

Bachelor of Library and Information Science (B.Lib. & I.Sc.)
(One Year Full time degree course)

Scheme of Examination

Semester – I

Paper Code	Name of The Paper	Course	Theory	CE+AA	Practical	Max Mark
BL 1.1	FOUNDATION OF LIBRARY AND INFORMATION SCIENCE	CC	75	25	–	100
BL 1.2	LIBRARY ORGANISATION AND MANAGEMENT	CC	75	25	–	100
BL 1.3	MEDIA LIBRARY AND COMMUNICATION SYSTEM	CC	75	25	–	100
BL 1.4	LIBRARY CLASSIFICATION (THEORY)	CC	75	25	–	100
BL 1.5	LIBRARY CLASSIFICATION (PRACTICAL)	CC	–	–	100	100
BL 1.6	Core Elective (any One) -Introduction to Journalism & Mass Communication -Introduction to Audio-Visual Communication -Media Literacy	CE	75	25	–	100

Semester – II

Paper Code	Name of The Paper	Course	Theory	CE+AA	Practical	Max Mark
BL 2.1	DOCUMENTATION AND INFORMATION SERVICE	CC	75	25	–	100
BL 2.2	REFERENCE SOURCES AND SERVICE	CC	75	25	–	100
BL 2.3	COMPUTER APPLICATION IN LIBRARIES	CC	75	25	–	100
BL 2.4	LIBRARY CATALOGUING AND BIBLIOGRAPHY (Theory & Practical)	CC	75	25	–	100
BL 2.5	INTERNSHIP	CC	–	–	100	100
BL 2.6	Core Elective (any One) -Editing Techniques for Print Media -Audio visual Editing -Mobile Journalism	CC	75	25	–	100
	Total	600 x 2 Sem = 1200 Marks				

CC- Core Compulsory, CE – Core Elective, AA – Assignments Assisments

Credit Distribution : -

15Hrs Theory Classes= 1 Credit

30Hrs Practical Classes= 1 Credit

1. 3 Credit Subjects= Minimum 60 Classes in a Semester= 4 Theory Classes Per Week

2. 4 Credit Subjects= Minimum 60 Classes in a Semester= 6 Theory Classes Per Week

3. 4 Credit Practicals= Minimum 60 Classes in a Semester= 11 Classes Per Week

FIRST SEMESTER

PAPER - 1

BLIS 1.1

FOUNDATION OF LIBRARY AND INFORMATION SCIENCE

UNIT – 1. LIBRARY AS A SOCIAL INSTITUTION

- Social & Historical foundations of library
- Difference type of libraries- academic, public, special their Distinguishing features and functions.
- Role of library of formal and informal education
- Five Laws of library science and implications.

UNIT – 2. NORMATIVE PRINCIPLES OF LIBRARY AND INFORMATION SCIENCE

- Library Co-operation resource sharing and library networking
- Development of library with special reference to india.
- Global Library Networks and consortia : Role of Technology.

UNIT- 3. LIBRARY LEGISLATION AND LIBRARY ACTS/BILLS

- Library Legislations and Model Public Library Act/Bill.
- Library legislation in Indian States; Their Salient Features
- Other Information Related Legislations & Acts :- IT Act, IPR, patent Act and cyber Laws, The Press and Registration of Book Act, The Delivery of Book and News Paper Acts.
- Public Library Relations and Extension Activities.
- Library Movement in UK and USA.

UNIT-4. LIBRARY ASSOCIATIONS AND INFORMATION PROFESSION

- Librarianship as a Profession
- Professional Skills and Competences.
- Professional Ethics.
- National and International Library Association –
National :- ILA, IASLIC, IATLIS.
INTERNATIONAL :- IFLA, ALA, CILIP, ASLIB, SLA,
- Role of UGC, RRRLF and UNESCO in promotion and development of Libraries

UNIT :- 5 LIBRARY BUILDING

- Library Building : Planning and Designing Location Lighting and Ventilation.
- Physical environment : Furniture, fittings, and equipment.
- Routing procedures circulation, Library Acquisition, Technical Processing and Security and Safety.

