

CENTRE FOR DISTANCE EDUCATION, AMU ALIGARH

Bachelor of Library & Information Science

Library & Society (BLIS-01)

Chapter 1: Library and Society

Introduction, Needs of Modern Society, Institution Founded By Society, Concept of Modern Library, Library and Education, Library in Research, Library in Cultural Activities, Library in Disseminating Information, Library in Religious and Spiritual Institutions, Library in Recreation and Leisure, Library and the Changing Society, The Role of the Library, Expanding Role of the Library

Chapter 2: Laws of Library Science

Introduction, First Law "Books Are For Use", Second Law "every Reader His/Her Book", Third Law "Every Book Its Reader", Fourth Law "Save The Time Of The Reader", Fifth Law "Library Is A Growing Organism", Open Interpretation of Five Laws

Chapter 3: Librarianship and Ethics of Librarianship

Introduction, Ethics, Librarianship As A Profession, Professional Ethics, Duties and Responsibilities of The Librarian, Librarians in The Different Type Of Libraries, Professional Ethics In The Librarianship, US Experience and UK Experience, Indian Scenario, Some of The Problems in Implementing A Code Of Professional Ethics

Chapter 4: Types of Libraries

Introduction, Academic Libraries, Public Libraries, School Media Centers, Medical Libraries, Special Libraries

Chapter 5: National Libraries of India, UK and USA

Introduction , Concept of a National Library , Emergence of the National Library , Definition of National Library , Objectives and Functions of a National Library , Disseminating Functions , U.S.A National Library, The British Library National Libraries

Chapter 6: Library Movements in India

Introduction, Medieval Period, Period of Modern Cycle (Till Nineteenth Century), Twentieth Century

Chapter 7: Library System in India

What is System? Concept of Library System., Library System in India:

- Public Library System, • Academic Library System, • Industrial Library System,
- Specific Library System, • Storing Library System.

Chapter 8: Library Legislation in India

Introduction, Model Public Libraries Act of Dr. S R Ranganathan , Model Public Libraries Bill of Ministry of Education, Model Public Libraries Bill of the Planning Commission ,Model Public Libraries Bill of Indian Library Association ,Model Union Library Act , States with Library Legislation ,States/ UTs without Library Legislation

Chapter 9: Library Resource Sharing

Introduction, Definition, Objectives of Resource Sharing ,Concept of Resource Sharing, Agreements On ,Basic Records ,Technology

Requirements for the Organisation of Resource Sharing

Developments Resource Sharing in India CALIBNET, DELNET, INFLIBNET

Chapter 10: User Studies: Need and Methods

Introduction, User and User Studies User Studies, User Characteristics , User Studies ,Necessity of User Studies ,Planning of a User Study ,Techniques for User Studies ,User Studies: Limitations and Criticisms

Chapter 11: User Education: Need and Methods

Introduction ,User Education ,Definition ,Components ,User Education: Goals and Objectives ,Goals and Objectives ,Goals and Objectives of Library User Education ,Teaching Methods and Media ,Evaluation of a User Education Programme ,The Scope of Evaluation ,Methods of Evaluation ,Need for Evaluation of Library User Education

Chapter 12: Library Cooperation

Definitions, Why Library Cooperation?, OCLC (Online Computer Library Center), OhioLINK (Ohio Library and Information Network, Obstacles and Barriers to library cooperation ,Cooperative Acquisition and Storage, Cooperative Cataloging

Chapter 13: Library Associations

Introduction ,Need and Importance of Professional Associations ,Aims and Objectives of Library Associations , Programmes and Activities of Library Associations ,A General Account of Library Associations in India ,Indian Library Association (ILA) ,Indian Association of Special Libraries and Information Centers (IASLIC) ,Library Associations in Other Countries ,American Library Association (ALA) ,Library Association (LA-UK) Library Associations, Promotional Agencies and Systems, International Federation of Library Associations and Institutions (IFLA)

