



**Syllabus of  
Bachelor in Library and Information Science**

**[BLIS]**

## **Bachelor of Library and Information Science (BLIS)**

**Paper - I :** Library and Society

**Paper-II :** Library Management

**Paper-III :** Library Classification Theory

**Paper-IV :** Library Cataloguing

**Paper-V :** Reference and Information Services

**Paper VI :** Classification Practice

**Paper VII :** Cataloguing Practice

**Paper VIII :** Computer Basics and Applications [ Theory ] [Duration-1 year, Full Marks-800 ]

### **Paper- I : Library and Society**

#### **Module-1 : Development of Libraries and Their Role in Society**

Unit-1 : Role of Library in Modern Society

Unit-2 : Laws of Library Science

Unit-3 : Library Development in UK and USA

Unit-4 : Library Development in India–Plans and Programmes.

#### **Module-2 : National Libraries of UK, USA, France, India**

Unit-5 : National Libraries : A Descriptive Account of National Libraries : National Libraries of UK, USA, France, India.

Unit-6 : Academic Libraries : University, College and School Libraries.

Unit-7 : Public Libraries : Role and Functions

Unit-8 : Special Libraries and Information Centres.

#### **Module-3 : Library Movement in India**

Unit-9 : Library Legislation and Model Public Library Act.

Unit-10 : Library Legislation in Indian States.

#### **Module-4 : User Study**

Unit-11 : User Community ; their characteristics, User Study

Unit-12 : Library and Education : Formal, non-formal and distance education.

Unit-13 : Community information centres and services

Unit-14 : Library Extension Services

#### **Module-5 : Library Associations, Systems and Programmes**

Unit-15 : Criteria of the Profession, Ethics and Duties

Unit-16 : Organizations involved in the Development of Library and Information Services

Unit-17 : Resource Sharing : Concept, need and Activities

Unit-18 : Resource Sharing ; Programmes.

**References :**

1. Chakrabarti, B and Mahapatra, P. K. Library and information science—an introduction Calcutta, World Press, 2000.
2. Chakrabarti, B. : Library and information society, Calcutta, World Press, 1993.
3. Kaula, P. N. Ed. : Library movement in India. International Library Review, 1972. 4(1), 21-65.
4. McGarry, K. J. : Changing context of information : an introductory analysis, Clive Bingley, 1983.
5. Ranganathan, S. R. and Neelameghan, A. Ed. ; Public library legislation : India, SriLanka, UK and USA. Comparative library legislation. Bangalore, Savada Ranganathan Endowment for library science, 1972.
6. Ranganathan, S. R. : Five laws of library science. UBS Publishers Distributors, 1989.
7. RRLF : Books for the millions at their doorsteps, Calcutta, RRLF, 1988.
8. Vervet, H. D. L. Ed : Resource sharing of libraries in developing countries. Munchen, K. G. Saur, 1979.

**Paper - II : Library Management**

**Module-1 : Principles of Library Management**

Unit-1 : General Principles of Management and their application to Library Management.

Unit-2 : Library Organizational Structure

Unit-3 : Physical Planning of Libraries – standards.

**Module-2 : Library Operations and Services**

Unit-4 : Collection Development

Unit-5 : Circulation Activities

Unit-6 : Collection Maintenance, Shelving and stock verification

Unit-7 : Preservation of library materials

**Module-3 : Personnel Management**

Unit-8 : Library staff-job analysis, In-service Training, Staff Manual, Library Committees

Unit-9 : Library Rules and Regulations

Unit-10 : Office Management

**Module-4 : Financial Management**

Unit-11 : Library Finance

Unit-12 : Budgeting and Accounting

Unit-13 : Library Statistics

Unit-14 : Annual Report

**Referenes :**

1. Mahapatra, P. K. : Library management, World Press, 1997
2. Mittal, R. L. : Library administration : Theory and Practice 2nd ed. Delhi, Metropolitan, 1983.
3. Ranganathan, S. R. : Library manual, Asia Publishng, 1966.
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**Paper - III : Library Classification Theory**

**Module-1 : Classification in General**

- Unit-1 : Basic Concepts and Terminology
- Unit-2 : Classification of knowledge
- Unit-3 : Library classification : Need and Purpose.

**Module-2 : General Theory of Library Classification**

- Unit-4 : Basic Laws, Canons, Postulates and Principles
- Unit-5 : Facet Analysis and Facet Sequence
- Unit-6 : Phase Relations
- Unit-7 : Common Isolates

**Module-3 :**

- Unit-8 : Modes of formation of Subjects
- Unit-9 : Steps in construction of classification schemes–Enumerative and Faceted

**Module-4 : Notation - Need, Functions**

- Unit-10 : Notation : Need, Functions and Types
- Unit-11 : Qualities of Notation
- Unit-12 : Hospitality in Array and Chain
- Unit-13 : Devices
- Unit-14 : Call number and its structure

**Module-5 : Study of selected Schemes of Classification**

- Unit-15 : Dewey Decimal Classification
- Unit-16 : Universal Decimal Classification
- Unit-17 : Colon Classification
- Unit-18 : Modern Trends, BSO, Role of CRG.

