexing languages: Chain Indexing, Pre-coordinate and Post coordinate indexing

### Unit 5: Centralized and Cooperative Cataloguing

Centralized catalogue services - Card service, MARC service, Bibliographic service, CIP, CIS and Prenatal cataloguing Cooperative cataloguing programmes - NPAC, Union Catalogue

## References

1. Aswal, R. S. MARC - 21: Cataloguing format for 21st century. New Delhi: Ess Ess Publications, 2004
2. Bowman J. H. Essential cataloguing. London: Facet Publishing, 2003
3. Foulonneu, M. Metadata for Digital Resources. Oxford, UK: Chandos, 2008.
4. Girja Kumar and Krishan Kumar. Theory of cataloguing. Rev. Ed.5. New Delhi: South Asia Books, 1983.



5. Read, J. Cataloguing without tears: managing knowledge in the information society. Oxford: Chandos Publishing, 2003.
6. Sangma, S. K. AACR 2 with MARC 21: Cataloguing Practice. New Delhi: Centrum Press, 2012
7. Sangma S. K. Cataloguing rules in Library science. New Delhi: Centrum Press, 2013
8. Smiraglia, R. P. Metadata: A Cataloger's Primer. USA: Haworth, 2005
9. Taylor, A. G. and Miller, David P. Wynar's introduction to cataloging and Classification. Ed.10. London: Libraries Unlimited, 2006.
10. Elements of information organization and dissemination, Amithabha Chatterjee, Elsevier 2016

### **Codes / Standards**

1. Anglo-American Cataloging Rules (most recent edition to be used)
2. Dublin Core and other relevant metadata standards for different kinds of objects / resources Library of Congress Subject Headings
3. MARC 21 and related standards for bibliographic records
4. OCLC. 2002. Bibliographic formats and standards. 3rd ed. Dublin, Ohio: OCLC (Also available online at <http://www.oclc.org/oclc/bib/toc.htm>)
5. Ranganathan, S. R. Classified Catalogue Code, etc. 6th ed. Bangalore: SRELS,1964
6. Sears List of Subject Headings, 21st ed.

## **BLIS07 – KNOWLEDGE ORGANIZATION – LIBRARY CLASIFICATION PRACTICE**

### **Objective**

- To develop skills for in using classification schemes for classifying various documents.

### **Course Outline**

#### **Part 1**

Classification of simple, compound and complex subject books and periodicals according to 23rd edition of DDC

#### **Part 2**

Classification of simple, compound and complex subject books and periodicals according 6th edition of CC.

**Record of Term Work:** Classification of not less than 75 documents, of simple and complicated specific subjects using DDC and CC. Book Numbers have to be assigned.

## **BLIS08 – KNOWLEDGE ORGANIZATION – LIBRARY CATALOGUING PRACTICE**

### **Objective**

- To develop skills in cataloguing documents using AACR-2R and MARC-21

### **Course Outline**

## **Cataloguing documents using AACR-2R and MARC-21**

Cataloguing of Single-volume and multi-volume books:

Cataloguing of simple books

Cataloguing of books by personal authors and corporate bodies

Cataloguing of simple periodical publications

Use 19th edition of Sears list of Subject Headings for deriving headings for subject added entries according to AACR2

### **Record of Term Work:**

Preparation of a sample Dictionary Catalogue of not less than 50 documents prepared in the card form.

## **BLIS09 – INFORMATION TECHNOLOGY PRACTICAL**

### **Objective**

- To give hands-on-experience in computer and application to library housekeeping operations.

### **Course Outline**

Unit 1 Operating System – Windows; Linux

Unit 2 Word Processing – MS Word; Open Office Writer

Unit 3 DBMS – MS Access

Unit 4 Spreadsheet – MS Excel; Presentation – MS Power Point

Unit 5 Library Automation Software- Koha

## **BLIS10 – PROJECT WORK AND VIVA**

### **Objective**

- Students have to carry out project works under the guidance of a faculty member and prepare reports. The students should also appear for a viva-voce.

### **Course Outline**

#### **Project Work**

- Evaluation of 30 Reference Sources – 20 marks
- 50 Fact Finding of Information Queries from different authentic sources -10 marks
- Compilation of Bibliography on a selected topic (Using MLA/APA) -10 marks
- Study Tour Report -10 marks

#### **Viva Voce**

**Viva -voce based on course – 50 marks**

#### **BLIS A01 Audit Course -1) Library Observation and Study**

Visit to a minimum of 6 libraries located in and around Thrissur area. Students need to spend minimum one working day in each library. Observe and study the library in detail and submit a library observation report and seminar/presentation based on this in addition to record work. This activity may be carried out

during the last three months of the course.

**BLIS A02 (Audit Course -2) Greenstone Digital Library Software**

Creation of digital library collection of 50 documents based on greenstone Digital Library software, including texts, pdf, scanned images, photos, audio and video for collection building.

Installation-file creation- metadata processing- build collection -export collection and submit CD with record work.



## Model Question Paper

### B.Lib.I.Sc Degree Examination April 2020

#### CC15U LIS P1 Library, Information and Society

I. Write short note on the following questions. Each question carries 2 marks.

1. Open access
2. IASLIC
3. McColvin report of public library
4. Services of INFLIBNET
5. National Knowledge Commission of India
6. ALA
7. Indian National Library
8. Shodhsindhu
9. INDEST
10. IATLIS

(2x10=20)

II. Write short essay on 6 among the following. Each question carries 5 marks

1. Explain the features of Kerala public Libraries Act 1989
2. Enlist and explain different types of academic libraries
3. Write a short essay on RRRLF
4. What is the role of professional associations in development of library and information profession?
5. Give a brief account on RTI
6. Describe genesis and activities of DELNET
7. What do you understand by Indian copy right ACT
8. Give a note on peculiarities of Model public Libraries bill by Dr. SR Ranganathan

(5x6=30)

III. Write essay on 2 among the following. Each question carries 15 marks.

1. What is the importance of library networks? Give a brief account on Library networks in India.
2. Enlist five laws of library Science. Describe the implications of 4<sup>th</sup> and 5<sup>th</sup> law of library science
3. What is special library? explain in detail its characteristics and types.
4. Write an essay on library legislation in India

(15x2=30)