

CENTRE FOR DISTANCE EDUCATION AMU ALIGARH

BACHELOR OF LIBRARY & INFORMATION SCIENCE (BLIS)

(FIRST SEMESTER)

Fundamentals of Library and Information Science (BLIS-01)

COURSE OUTLINE

Unit- I

- Concept, Definition, Objective, Importance and Functions of Library.
- Different Types of Libraries.
- Five Laws of Library Science and their practical Implications.

Unit-II

- Ethics of Librarianship.
- National Libraries of India, UK and USA.
- Historical Development of Libraries in India.

Unit-III

- Library Legislation Acts in India.
- Library Resource Sharing.
- Need and Importance of User Studies and Techniques for User Studies

Unit-IV

- Library Co-operation.
- User Education: Need and Methods.
- Role of Professional Associations for the Development of Librarianship: ILA, IASLIC, IATLIS, ALA and IFLA.

Unit-V

- Library Science Education in India
- DELNET, INFLIBNET, and OCLA

➤ Library Authority and Library Committee.

Recommended Textbooks(Additional Readings)

1. Khanna, J. K. (1987). *Library and Society*. Kurukshetra: Research Publisher.
2. Krishan, K. (1986). *Library Organization*. Delhi: Vikas.
3. Sharma, P.S.K. (1987). *Library & Society*. New Delhi: EssEss Publications.
4. Ranganathan, S. R. (1957). *Five laws of Library Science*. Delhi: UBS.
5. Bhatt, R. K. (1995). *History and Development of Libraries in India*. Mittal Publications: New Delhi.
6. Rout, R. K. (1991). *Library Legislation in India*. New Delhi: Reliance.
7. Mittal, R. L. (1984). *Library Administration: Theory & Practice* (5th ed.). Delhi: Metropolitan.
8. Vickery, B. C., & Vickery A. (1987). *Information science in theory and practice*. London: Butterworth.
9. Kumar, P.S.G. (2002). *A student's manual of library & information science*. Delhi: BR Publishing House.
10. Kumar, P.S.G. (1997). *Fundamentals of information science*. Delhi: S.Chand.

SYLLABUS

Management Library and Information Centres(BLIS-02)

COURSE OUTLINE

Unit-I

- Concept, Definition, Functions and Principles of Scientific Management
- Management Philosophy and Schools of Thought
- General Principles of Management and their Application to the Administration of Libraries and Information Centres

Unit-II

- Various Sections of Libraries and their Functions: Selection Acquisition, Technical Processing, Information Management, Serials Control, Circulation, Conservation and Preservation
- Collection Development Policies, Procedures and Evaluation
- Book Weeding, Stock Verification Policies and Procedures

Unit-III

- Objectives and Functions of Human Resource Management
- Method of Manpower Planning: Job Analysis, Job Description, Selection, Recruitment, Induction and Deployment, Training and Development
- Motivation and Leadership Theories and Professional Ethics

Unit-IV

- Financial Responsibility and Control, Budget Planning and Evaluation Tools
- Budgeting Techniques, Cost Benefit, Cost Effective analysis and Accounting

Unit-V

- Definition, Scope, Purpose, Characteristic of Management Information System
- Problems of Management Information System
- MIS for Library and Information Centre

Recommended Textbooks (Additional Readings)

1. Georgi, C., Bellanti, R., & Holbrook, F. K. (2013). *Excellence in Library Management*. Hoboken: Taylor and Francis.
2. Goutam, J. N. (1991). *Library and Information Management*. New Delh: New Delhi: Prentice-Hall India.
3. Krishan, K. (2007). *Library Management in Electronic Environment*. Har-Anand.
4. Mittal, R. (2007). *Library Administration: Theory and Practice*. EssEss:New Delhi.
5. Stueart, R. D. & Moran, B.B. (2007). *Library and Information Center Management*. Libraries, Unlimited:London.
6. KrishanK. (1985). *Library Manual*. New Delhi: Vikas.
7. Martin, J. (2009). *Human Resource Management*. Los Angeles: SAGE.
8. Ranganathan, S.R. (1959). *Library administration* (2nd ed.). Bombay: Asia.
9. Simmons-Welburn, J., & McNeil, B. (2004). *Human resource management in today's academic library: Meeting challenges and creating opportunities*. Westport, Conn: Libraries Unlimited.