Chapter 14: Library Authority and Committee

Introduction, Library Authority, Authority control in Library Science, Library Committee

Chapter 15: Library and Information Science Education in India

Introduction, First Course of Library Science in India, Certificate, Diploma, and Training Courses, Post Graduate Diploma, Degree Courses, Five Year Integrated Course in LIS, Present Status of LIS Education in India, Problems with Present LIS Education and Research, LIS Research in India, Library and Information Science as a Profession

CENTRE FOR DISTANCE EDUCATION, AMU ALIGARH

Bachelor of Library & Information Science

Library Management (BLIS-02)

Chapter 1: Management and Their Application to Library

Introduction, Management - Meaning, Scientific Management, Management School of Thought, Functions of Management, Management in Library System

Chapter 2: Library Organizational Structure

Introduction, Formal and Informal Organizational Structures, Process of Structuring, Factors Affecting Organizational Structure, Principles of Organizations, Characteristics of Division (Departmentation), Organisational Charts

Chapter 3: Management Information System (MIS)

Introduction, Definition and Meaning of Management Information System, Scope, Objectives and Purposes of Management Information System, Characteristics of Management Information System, Benefits of Management Information System, Problems and Pitfalls in Developing MIS, Management Information System for Library and Information Managers

Chapter 3 : Management Information System (MIS)

Introduction, Definition and Meaning of Management Information System, Scope, Objectives and Purposes of Management Information System, Characteristics of Management Information System, Benefits of Management Information System, Problems and Pitfalls in Developing MIS, Management Information System for Library and Information Managers

Chapter 4 : Physical Structure of Library

Introduction, Library Building, Library Furniture, Library Equipment, Other Aspects, Standards Specification

Chapter 5 : Personnel Management

Introduction, Definition, Aims of Personnel Management, Importance of Personnel Management, Function of Personnel Management, Problems in Personnel Management

Chapter 6 : Budgets and Financial Management in Library

Introduction, Budget, Budgeting, Budgeting Method, Meaning: Finance, Sources of Fund for the Library

CENTRE FOR DISTANCE EDUCATION, AMU ALIGARH

Bachelor of Library & Information Science

Library Classification Theory (BLIS3)

Chapter 1: Library Classification

Introduction, Definition, Need of Library Classification, Different Schemes of Classification

Chapter 2: Dewey decimal classification (DDC), 19th Edition

Introduction, Notation, Basic Plan of DDC

Vol-1 Introduction and Tables

Auxiliary Tables

Summaries

Vol-2 Schedules

Hierarchical Order

Sequence of numbers

Understand the schedules

Vol-3 Relative Index

Assignment of Class Numbers in the Book, Numbers in the Square-Brackets and Obsolete Entries

Chapter 3: Definitions, Notes and Instructions Used in DDC Schedules

Introduction, Definition, Explanation and Scope Notes

Different Types of Notes

Inclusion notes

'Class here' notes

'Class elsewhere' notes

Centered heading /Centered Entries, Number Building Synthesis of Class Numbers

Chapter 4: Ascertaining Specific Subject of a Document and Assigning Class Number to it

Introduction

Sources of Obtaining Information about the Subject

Titles of document

Other sources of information for ascertaining specific subject of a document

Subject Analysis, Sources of Readymade Numbers, Deciding the View Points or Forms of a Subject

Searching the Class Numbers

Steps in arriving at the class number

Classification by discipline

Defining Non-Subject Elements in the Class Number

Chapter 5: Synthesis of Class Numbers and Number Building Process

Introduction

Process of Number Building in DDC

Building numbers with the addition of standard subdivision

Number building with proper instructions

Addition of a Full Number

Addition of a Segment or Part of a Class Number

Addition of a segment from other parts of the schedule

Addition of a segment from the same division or section

Addition of Numbers from the Same Division with 0 (zero) as Facet Indicator

Collective Add-note Instruction

Chapter 6: Use of Relative Index

Introduction, Need and Purpose, Relative nature of the Index, Scope of the Index

Organisation of the Index

Searching through key terms

Location of numbers in the Index

Abbreviations used in the Index for the classifiers

Entries from the Seven Tables, Cross-References used in the Index

Chapter 7: Common Isolates and Phase Relations

Introduction, Anteriorising Common Isolates (ACI), Posteriorising Common Isolates (PCI)