Text Book

- Kumar P.S.G. , Foundation of Library and Information Science. B.K.Publishing Corporation. 2012
- Balasubramanian. P , Foundation of Library and Information Science. ESS ESS Publication.
- Bandhu manjeet & bandhu sanjay . Library and Information Science, Youth Growth, 2022
- Sharma C.K., Reference Service and Sources.
- E.Rubin Richarad , Foundation of Library and Information Science . Neal- Schuman Publication 1998.

**FIRST SEMESTER
PAPER - 2
LIBRARY ORGANISATION AND MANAGEMENT**

UNIT:-1 LIBRARY ORGANISATIONS

- Library Organization Meaning, Importance, Principles and Types.
- Library Committee : Definition, Types and Functions
- National Libraries of India, United Kingdom and USA.
- Role of Libraries in Education and Social Institution.

UNIT:-2 MANAGEMENT

- Management : Definition , Elements, Characteristics and Principles.
- Administration versus Organization.
- Scientific Management & Personal Management.
- Library Rules and Regulation.
- Performance Evaluations Standards, MIS.

UNIT:-3 HUMAN RESOURCE MANAGEMENT

- Job Analysis, Job Description, Job Evaluation.
- Planning ,Selection, Recruitment, Motivation, Training and Development.
Performance Appraisal, Staff Manual.
- Total Quality Management (TQM).
- Project Management – SWOT, PEST/CPM.
- Management Information System (MIS), MBO.

UNIT:-4 FINANCIAL MANAGEMENT

- Library Finance & Budget, Budgeting its Concepts, Types and Methods.
- Budgeting Techniques and Methods – PPBS, ZBB,.
- Cost effectiveness and Cost Benefit Analysis.
- Resource Sharing & Mobilization.
- Budgetary Control & Out Sourcing.

UNIT:-5 PHYSICAL ENVIOMENT AND PLANNING.

- Basic Consideration in Planning of Library Building.
- Library Building, Interior & Exterior, Furniture, Equipments, Standards & Types.
- Planning of Related Infrastructure Library Standards.
- Routine Procedures : Book Selection tools and Principles, library Acquisition, Technical Processing, Circulation, Serial Control, Maintance& Stock Verification.
- Preservation and Conservation; Hazards and control measures of Library Materials.

Text Book

- Sharma B.K & Thakur .U.M and Lal. C, . Library and Information Science Knowledge Guide .Y.K.Publisher .2019.
- Sharma c.k. and singh kiran , Library management. Atlantic Publication.
- S.White.Herbert , Library Personal Management, 1985.
- B.k.Sharma & shoken Ashu & Dubey Jitendra y.k.Publication. 2016.
- Kishor,Amit. Bachelor of Libray and Information Science Guide.Adarsh Publication, 2018.

FIRST SEMESTER

BLIS 1.3

PAPER – 3

MEDIA LIBRARY AND COMMUNICATION SYSTEM

UNIT:-1 COMMUNICATION FUNDAMENTALS.

- Social Skills, Group Discussion, Body Language, The Basics.
- Work Place Skills, Presentations Skills, Telephone Skills.
- Type of Communication – Verbal, Non-Verbal, Oral, Written
- Formal and Informal Communication .

UNIT:-2 MEDIA COMMUNICATION.

- Print Media (News Papers, Magazines).
- Broad cost Media (T. v., Radio).
- Outdoor or Out of Home (OOH) Media.
- Internet to Use Media Communication, Web 1.0, 2.0, 3.0.
- Social Media To Use – What's App, Face Book, Instragram, Twitter est.

UNIT:-3 MEDIA LIBRARY.

- Type of Media- News Media, Web Media, Print Media, Social Media.
- E-Book, E-Journals, Overhead Projectors,
- Media Library PDF- Images, Graphics, Word Documents, PDF Files, Sound Files or Movie Clips.
- IT based Library, Resources and Digital Media.
- **Library Plagiarism Policies & Anti – Plagiarism software.**
Plagiarism Policies Introduction, Benefits, Importance .
- Anti – Plagiarism Software type & Uses

UNIT:-4 MEDIA COMMUNICATION & WRITING SKILLS.