Information Processing and Retrieval (BLIS-03)

COURSE OUTLINE

Unit- I

- Information Retrieval (IR) - meaning, history and development, differences with data retrieval;
- IR Systems - meaning, purpose, functions, operational stages, components, and kinds;

Unit- II

- Pre-coordinate indexing system: Chain, PRECIS, POPSI, COMPASS, etc.
- Post-coordinate indexing system: Computerized indexing system, Database Vs. Card based (Item entry and Term entry) systems, Tools for improving Post-coordinate retrieval (Links, Roles, and Weights);

Unit-III

- Indexing Languages: generations, types, and characteristics;
- Vocabulary Control: need, purpose, tools (alphabetical and classed);

Unit-IV

- IR models - Boolean logic model, Vector space model, Probability model, Cognitive model, Natural language model;
- Digital IR types - On-line IR, Optical-disk based IR, OPAC and Web IR;

Unit-V

- Evaluation initiatives (Cranfield 1 and 2, SMART, MEDLARS Test, STAIRS, TREC experiments.);
- Recent developments and Future trends in IR.

Recommended Textbooks (Additional Readings)

1. Brown, A.G. (1982). *An Introduction to Subject Indexing*. London: Clive Bingly.
2. Mohammad, Riaz (1989). *Advanced Indexing and Abstracting Practices*. New Delhi: Atlantic Publishers.
3. Kemp, D.A. (1979). *Current Awareness Services*. Clive Bingly: London.
4. Chakraborty, A.R. and Chakraborty, B. (1984). *Indexing: Principles, Process and Products*. Calcutta: The World Press.
5. Sharma, C.K. (1988). *Documentation Information Science and Automation in Libraries*. Agra: Y.K. Publishers.
6. Sengupta, B. and Chatterjee, M. (1977). *Documentation and Information Retrieval*. Calcutta: The World Press.
7. Rajan, T.N. (1981). *Indexing Systems: Concepts, Models and Techniques*. Calcutta: IASLIC.
8. Ranganathan, S.R. (1963). *Documentation and its Facts*. London: Asia Publishing House.

Library Classification Theory (BLIS-04)

COURSE OUTLINE

Unit-I

- Concept, Need, Importance and Functions of Library Classification
- Different Scheme of Library Classification
- Modes of formation of Subjects

Unit-II

- Major Classification Schemes: Structure and Features
- Characteristics of Universal Library Classification Schemes: DDC, CC and UDC
- Classification and Computers: Digital Versions of Classification Schemes

Unit-III

- Synthesis of Class Numbers and Number Building Process
- Use of Relative Index
- Common Isolates and Phase Relations

Unit-IV

- Facet Sequence: Concept and Principles
- Book Number and Collection Number
- Need and Purpose of Relative Index

Unit-V

- Searching through key terms
- Location of numbers in the Index
- Synthesis of Class Numbers and Number Building Process
- Entries from the Seven Tables, Cross-References used in the Index

Recommended Textbooks (Additional Readings)

1. Berwick, S, W.C. (1950). *Introduction to Library Classification*. London: AndraDautch.
2. Dhyani, P. (1998). *Library classification: theory and principles*. New Delhi: WishwaPrakashan.
3. Husain, S. (2004). *Library Classification: Facets and Analyses*. Delhi: B.R. Publishing Corporation.
4. Krishan, K. (1980). *Theory of Library Classification*. ED.2, New Delhi: Vikas Publishing House.
5. Parkhi, R.S. (1972). *Library Classification: evolution of a dynamic theory*. Delhi: Vikas Publishing House.
6. Ramalingam, M. S. (2000). *Library Cataloguing and Classification Systems*. Delhi: Kalpaz.
7. Ranganathan, S. R. (2006). *Philosophy of library classification*. Bangalore: EssEss.
8. Srivastava, A. P. (1993). *Theory of Knowledge Classification in Libraries*. New Delhi: Sage.

