

# **SARVEPALLI RADHAKRISHNAN UNIVERSITY, BHOPAL**



## **Bachelor of Library & Information Science (B.Lib.)**

### **Syllabus & Scheme**

# Bachelor of Library & Information Science

## B.Lib. Scheme (2023-2024)

No.	Subject Code	Subject Title	Assignment	Marks Allotted				Total Marks
				Theory Marks				
				Max	Min	Max	Min	
1	BLS-101	FOUNDATION OF LIBRARY & INFORMATION SCIENCE	20	80	32	-	-	100
2	BLS-102	MANAGEMENT OF LIBRARIES & INFORMATION CENTRES	20	80	32	-	-	100
3	BLS-103	KNOWLEDGE, ORGANISATION AND PROCESSING (Theory)	20	80	32	-	-	100
4	BLS-104	KNOWLEDGE, ORGANISATION AND PROCESSING (Classification Practical)				100	40	100
5	BLS-105	KNOWLEDGE, ORGANISATION AND PROCESSING (Cataloguing Practical)				100	40	100
6	BLS-106	DOCUMENTATION AND INFORMATION RETRIEVAL	20	80	32	-	-	100
7	BLS-107	INFORMATION TECHNOLOGY: BASIC	20	80	32	-	-	100
8	BLS-108	REFERENCE SERVICE AND SOURCES OF INFORMATION	20	80	32	-	-	100
9	BLS109	COMPUTER PRACTICAL VIVA		100				100
<b>Total</b>			<b>120</b>	<b>580</b>	<b>192</b>	<b>200</b>	<b>80</b>	<b>900</b>

### Certificate Course:

#### **(A) Value Added Course**

1. Communicative English (Code VACCC07) / Personality Development (Code VACCC08)
2. Computer Skills / Mastering MS Word / MS Excel (Code VACCC 11) / Yoga Meditation (Code VACCC12)

#### **(B) Skill Enhancement Courses:**

1. Networking (Code SEC04) / Basic Computer Application (Code SEC50)
2. English Communication (Code SEC13) / General Awareness (Code SEC35)

Course	Subject Title	Subject Code
B. Lib	FOUNDATION OF LIBRARY & INFORMATION SCIENCE	BLS- 101

### **Unit - I**

Social and historical of library. Five laws of Library Science types and functions of libraries with special reference to National Library (Calcutta) Library of congress (Washington) and British Library (London), Role of library in formal and informal Education.

### **Unit - II**

Library Movement in India: UK and USA, library development plant and programmers in India after independent Role of library in Modern Society.

### **Unit - III**

Library legislation in Indian status: their salient features, deliver of books, Act copy right and Censorship Act, Intellectual property Act, Right to information Act.

### **Unit - IV**

Library Building: Planning and designing, location, lighting and ventilation Role of librarian and architect in designing of building, furniture, ect.

### **Unit - V**

Cooperative & Consulate: Library co -operation and resource sharing library extension services consultancy services, Role of professional associations with special reference to ILA,LASLIC,SISRRLF role of UNESCO.

### **BOOKS RECOMMENDED FOR B. Lib.& Inf. Sc.**

- Ranganathan, S.R Five Laws of Library Science, Madras Library Association, Madras,1957.
- India, libraries (Advisory committee for ) Report, Manager of Publication, Delhi, 1959.
- UNESCO, National Libraries their problem and prospects unesco, paris, 1960.
- Agrawal, S.S Granthalaya Sanchalan Tatha Prabandh,shri Ram Mehra, Agra,1876.
- Shrivastava, S.N &verma, S.C Pustkalaya Sangathan avum sanchalan, Rajasthan Hindi Granth Academy, Jaipur, 1973.
- Sharma, H.D. Library Building and Furniture,1970.
- Kaula, P.N. Library Building Planning & Design, Vikas, Delhi,1971.
- Sharma J.S. Library Organization, Vikas, Delhi, 1978.
- Krishan Kumar Library Organization Vikas, Delhi, 1982.

Course	Subject Title	Subject Code
B. Lib	MANAGEMENT OF LIBRARIES & INFORMATION CENTRES	BLS- 102

### **Unit - I**

Concept of Management : Principles of Scientific Management, management, management of school of thought organizational structure policy making bodies of libraries. Library authority and library committee.

### **Unit - II**

Human Resource Development : Job analysis, Job description, motivation in service training staff recruitment procedures, staff, formula.

### **Unit - III**

Collection Development : Types of documents and selection principles, different types of section tools and their importance, Acquisition procedure. Budgeting (PPBS,ZBB). Accounting Library rules and regulations. Cost effectiveness Auditing.

### **Unit - IV**

Technical section: Preparation of books for use routines of classification and cataloguing, filling routines, serial control. Acquisition methods. Methods of recording. Three card system and kardex.