- Internal Communication.
- Communication With Customers and Service Provider.
- Presentation and Telephone Skills.
- Your profile & Preparing Your Portfolio.
- Preparing Your Curriculum Vitae & Job Interview.

UNIT:-5 INFORMATION MEDIA & NETWORKS TELECOMMUNICATION.

- Information media- News Paper Publishing & Distribution.
- Motion Picture and Sound Recording.
- Radio and television Broad Costing.
- Artificial Intelligence, Video Conferencing,
- Online Banking and payments.

Text Book

- Neeraj. Bachelor of Library and Information Science. Neeraj Publication, 2022.
- Kumar.k & Lal. C., B.lib Guide Neha Publishers.
- Andari, M.M., Library and Oraganization Management. Kala Pralashan.2005
- D.Tandel. kailash , Library administration and Management. Write and Print Publications . 2015
- Sharay. ShreeNath , Library and Community. Bihar hindigranth academy 2017.

**FIRST SEMESTER
PAPER – 4
LIBRARY CLASSIFICATION (THEORY)**

BLIS 1.4

UNIT:-1 LIBRARY CLASSIFICATION

- Library Classification its Definition, Purpose and Function.
- Species of Classification Schemes- Enumerative and Analytical Pattern ; their Feature, Merits and Demerits.
- Basic Subjects Topics and types.
- Comparative Study of Colon Classification and Decimal Classification.

UNIT:-2 KNOWLEDGE CLASSIFICATION AND ITS CANONS

- Knowledge Classification and Subforms.
- Hospitality in Array and Chain.
- Facet Analysis Five Fundamental Categories and their Postulate.
- Principles For Facet Sequence.
- Basic Categories and Concepts.

UNIT:-3 NOTATION

- Notation- Definition, Needs and Functions, Types, Structure and Qualities of Notation.
- Canons of Notation.
- Mnemonics : its Type and Canon, Indicator Digit.
- Design and Development of Schemes of Library Classification Standard Sub-Division Index.
- Trends in Library Classification.

UNIT:-4 TYPES OF ISOLATE AND DEVICE

- Isolate : Common and Special Isolate
- Devised Isolate :- Chronological, Geographical, Subject, Alphabetical, Enumerative, Super-Imposition and Phase Devices.
- System and Special Class.
- Special of Library Classification.
-

UNIT:-5 BOOK CLASSIFICATION

- Book Classification- purpose, Meaning and Objectives.
- Canon for book Classification.
- Knowledge Classification vs Book Classification.
- Rules for Classification Book, Steps in practical Classification.
- System of Book Number.

Text Book

- Ranganathan. S.R. , Philosophy of Library classification, ESS- ESS Publications. Bangalore , 2006
- D. Tandel. Kailash , Library Classification Theory and Practice. Tandel Dr. kailash. D.E.T. Al. 2016.
- Kumar, Krishan. Theory of Classification, Vikas Publishing.
- Ranganathan. S.R. ,ESS-ESS Publications , The Five laws of Library Science.2007.
- Ranganathan.S.R., Library Classification.
- Mukesh, Bihar Librarian, Library Classification. 2021
- Sood.S.P., Theory of Library Classification , RPH, 2018.
- Tiwari Purushottam, Library Classification. APH Publication.2016.

BLIS 1.5

**FIRST SEMESTER
PAPER – 5
LIBRARY CLASSIFICATION (PRACTICE)**

- Classification of Book and Periodicals by DDC (21st ed.)
And Colon Classification (6th ed. Reprint)

- The student shall have to complete practical assignment and he/she be examined by a panel of examiner including an external examiner to be appointed by Hon'ble VC .

UNIT:-1 DOCUMENTATION

- Documentation Meaning and Definition it's Aim and Development.
- Documentation work and their Scope.
- Documentation Service and their Scope.
- Documentation List their Kinds and Preparation.
- Reprographic and Translation Service.