Library Classification Practical (BLIS-05)

COURSE OUTLINE

Unit-I

- Classification of Documents using Dewey Decimal Classification (23rd Edition)

Unit-II

- Classification of Documents using Colon Classification

Recommended Textbooks (Additional Readings)

1. Khan, M. T. M. (2005). *Dewey Decimal Classification*. New Delhi: Shree Publishers.
2. Dewey, Melvil (nd). *Dewey Decimal Classification and Relative Index [19nd]*. Ohio: OCLC.
3. Satija, M.P. (2004). *Exercises in the 22nd edition of the Dewey Decimal Classification*. New Delhi: EssEss Publication.
4. Satija, M. P. & Comaromi, John P. (1987). *Introduction to the practice of Dewey Decimal Classification*. New Delhi: Sterling Publisher.
5. British standard institution, (2006). *UDC: Universal Decimal Classification*. London: British Standard Institution.
6. Dhyani, Pushpa. (2006). *Classifying with Dewey Decimal Classification*, New Delhi: EssEss.

CENTRE FOR DISTANCE EDUCATION AMU ALIGARH

BACHELOR OF LIBRARY & INFORMATION SCIENCE (BLIS)

(SECOND SEMESTER)

IT Applications in Libraries (BLIS-06)

COURSE OUTLINE

Unit-I: Basic Information Technology

- Definition, Characteristic and Types of Computer.
- Brief History of Computer Development, Generation of Computers, Characteristics and Classification of Digital Computers.
- Computer Hardware: Input and Output Devices, Central Processing Unit, Motherboard, Hard Disk and Modem.
- Software: Application Software and System Software.

Unit-II: Data Representation and Number Systems

- Data, Information and Knowledge, ICT – Definition, Scope, Applications in Human Activities, Social Implication, Application of ICT in Activities of Library and Information Centres.
- Data Representation in Computer.
- Binary System, ASCII.

Unit-III: Computer Networks and Distributed Information System

- Computer Networks – Definition, Scope, Purpose, Features and Advantages, Types of Network – LAN, MAN and WAN.
- Internet Resource Access Tools – Telnet, FTP, Gopher, Archie, Mosaic and WWW.
- Distributed Information System and Library – Social Networking Sites, Web 2.0, Library 2.0, Linked data, Cloud computing, Semantic Web.

Unit-IV: Library Automation

- Concept, Function and Benefits of Library Automation.
- Automation of in-house Operations: Acquisition, Cataloguing, Circulation, Serials Control and OPAC

Unit-V: Library Automation Software Packages

- Indian Library Software: Software Development at Institutional Level, Commercially available Library Software Systems, Library Housekeeping Software in India, Libsys, SANJAY,MAITRAYEE.

Recommended Textbooks (Additional Readings)

1. Basandra, S.K. (2002). *Computers today*. New Delhi: Galgotia
2. Chhabra, S.S. (1994). *Periodical Literature on Library Automation*. Chandigarh: Abhishek Publishing House.
3. Sahoo, K.C. (2004) *Information Management with IT application*. Ludhiana: Medallion Press.
4. Satyanarayana, N. R. (1995). *A manual of computerisation in libraries*. New Delhi: WishwaPrakashan.
5. Sehgal, R.L. (1998). *Handbook of Library software packages*. New Delhi: EssEss Publications.
6. Tanenbaum, A. S. (1996). *Computer networks*. Upper Saddle River, N.J: Prentice Hall PTR.
7. Viswanathan, T. (1992). *Telecommunication switching systems and networks*. New Delhi: Prentice Hall of India Private Ltd.

Reference and Information Sources (BLIS-07)

COURSE OUTLINE

Unit-I: Reference and Information Sources

- Reference and Information Sources and Services: Concept, Definition and Trends
- Documentation and Information Services: Definition, Need, Characteristic and Differences
- Documentary Sources: Primary, Secondary and Tertiary, Institutional and Human Sources
- Non print materials including Digital Information Sources, Traditional Vs. Digital Sources of Information

Unit-II: Information Services

- Theories of Reference Services, Reference Process: Search Strategy and Techniques and Reference Questions
- Alerting Services – Newspaper Clippings Service and News brief services, CAS and SDI services
- Translation Services: Tools and Pools, Document Delivery Services, Reference services– Advancements and Trends

Unit-III: Reference Sources

- Bibliographical Sources
- Geographical Sources
- Biographical Sources
- Statistical Sources

Unit-IV: Ready Reference Sources

- Meaning, Concept and Kinds of Ready Reference Sources
- Almanac and Yearbook
- Concept, Characteristic and kinds of Dictionary
- Thesaurus and National Bibliography