Chapter 8: Book Number & Collection Number

Introduction, Components of Book Number, Facet Formula for Book Number, Collection Number

CENTRE FOR DISTANCE EDUCATION, AMU ALIGARH

Bachelor of Library & Information Science

Library Cataloging Theory (BLIS-04)

Chapter 1: Introduction to Cataloguing

Introduction, History of Catalogue Code, Definition, Objectives, Need, Functions, Importance, Type of Catalogue, Distinction between Catalogue and Bibliography, Cataloguing Process, Physical Forms of Library Catalogue, Comparison of Printed Book Catalogue and Card Catalogue, Discussion on Selection of a Physical Form

Chapter 2: Structure of AACR & Standardization

AACR-1, AACR-2, AACR 2:1998, AACR 2002, ISBD, Standards
MARC

USMARC, UKMARC, UNIMARC

Information Interchange Format: ANSI Z39.5

Chapter 3: General Rules for Description

Descriptive Elements, Main entry and added entry, Style of writing, Sources of information

Levels of description

First level of description, Second level of description, Third level of description

Skeleton card

Items in the catalogue entry

Heading, Descriptive elements, Call number, Accession number, Tracing

Chapter 4: Entry Format & Techniques for Subject Indexing

Introduction, Entry Format

Introduction

Main Entry and Added Entries, Unit Card System, Catalogue Codes

Techniques for Subject Indexing

PRESIS, POPSI

Chapter 5: Subject Headings & Non Print Media

Subject Headings—Introduction Sears' List of Subject Headings, Worked out examples

Chapter 6: Co-operative Cataloguing, Centralized Cataloguing, Pre-natal Catalogue, Union catalogue

Introduction

Centralised Cataloguing

Forms of Centralisation, Card Services, Commercial Cataloguing

Cataloguing-in-Publication, Pre-natal Cataloguing

Co-operative Cataloguing

Union Catalogue, Co-operative and Centralised Cataloguing

Chapter 7: Recent Trends in Cataloguing and Machine Format

Current and Emerging Trends in Cataloguing, OPAC, CCF

CENTRE FOR DISTANCE EDUCATION, AMU ALIGARH

Bachelor of Library & Information Science

Reference & Information Sources (BLIS-05)

Chapter 1: Types of Information Resources, Selection Principles & Classification of Documents

Introduction

Information Resources

Documentary Sources, Non-Documentary Sources

Classification of Documents

By Physical Characteristics ,By Information Characteristics ,Books ,Periodicals and Serials ,Government Documents ,Dissertations and Theses ,Reports ,Pamphlets ,Standards and Specifications ,Patents ,Trade Literature, Maps, Atlases and Globes ,Photographs and Illustrations ,Microforms ,Audio-visuals ,Reference Books ,Non-Documentary Sources ,Institutional Resources ,Human Resources

Selection Principles

Drury's Principles, Dewey's Principles, McColvin's Principles, Ranganathan's Principles

Policies, Norms and Standards

Chapter 2: Natures of Reference Books

Introduction

,Childhood of Reference Book ,Varieties of Reference Books ,Audio-visual materials ,Govt. Publications ,Questions and source materials ,Guide to reference books

Chapter 3: Bibliography: Aims, Types and Control

Introduction, Definition, Objectives of bibliography, Types of Bibliography, Primary-information based bibliography, Bibliography based on ancient books, Universal bibliography, Trade bibliography, National bibliography

Bibliography based on received information

Subject bibliography, selected bibliography, Author bibliography, Personal bibliography, Bibliography of Bibliographies