### **Unit - V**

Management and operation of various section, department maintenance section (Shelvin and stock verification binding), circulation section (work, system- Browns new ark).

### **BOOKS RECOMMENDED FOR B. Lib.& Inf. Sc.**

- Mittal,R.L. Library Administration: Theory and Practice, Metropolitan, Delhi
- Hitt, Michael.[et al.] Effective Management, West Publishing, New York, 1978.
- Koontz, Harold.[et al.] Management, Ed.8. McGraw Hill, New York, 1984.
- Tripathi,P.C and Reddy, P.N. Principles of Management. Ed.2 Tata McGraw Hill, New Delhi, 1991.
- Kaula,P.N. Library Building Planning and Design, Vikas Publication, Delhi, 1971.

Course	Subject Title	Subject Code
B. Lib	<b>KNOWLEDGE, ORGANISATION AND PROCESSING (Theory)</b>	<b>BLS- 103</b>

### **Unit - I**

Universe of subjects- structure attributes and modes of formation library classification.  
Definition need & purpose, including knowledge classification.

### **Unit - II**

General theory of library classification, facet analysis, fundamental categories devices phase analysis, notation.

### **Unit - III**

Design & development of schemes of library classification. Specifies of classification schemes introduction to CC, DDC & UDC. Trends in library classification.

### **Unit - IV**

Library Cataloguing: Definition need and purpose. Theory and physical form. Standard codes of cataloguing- CCC & AACR-II kind of entries and theirs function. Personal & corporate authorship.

### **Unit - V**

Principles of subjects cataloguing. Current trends in standardization in description & exchange AACR-II,ISBD,MARC ISO 2709,CCF. Introduction to ISBN & ISSN.

### **BOOKS RECOMMENDED FOR B. Lib.& Inf. Sc.**

- Ranganathan, S.R. Elements of Library Classification.Ed.3. Asia Publishing House, Bombay, 1962.
- Ranganathan, S.R. Descriptive account of Colon Classification,Asia Publishing House, Bombay,1967.
- Sayers, W.B.C. Introduction to Library Classification .Ed.9. Graften, London, 1958.
- Shrivastava, A.P. Theory of knowledge Classification in Libraries, Laxmi Book Store, New Delhi, 1973.
- Mills'O. Modern Outline of Library Classification, Chapman and Hall, London,1960.
- Ranganathan, S.R. Prolegomena to Library Classification. Ed.3. Aisa, Bombay, 1967.

Course	Subject Title	Subject Code
B.Lib	<b>KNOWLEDGE, ORGANISATION AND PROCESSING (Classification practical)</b>	<b>BLS- 104</b>

Practical classification of books and periodicals according to colon classification ( Rev 6<sup>th</sup> Ed.) and Dewey Decimal classification (19<sup>th</sup> Ed.) adequate number of titles will be given from disciplines will candidates will be required to classify 20 titles in all. Classified by CC and five by DDC only.

#### **BOOKS RECOMMENDED FOR B. Lib.& Inf. Sc.**

- **Champavat.S.S** Colon Classification: Practical Study, RBSA, Jaipur,1986.
- **Comaromi, J.P.& Satija, M.P.** Dewey Decimal Classification: Practice, Sterling, Delhi,1989.
- **Sood, S.P and Raotani, M.R** Practical book of Decimal Classification, RBSA, Jaipur,1987.
- **Ranganathan,S.R.** Elements of library classification. Ed.2, SR Endowment, Bangalore, 1989.
- **Satija, M.P.** Manual of Practical Colon Classification. Ed.2, Sterling, New Delhi, 1989.

Course	Subject Title	Subject Code
B.Lib	<b>KNOWLEDGE,ORGANISATION AND PROCESSING (Cataloguing practical)</b>	<b>BLS- 105</b>

Practical cataloguing according to classified catalogues code with Amendment and Anglo-American Cataloguing Rules-1998 ( Rev, AACR-2) in CCC, Class index entries will be prepared though chain procedure, In AACR-2 subject entries will be prepared according to sear's list of subject headings. Candidates will be required to catalogue fully five in all minimum to by CCC and two by AACR-2.

#### **BOOKS RECOMMENDED FOR B. Lib.& Inf. Sc.**

- Vishwanathan, C.G. Cataloguing Theory and Practice ed.4, Today and Tomorrow Printers and Publishers,1970.

Course	Subject Title	Subject Code
B.Lib	DOCUMENTATION AND INFORMATION RETRIEVAL	BLS- 106

### **Unit - I**

Documentation: Meaning genesis and scopes, facet of documentation, documentation list, documentation in India, Reprographic, Micrographic and translation services.