Unit-V: Indexing and Abstracting

- Abstract and Abstracting: Types and Guidelines for preparation of Abstract
- Index and Indexing: Types and Guidelines for preparation of Index
- Evaluation of Reference and Information Sources

Recommended Textbooks (Additional Readings)

1. Bopp, R. E., & Smith, L. C. (1995). *Reference and information services: An introduction*. Englewood, Colo: Libraries Unlimited.
2. Cassell, K. A., & Hiremath, U. (2013). *Reference and information services: An introduction*.
3. Cheney, F. N. (1975). *Fundamental reference sources*. Chicago: American Library Association.
4. Dhiman, A.K. & Rani, Y. (2005). *Information and Reference Sources and Services*. New Delhi: EssEss Publications.
5. Gorman, G. E. (2001). *Information services in an electronic environment*. Lanham, Md: Scarecrow Press.
6. Guha, B. (1983). *Documentation and information: services, techniques and systems*. Calcutta: World Pr. Private Ltd.
7. Krishan, K. (1996). *Reference service*. New Delhi: Vikas Pub. House.
8. Ranganathan, S.R. (1940). *Reference Service, Bangalore: SaradaRanganathan Endowment for Library Science*.
9. Singh, S. (1986). *Reference Service in Academic Libraries in India*. New Delhi: EssEss Publications.

Information Sources (BLIS-08)

COURSE OUTLINE

Unit-I: Reference and Information Services

- Definition, Purpose and Organizations of Reference Services
- Origin and Growth of Reference Services
- Evaluation of Reference Services
- Organization and Management of Reference Services

Unit-II: Bibliographic and Referral Services

- Indexing and Abstracting Service, CAS, SDI, Digest Service and Trend Report
- Online Services, Translation Services and Reprographic Services
- Referral Services
- Chain Indexing, PRECIS, Coordinate Indexing, Title Indexing and Citation Analysis.

Unit-III: Document Delivery and Translation Services

- Concept and Efficiency of Document Delivery Service
- Problems of DDS and Role of International Organizations
- Definition, Need and Tools for Translation Services
- Problem of Translation Service in India

Unit-IV: Organization of Information Services

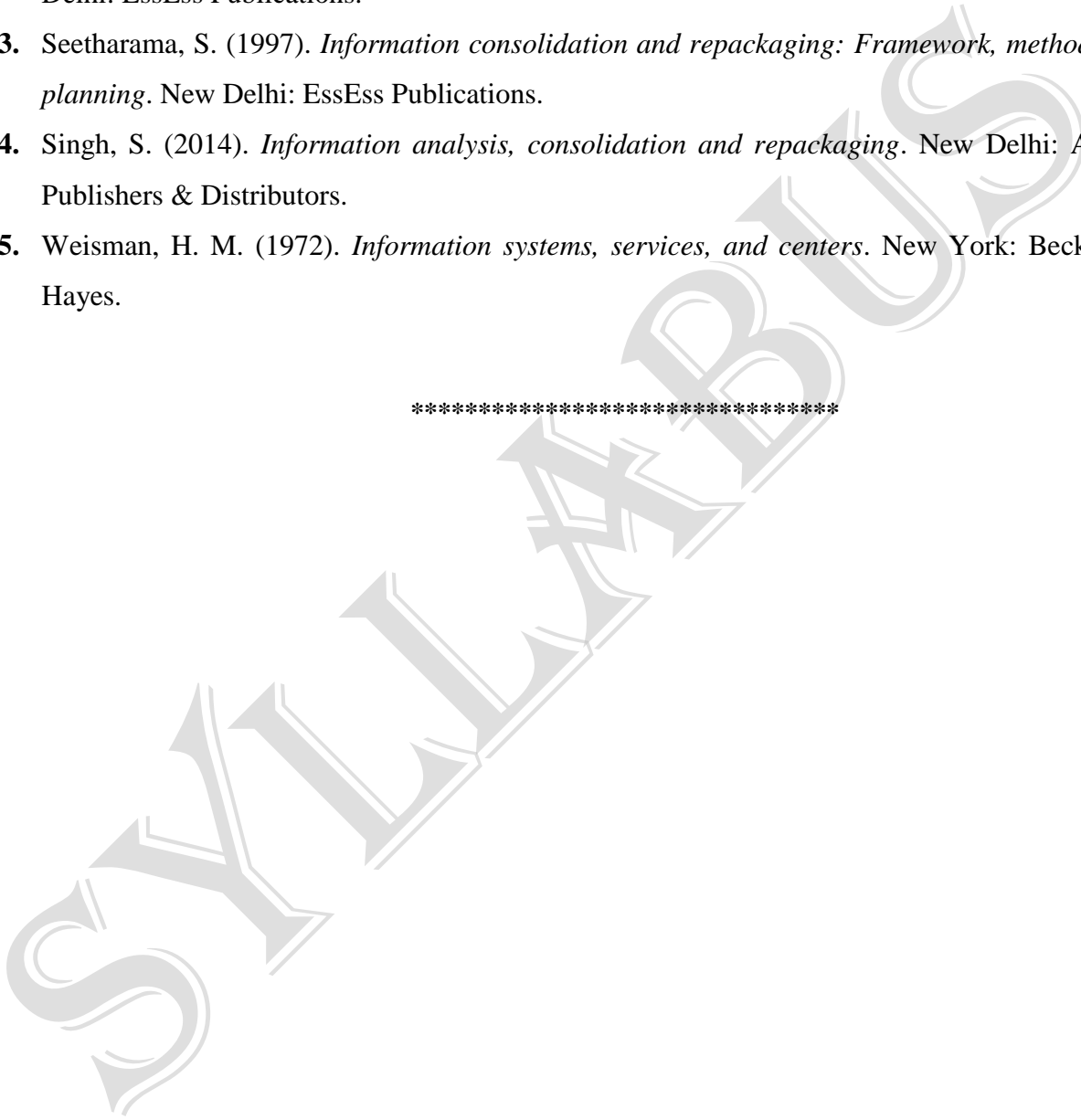
- Types, Functions and Organization of Documentation and Information Service
- Growth and Development of Documentation and Information Service
- Steps of Literature Search