Types of systematic bibliography

Bibliographical control

International Endeavour

Chapter 4: Subject Bibliography & National Bibliography

Subject Bibliography

Introduction

Philosophy, Religion, Social Sciences, Economics, Law

Language

Science and technology

Mathematics, Computer, Astronomy, Health Science

Current bibliography

Literature

Guide Books (Bibliography)

Library Science, Literature, Science

National Bibliography

Introduction, British, India

Chapter 5: Index and Abstract

Introduction

Evaluation

Publisher, Periphery, Duplication, Depth, Periodicity, Size, Subject Heading, Authenticity

Index

Science and technology

Citation index, Newspaper, Literary index, Concordance

Abstract

Library and information science

Psychology, Social Science, Political science, Economics, Linguistics

Science and technology

Mathematics, Physics, Astronomy, Chemistry, Geophysics or Geology,

Biology, Period after World War II

Chapter 6: Ready Reference Sources Part I

Introduction ,History ,Characteristics ,Evaluation ,Kinds of Dictionary ,Dictionary in Indian Languages, Subject Dictionaries ,Dictionary of Translations ,Dictionary of Synonyms and Antonyms ,Thesaurus

Chapter 7: Ready Reference Sources- Part II

Introduction ,Almanac and Yearbook ,Purpose ,General Almanac ,General Yearbook ,Subject Yearbook and Almanac ,International Yearbook ,National Yearbook , Science and Technology

Handbook and Manual

Objectives, Scope, General handbook and manual, Subject based manual and handbook

Chapter 8: Geographical Information Sources

Introduction, Definition and nature, History, Maps and library, Evaluation, Index and bibliography, Map - Atlas of distinction, Gazetteer, Guidebook

Chapter 9: Biographical Information Sources & Statistical Information Sources

Introduction, Kinds of biographical reference sources, Famous examples

International biographical sources

Current universal dictionaries, National biographical sources, Special biographical encyclopedia, Biographical index

Sources of biographical reference

Genealogical table, Portraits, Festschrifts, Diaries, Private Papers, etc.

Evaluation, Conclusion, Statistical Information Sources

CENTRE FOR DISTANCE EDUCATION, AMU ALIGARH

Bachelor of Library & Information Science
Information Services (BLIS-06)

Chapter 1: Concept and Need for Information

Introduction

Origin of Information processing

Research and development, Survey and census, Government Activities, Other activities

Who needs information? , What information? , Varieties of Information

Chapter 2: Information Service Organization

Introduction

C.A.S.

Features of C.A.S., Levels of C.A.S. , Method of C.A.S.

Content method, Comprehensive subject based, Classified method, Project method, Mixed method , S. D. I.

Steps of work, Mechanical S.D.I.

Cataloguing

Alphabetical subject cataloguing, Classified cataloguing, Chain indexing, PRECIS, Coordinate indexing, Title index, Citation index

Abstract

Indicative abstract, Informative abstract, Annotations, Telegraphic abstract, Automatic abstract

Document Delivery

Chapter 3: Document Delivery Service

Introduction, What is a Document Delivery Service (DDS)?

Efficiency of the- Document Delivery Service

Speed, Cost, Satisfaction Level

Document Delivery Service - World Scenario

Historical Perspective, Increase in Demand, Recent Trends

Problems of DDS and Role of International Organizations, Document Delivery Service of INSDOC

Chapter 4: Literature Search and Database Services

Introduction ,Users Their Information Needs and Literature Search, Reference Service and Literature Search ,Need for Literature Search

Steps in Literature Search

Selection of Sources

Search in Secondary Sources, Search in Other Sources, Recording of References on Information, Presentation of Results, Skills -in Literature Search

Computer Databases

Indexing and Abstracting Databases, Online Searching, Some Examples of Online Databases, Expansion and Diversification

General Observations

Chapter 5: Reference Service

Introduction, Growth of Reference Service, Origin of Reference Service, Evolution of Reference Service, Reference Service: Definition and Nature, Recent Trends, Reference Service: In Search of Theory