**References :**

1. Chakrabarti, B. : Library Classification theory. Calcutta, World Press, 1994.
2. Krishan Kumar : Theory of Classification, 2nd rev. ed. Delhi, Vikas, 1981.

3. Langridge, D. W. : Classification : Its kinds, elements, systems and application, Bowker Saur, 1992.
4. Ranganathan S. R. ; Prolegomena to library classification, 3rd ed. Bombay, Asia Publishing, 1967.
5. Rowley, Jennifer E. Organizing Knowledge : an introduction to information retrieval 2nd ed. Ashgati, 1992
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## **Paper-IV : Library Cataloguing Theory**

### **Module-1 : Basic Concept**

Unit-1 : Library Catalogue : Definition, Objectives, Purpose and functions

Unit-2 : Physical Forms of Catalogue

Unit-3 : Types of Catalogue

### **Module-2 : Format of Catalogue Entries**

Unit-4 : Kinds of entries

Unit-5 : Data Elements in different types of Entries

Unit-6 : Filing of Entries : Classified and Alphabetic

Unit-7 : Centralized Cataloguing, Cataloguing-in-Publication

### **Module-3 : Choice and Rendering of Headings**

Unit-8 : Western Names and Indic Names

Unit-9 : Corporate Authors

Unit-10 : Pseudonyms, Anonymous works and Uniform Titles

Unit-11 : Catalogue code

### **Module-4 : Subject Cataloguing Concept, Purpose, General Principle**

Unit-12 : Subject Cataloguing

Unit-13 : List of Subject Headings

Unit-14 : Other methods of deriving subject headings

### **References :**

1. Anglo-American Cataloguing Rules. 2nd ed. London, Library Association, 1988.
2. Girija Kumar and Krishan Kumar : Theory of Cataloguing New Delhi, Vikas, 1986.
3. Ranganathan S. R. : Classified Catalogue Code with additional rules for dictionary catalogue code, Bangalore, 1989.
4. Tripathi S. M. : Modern Cataloguing : Theory and practice. Agra, S. L. Agarwala, 1982.

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## **Paper-V : Reference and Information Services**

### **Module-1 :**

Unit-1 : Concept of Reference and Information Services

Unit-2 : Varieties of Reference Services

Unit-3 : Functions of the Reference Department

Unit-4 : The Reference Process

### **Module-2 : Study of Bibliographical Tools**

Unit-5 : Bibliographies Need and Types, Bibliographical control

Unit-6 : Subject Bibliography

Unit-7 : National Bibliography (BNB & INB)

Unit-8 : Trade Bibliography

Unit-9 : Study of Abstracting and Indexing Tools

### **Module-3 : Reference Sources**

#### **Part-I :**

Unit-10 : Dictionaries

Unit-11 : Encyclopedia

Unit-12 : Ready Reference Sources

#### **Part-II :**

Unit-13 : Geographical Sources

Unit-14 : Biographical Sources

Unit-15 : Reference Sources for Current Events

Unit-16 : Evaluation Reference Sources

### **Module-4 : Information Services**

Unit-17 : Concept and Need for Information

Unit-18 : Types of Documents : Primary, Secondary and Tertiary

Unit-19 : Organization of Information services

Unit-20 : Information Services and Techniques.

### **References :**

1. Bopp R. E. and Smith, Linda C. : Reference and information services : an introduction. Libraries unlimited, 1995.
2. Guha B. : Documentation and information : Services, techniques & systems : 2nd rev. ed., World Press, 1983.
3. Grogan, Denis : Practical reference work. London, Library Association, 1991.
4. Katz W. A. : Introduction to reference Work, 8th ed., McGraw-Hill, Higher Education, 2002, 2vols.



Unit-2 : Computer Language-High level language ; Software package, Software System Application software, Flowcharting, Boolean logic and operators.

Unit-3 : Library Automation-Areas in library automation (House Keeping) - Library automation-Indian scenario-Computer Based Information Service (CAS & SDI).

Computer Application in Library & Information Service (Practice)

**Objective :** Students are required

(i) to acquire the knowledge and skill of using the computers for different library/information activities.

(ii) to handle one word processing package like Word Star,

(iii) to create databases by using different DBMS application software packages like CDS/ISIS,

(iv) to understand the elements of programming, using a simplest possible language (e.g. Basic language),