UNIT:-2 INFORMATION SCIENCE

- Information Science- Definition, Aims and Scope.
- Change of Term from Information Science to Information.
- Sources of Information : Primary, Secondary and Tertiary.
- Information Users – Their Needs and Information Seeking Behavior.
- Nature of Information Needs.
- Information Services CAS, SDI,.

UNIT:-3 ABSTRACTING

- Abstracting – Definition Aims and Scope, Types of Abstracts.
- Canons and Principles of Abstracting.
- Characteristics and Qualities of Good Abstracts.
- Methods and Stages of Abstracting Study of :-
Chemical Abstracts, Biological Abstracts, Physical Abstracts, mathematical Abstracts, Psychological Abstracts, Sociological Abstracts, Library and Information Science Abstracts, Indian Science Abstracts, Indian Library Science Abstracts.

UNIT:-4 INDEXING

- Indexing – Definition, Functions and Importance.
- Pre-coordinate Indexing, Chain Indexing, PRECIS, POPSI.
- Post- coordinate Indexing – Term Entry System.
- Peek-a-boo System, Edge Notched Punched Card System.
- Citation Indexing, key word Indexing.

UNIT:-5 DOCUMENTATION CENTERS & SYSTEM

FID, VINITI, INSDOC, DESIDOC, NASSDOC, UNISIST, AND NISSAT.

Text Book

- Ranganathan, S.R. Library Administration. 2nd. Ed. Bangalore, Sarada Ranganathan Endowment for Library Science (Delhi, UBSPD), 1966.
- Vyas. S.D. Public Library System. Jaipur, Panchsheel Pralashan, 1998.
- Vyan ,S.D. Academic Library System. Jaipur, Panchsheel Prakashan, 1999.
- Sharma, Prahalad. Library management, University Publication, Jaipur.
- Nath, mahendra. Library and Society, Pointer Publisher, Jaipur.
- Sharma C.K. Encyclopedic Dictionary of Library, Information Science & Network., JBD Book Distributor, New Delhi

SECOND SEMESTER
PEPER- 2
REFERENCE SOURCES AND SERVICE

- UNIT:-1 REFERENCE SOURCES & SERVICE : CONCEPT
- Reference Service – Concepts, Definition and Importance, Theory & Philosophy.
 - Reference Source - Special Features, Scope, Types, Nature and Characteristic.
 - Kinds and Nature of Reference Service in Different Types of Libraries.
 - Short Term and Long Term Reference Service.
 - Orientation of New Readers.
 - User Education.
- UNIT:-2 SEARCH STRATEGY
- Reference Test Techniques and Methods.
 - Reference Source Classification and Evaluation.
 - Reference Department Organization and Management.
 - Non-Documentary Information Sources Digital Sources.
 - Search Strategy enquire Techniques and methods of Answering Reference Questions.
 - Kinds of Reference Books and inner Evaluation.
- UNIT:-3 DICTIONARIES
- Scope, Purpose, Types, Users and Alternative Names.
 - Glossary, Thesaurus, Lexicon, Concordance etc.
 - Checklist for Evaluation of Dictionaries,
Study For-
 1. Random House Dictionary of English Language.
 2. Webster's Third New International Dictionary of English Language.
 3. Oxford English Dictionary.
 4. Roget International Thesaurus.
 - Encyclopedias – Scope, Purpose, Types and Importance, Criteria for Evaluation
Study of –
 1. New Encyclopedia Britannica.
 2. Encyclopedia Americana.
 3. Encyclopedia of Library and Information Science.
 4. International Encyclopedia of Social Science.
 5. McGraw-Hill Encyclopedia of Science and Technology.
 6. Van Nostrand's Scientific Encyclopedia.
- UNIT:-4 YEARBOOKS AND ALMANACS- SCOPE,DEFINITION AND PURPOSE STUDY OF-
- Evaluation of Annual and Panchang -
 1. Europa Yearbook.
 2. Statements yearbooks.
 3. India's Reference Annuals.
 4. World Glanac, and Books of Facts.
 5. World of Learning.
 6. Study Abroad.
 7. Times of India Directory & Yearbook Including Who's Who.
 8. Universities Handbook, India.