### **Unit - II**

Index and indexing: types of indexes per and post co- ordinate indexing, UNITERM, keyword indexing (KWIC-KWOC, KWAC, KWWC) chain indexing.

### **Unit - III**

Abstracting: Characteristics, elements types, Ranganathan's canon of abstracting. Important abstracting services, Indian science, Biological abstraction.

### **Unit - IV**

National system: NISSAT, National Documentation centre of India: MSCARE, NASSDOC, And DELNET.

### **Unit - V**

Information storage and retrieval system: Meaning, purpose and evaluation. Search strategies, concepts of vocabulary control. Theories.

### **BOOKS RECOMMENDED FOR B. Lib.& Inf. Sc.**

- Foskett, D.J. Information Services in Libraries. Ed. 2, Archon Books, Hamden, 1967
- Hutchins, Margaret Introduction to Reference Works, ALA, Chicago, 1994.
- Ranganathan, S.R. Reference Service, Ed.2, Asia Bombay, 1961
- Wilson, T.D.O. & Stephenson, J. Dissemination of Information, Ed.2, Clive Bingley, London 1969.
- Chakrabarti, B. & Sengupta, B.O. Fundamentals of Reference Services, World Press, Calcutta, 1985.
- Krishan Kumar. Reference Service, Ed.4, Vikas, Delhi 1991.
- Mukerjee, A.K. Reference Works and Its Tools, Ed.2, World Press, Calcutta, 1971



Course	Subject Title	Subject Code
B.Lib	INFORMATION TECHNOLOGY: BASIC	BLS- 107

### **Unit - I**

Introduction of computer, historical background of computer and generation of computer, Architecture- CPU, input/output devices, Basic hardware's.

### **Unit - II**

Software aspect: Types of Software types and generation of computer operating system- MSDOS/MS Windows.

### **Unit - III**

Information Technology: Definition, scope and history, CD-ROM, technology, DVD.

### **Unit - IV**

DBMS- Introduction to database management system (DBMS) with special reference to CDS/SIS. Introduction to library automation software package, SOUL.

### **Unit - V**

Library Automation: Meaning- brief history, factors and goals. Area of library automation, bar code.

### **BOOKS RECOMMENDED FOR B. Lib.& Inf. Sc.**

- Rajaraman, V. Fundamentals of computers, prentice hall of India, New Delhi, 1991.
- Sehgal, R.L. Information Technology for libraries, EssEss publication, New Delhi, 1998.
- Sinha, P.K. Computer Fundamentals, BPB publication, new delhi.
- Bawden, D and Blakmen, K. Going Automated, ASLIB, London, 1990.
- Nolan, J.M. Micro Software Evaluation, Nolan Information Service, 1984.
- Rowley, Jennifer. The Electronic Library, Ed.4, LA Publishing, London, 1998.

Course	Subject Title	Subject Code
B.Lib	REFERENCE SERVICE AND SOURCES OF INFORMATION	BLS- 108

### Unit - I

Documentary sources of information: Print, non print including. Electronic media, nature, characteristics, Utility and evaluation of different types of information sources. Non documentary information sources. Categories primary, secondary and tertiary information sources. Internet as source of information.

### Unit - II

Reference service: Meaning scope. Types of reference service: Short range and long ranges reference service. Reference service v/s information service. Reference service in public-academic and special libraries Reader's initiation/ orientation user education.

### Unit - III

Bibliographies definition need and purpose. Types of bibliographies. Methods of compilation of a bibliography, Evacuation of Bibliographies.

### Unit - IV

Encyclopedias, yearbooks and almanac, names as almanac.

### Unit - V

Dictionaries, Directories, geographical sources, Bibliographical sources. Definition purpose and importance.

Notes: - List of reference and information source for purpose of evaluation in appended.

#### **BOOKS RECOMMENDED FOR B. Lib.& Inf. Sc.**

- Ranganathan, S.R. Reference Service, Ed.2, Asia, Bombay,1971.
- Rowland, Arthur ray Reference Service, Shoestring Press, Hamden,1964.
- Wilson, T.D.& Stephenson, J. Dissemination of information, Ed.2, Clive Bingley, London, 1969.
- Sundesewaran. Sandarbh Sewa Hindi Granth Academy, Bhopal.
- Suheela Kumar.Changing Concepts of Reference Service, Vikas, Delhi,1974.
- Katz, William. Introduction to Reference Work: basic information sources, Vol.1, Ed.5,Mac Graw hill,New York, 1987.
- Sengupta, B Indian Reference and Information Sources, World Press, Calcutta,1981.

<b>Course</b>	<b>Subject Title</b>	<b>Subject Code</b>
<b>B.Lib</b>	<b>COMPUTER PRACTICAL VIVA</b>	<b>BLS- 109</b>