Chapter 6: Reference Service: Organization and Management

Introduction, Planning, Organization, Appointment of Staff, Directions, Cooperation, Reports, Financial provisions and statement of Income and expenditure

Chapter 7: Reference Processing

Introduction, Definition and nature, Selection of queries

Selection of queries in respect of decision making

Exercise: Selection, Words for subject indicator, Given subject and required subject

Selection of reference tools, Words for subject indicator and table of answerable-sources

8 Steps of Grogan

Problem, Information needs, Primary question, Reference interview, Search method, Search system, Answer, Response

Chapter 8: Organization of Information Services

Introduction

Documentation and Information Centres and Databases

Definitions, Relationship to Libraries

Types of Documentation and Information Centres

By Ownership, By Specialised Interest, By Different Levels

Functions of Documentation and Information Centres

Organization of Documentation and Information Centres in India

Functional Organization, Planning Process

Growth and Development of Documentation and Information Centres in India

Government's Encouragement and Support, Progress during the 1950s and 1960s, Progress during the 1970s, Progress during the 1980s and 1990s, Future Direction

Chapter 9: Information Services in Libraries

Introduction, Public Library, Academic Library

Special Library

- Information service
- Bibliography-based service
- Online search service
- Document supply service
- Indexing source
- Abstracting service
- Publication and Notifications service
- Translation service
- Newspaper Clipping service

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Bachelor of Library & Information Science

Information Technology Basics (BLIS-07)

Chapter 1: Computer & Types of Computer

Introduction, Definition, Computer dynasty, Characteristics of a computer, Types of computers, Generations of Computers

Chapter 2: Computer Hardware

Introduction, Input devices, Central Processing Unit, Motherboard, Output devices, Hard Disk, MODEM, Ports

Chapter 3: Computer Software

Introduction, Business Model wise Software, Functions wise Software, Operating Systems, Single User OS: MS-WINDOWS

Chapter 4: Data Representation and Number Systems

Introduction, Set of Data Characters, Data Representation in Computer, Binary System, ASCII

Chapter 5: Introduction To MS-WORD XP

Introduction, Important Concepts, Creating Documents, Toolbar and Rulers, Status Bar and Task Pane, Page Setup, Formatting Document, Spelling and Grammar Checking, Saving and Opening Document, Printing, Mail Merge

Chapter 6: Library Automation

Introduction, Benefits & Barriers of Library Automation, Modules & Functions, Computer based Acquisition System, Computer based Cataloguing, Computer based Serial Control, Library OPAC

Chapter 7: Indian Library Software Packages

Indian Library Software

Software Development at Institutional Level, Commercially available Library Software Systems

Library Housekeeping Software in India, Libsys, SANJAY, MAITRAYEE

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Library Classification Practice (BLEBP)

Chapter 1: Use of Table 1: Standard Subdivisions

Introduction, Features of Standard Subdivisions

How to Use Standard Subdivisions

Addition of a Standard Subdivision to a Main Class or Division

Addition of a S.S. to a Subdivision of a Principal Field

Variations in the Use of Several Zeros Together

Using Two Zeros, Using Three Zeros

Extension of a S.S. by Add-To-instructions, Variations in the Meaning of Standard Subdivisions, Co-occurrence of Two or More Standard Subdivisions, When Standard Subdivisions are not used

Chapter 2: Use of Table 2 Areas

Introduction, Divisions of the Areas - Table 2

Addition of an Area Number

Area number as a part of the class number, Addition of area number through Standard Subdivision,

Addition of area number following Add-to-instruction

Addition of Two Area Numbers, Insertion of Area Number between Two Aspects of the Same Subject, Extension of Area Number from Table-2 by Another Number from Table-2, Addition of Area Notation to a Standard Subdivision Other Than -09

Chapter 3: Use of Table-3: Subdivisions of Individual Literatures

Introduction, Divisions of Main Class 800 Literatures, Introduction to Tables-3 and-3A

Classifying Works of Individual Authors

Class numbers of some English Writers, Class numbers of some American Authors, Class numbers of some Indian Writers