UNIT:-5

REFERENCE SOURCES-

- Current Reference Sources-
 1. Asian Recorder : A weekly Digest of Asian events with Index.
 2. Facts of File : Weekly World News Digest,
 3. Keesing's Contemporary Archives.
- Geographical Sources- Scopes & Categories – Gazetteers, Guide books, Maps, Atlas & Globes Study of -
 1. Colubia lipncott gazette of the World.
 2. Gazetter of India.
 3. Fodor's India.
- Biographical Sources – Scopes, Categories, Characteristics Study of –
 1. Dictionary of American Biography .
 2. Dictionary of National Biography.
 3. Dictionary of Scientific Biography.
 4. India Who's Who.
- Reference Questions & Their Information Sources with Bibliographical description.

Text Book

- D. mc donald John, & Levine Clark Michael , Encycloepadia of Library and Information Science, Boca Ratan. Publication, 2018.
- A. Drake.Miriam, Encyelopedia of Library Information Science . Publiced by CRC Press, 3002
- Sharma B.K. & Singh D.V & Thakur U.M. & Singh P.K. , Information Sources, User Systems Service and Technology, Y.K. Publishers. 2015.
- Kishore Choudhry kaushak, & Kanti Hirak & Amit Kishore ,Fundamental of Library and Information Service . Y.K.Publishers. 2018.
- Kumar Krishan, Reference Serice . Vikash Publisher.
- Ranganathan S.R., Reference Service , Ess-Ess Publisher , Bangalor 2006.
- Sharma B.K. & Thakur U.M. , Library Information Science and Infjormation Technology. Y.K. Publishers. 2013
- Library Booste4r , Manjeet Bandhu, Hitendra Choudhary, (Library and Information Science Book for UGC NET/SLET/JRF,KVS,NVS,DSSSB RSMSSB, DPL)
- Choudhry B.R. & Singh Khichad naredra , Library and Information Science Ramakant sir Publication, 2020.

- UNIT:-1 INTRODUCTION TO COMPUTER
- Computer Definition, Evolution and Generation.
 - Computer Types & uses.
 - Computer Basic Components and accessories.
 - Electronic Data Processing, Input-Output Devices.
 - Memory System- Internal and External Memories, CD-ROM.
- UNIT:-2 HARDWARE AND SOFTWARE ELEMENTS
- Computer Hardware Elements and Functions.
 - Computer Software Types & Uses.
 - Operating System : Functions and Instructions DOS, Windows, unix,linex
 - Algorithm
 - Flow Chart
 -
- UNIT:-3 SOFTWARE PACKAGE & PROGRAMMING TECHNIQUES
- Library Software Basic Features- CDS/ISIS, SOUL, KOHA.
 - World Processing packages & Desktop Publishing .
 - Objective of Programming, bach Processing ,time sharing, Real Time Processing.
 - Operating System- System, Application and Utility s/w.
 - Assembler : Compiler, Interpreter, Debugging, High & Low Level Languages.
- UNIT:-4 LIBRARY AUTOMATION
- Library House Hold Functions.
 - Computerized Information Service.
 - Internet in Library Activities.
 - E- books, Research Journal, Electronic Book and Others.
- UNIT:-5 NETWORKING
- Definition, Requirement, Client Server Architecture.
 - Network Types - LAN, WAN, MAN.
 - Network Topology – Bus, Star, Ring, Tree & Mesh Topology.
 - Computer Virus – Introduction, Classification, Types and Prevention.
 - Library Information Network – DELNET, INFLIBNETN CALIBNET, e-shodhsindhu.

Text Book

- Lambert Kole, Computer Application To Library . ED-Teck press 1 jan 2018.
- Balasubramaniam.P. Advanced Computer Application in Library and Information Science, Deep to Deep Publication 30 april 2011.
- Balasubramaniam.P. Computer Application in Library and Information Science, Deep to Deep Publication 30 des. 2010.
- Gupta Renu & Mahavire Shair, Computer Application to Business. Book depot. Pub.
- Khanna Rajiv, Computer Application (Hindi) New Age International Private Limited 1 jan 2007.
- Kumar Telang, Madhur , Diploma in Computer Applications BPB. Publications , 30 Sep. 2009.
- K.Sinha Pradeep & Sinha Preeti, Computer Fundamental. BPB Publications New Delhi 1 jan 2012.
- Kumar Agrawal Umesh, Computer Application to Library and Information Science, Geeta prakashan RamKota. Hyderabad 1 jan 2005.
- Parmar.p.p , Computer and Information Science. Noble Encyelopedia .

LIBRARY CATALOGUING AND BIBLIOGRAPHY

- UNIT:-1 LIBRARY CATALOGUE.**
- Objective, Purpose and Functions.
 - Difference between Bibliography, catalogue and Documentation list.
 - Canons and Normative Principles of Cataloguing.
 - Physical and Inner Forms of Library catalogue.
 - Selective and Simplified Cataloguing.
 - Descriptive Cataloguing and ISBD.
- UNIT:-2 ENTRIES THEIR TYPES AND FUCTIONS**
- Administration Entries.
 - Co-Operative and Centralized Cataloguing.
 - Cataloguing in Publication and MARC.
 - Comparative Study of CCC & AACR-2,
 - Organization and Management of Cataloguing Department.
- UNIT:-3 SUBJECT CATALOGUING**
- Subject Cataloguing – Meaning , Purpose and Objective.
 - Subject Heading – Needs and Basic Principles.
 - Derivation of Subject Heading – Library of congress Subject Headings, Sears List Of Subject Heading, Chain Process.
 - International Standard Book Number and International Standard Serial Number.
- UNIT:-4 BIBLIOGRAPHY**
- Bibliography – Definitions, Aims, Need, functions & Types.
 - Thematic Bibliography & Subjects Bibliography.
 - National Bibliography Requirements and Subjects Areas.
 - Study of INB & BNB, Trade Bibliography.
 - Universal Bibliography & Commercial Bibliography.
- UNIT:-5 BIBLIOGRAPHICAL CONTROL**
- Bibliographical & Documentation Activities in USA & UK.
 - Bibliographical Organizations in India and Their Service.

Text Book

- Kochar R.S & Sudarshan .K.N Library Automation (Issues and Systems), APH Publishing Corporation, New Delhi.
- Kumar Roy, Niles. Research Methods and Statistical Techniques in Library. Lobus Press. Delhi .
- Kumar P.S.G. Management of Library and Information Centres. B.r. Publishing Corporation,Delhi.
- P. Butler. Rebecca. Copyright for Teachers & Librarians in the 21st Century. Ess Ess Publications, New Delhi.
- Viswanathan C.G. Cataloguing Theory and Practice, Ess Ess Publications, New Delhi. 1990.
- Krishan Kumar, Library Administration and Management New Delhi, Vikas, 1987.
- Mookerju, S.K. and B. Sen Gupta, Library Organization and Administration, 2 nd. Ed. Calcutta, world Press 1977.
- Prashad, R.G Developing Library Collection, Delhi Medallion Press, 1993.

BLIS 2.5

**SECOND SEMESTER
PAPER – 5
LIBRARY CATALOGUING (PRACTICE)**

LIBRARY CATALOGUING PRACTICE BY AACR-2 & CCC

- The student shall have to complete practice assignment and he/she be examined by a panel of examiner including an external examiner to be appointed by Hon'ble VC .

**SECOND SEMESTER
PEPER- 6
INTERNSHIP**

Internship

1. Internship shall be of 4 weeks duration .
2. Student shall have to submit a report on his/her daily activities during the 8 week internship followed by a PPT Presentation before a Panel of examiners including on external examiner to be appointed by Hon'ble VC .