Anthologies and Critical Appraisals of General Literatures of More than One Language

,Anthologies and General Criticism of Literary Works in a Specific Language, Anthologies, History, Critical Appraisal of Literatures of a Specific Language, Form and Period, Use of Table-3A with Other Classes

Chapter 4: Use of Tables 4 and 6

Introduction, Introduction to Table-4, Use of Table - 4

Introduction to Table - 6

Use of Table - 6, Use of Table - 6 with Table-4

Chapter 5: Use of Table-5 Racial, Ethnic, National Groups and Table-7 Persons

Introduction, Use of Table-5

With specific instructions, Use of Table - 5 with the help of Standard Subdivision

Introduction to the Use of Table - 7 Persons Notation

Use of Table-7 directly with "add instructions", Use of Table -7 with the help of Standard Subdivision

Chapter 6: Colon Classification: Introduction

Introduction, Structure and Out-Lines of Main Classes in the System, Notation Used in the System, Faceted or Analytico-Synthetic Pattern, Call Number, Class Number and the Out-Lines of Main Classes in CC, Facet Analysis and Fundamental Categories

Rounds and Levels of Manifestations

Rounds of Manifestation, Levels of Manifestation

Steps of Classifying a Document

Chapter 7: Formation and Sharpening of Isolates

Introduction, Chronological Device (CD), Geographical Device (GD)

Creation of a new Isolate-Number, Sharpening of an existing Isolate

Subject Device (S.D.)

Creation of a New Isolate Number, Extension of an existing Isolate Number

Mnemonic Device (MD), Alphabetical Device (AD), Super-Imposition Device, Use of Parallel Schedules

Chapter 8: Facet Analysis and Synthesis in Physical and Biological Sciences

Introduction, Mathematics, Treatment of Main Class Physics

Biological Sciences

Botanical Science, Zoology

Chapter 9: Facet Analysis and Synthesis in Humanities and Social Sciences

Introduction

Literature

Application of Common Isolates

Linguistics and Languages, History and Political Science, Psychology and Education Economics and Sociology, Law

Chapter 10: Treatment of Generalia Class

Introduction, Studies about a Geographical Area, Studies about a Person, General Encyclopedic Works, General Serials and Periodicals, General Biographical Works, Generalia Bibliography

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Bachelor of Library & Information Science

Library Cataloguing Practice (BLIS4P)

Section A: Library Cataloguing Practice (AACR-2)

Chapter 1: Single Personal Author

Personal author

Western names, Indian names

Worked out examples

Chapter 2: Shared Responsibility, Mixed Responsibility and Editorial Works

Shared responsibility

Principal responsibility indicated, Principal responsibility not indicated

Worked out examples

Works of mixed responsibility

Adaptations, Illustrated texts, Revision of texts, Translations

Works under editorial direction, In analytics

Chapter 3: Choice among Different Names and References

Change of Names

Predominant Name, Change of Name, Entry under title of nobility, distinguishing identical Names

Pseudonymous author worked out examples, References

Chapter 4: Serial Publications

Definition of Serial Publication, Cataloguing of serials—Problems, Worked out examples

Chapter 5: Multipart Works and Multivolume

Descriptive element, Worked out examples

Chapter 6: Uniform Titles

Definition and rules governing uniform titles, Collective Titles, Sacred scriptures

Section B: Classified Catalogue Code (CCC)

Chapter 1: Introduction to Classified Catalogue

Classified Catalogue Code (CCC), Main entry and tracing, added entries

Chapter 2: Types of Authorship

Single personal author

Exercise

Joint author

More than two authors, Collaborator

Corporate authorship

Corporate authorship — Government, Corporate authorship — Institutional, Corporate authorship —

Conference

Chapter 3: Pseudonymous and Anonymous Works

Pseudonymous, Anonymous works

Chapter 4: Miscellaneous Works

Composite Book, Multivolume Book, Series, Periodical Publications