Unit-V: Information Service in Information

- Information Service
- Newspaper Clipping Service
- Online Search Service

Recommended Textbooks (Additional Readings)

1. Checkland, P., & Holwell, S. (1998). *Information, systems, and information systems: Making sense of the field*. Chichester: Wiley.
2. Lal, C & Kumar, K. (2007). *Descriptive Questions in Library and Information Science*. New Delhi: EssEss Publications.
3. Seetharama, S. (1997). *Information consolidation and repackaging: Framework, methodology, planning*. New Delhi: EssEss Publications.
4. Singh, S. (2014). *Information analysis, consolidation and repackaging*. New Delhi: Atlantic Publishers & Distributors.
5. Weisman, H. M. (1972). *Information systems, services, and centers*. New York: Becker and Hayes.



Library Cataloguing Theory (BLIS-9)

COURSE OUTLINE

Unit-I: Library Cataloguing

- Concept, Definition, Need, Objective & Functions of Library Cataloguing
- Physical Forms – Book, Sheaf, Card and Machine-readable (including OPAC) forms –their advantages and disadvantages and suitability in different types of libraries, Inner Forms – Dictionary, Classified and Alphabetic-classed forms and their Comparative Studies
- Types and functions of Cataloguing : Dictionary and Classified Catalogue
- Library Catalogue Codes- CCC (Clarified Catalogue Code) and AACR-II: Historical Development

Unit-II: Cataloguing Codes

- Cataloguing Codes – Definition, Objective, Scope, Need and Components
- Features of Anglo-American Cataloguing Rules (AACR 2)
- Features of Classified Catalogue Code (CCC 5th edition)

Unit-III: Cataloguing – Principle, Policies and Initiatives

- Standardization of Bibliographic Description – ISBD
- Content Designation Initiatives – CCF, MARC and UNIMARC
- Subject Heading Lists and their Features - Sears List of Subject Headings (SLSH)

Unit-IV: Entry Format and Techniques for Subject Indexing

- Concept of Main Entry, Added Entries, Unit Card System, Catalogue Codes
- Indexing System: PRESIS, POPSI and UNITERM
- Centralised Cataloguing, Co-operative Cataloguing, Union Catalogue

Unit-V: Recent Trends in Cataloguing

- Features of RDA (Resource Description and Access)
- Online Public Access Catalogue (OPAC)
- Information Interchange Format: ANSIZ 39.5

Recommended Textbooks (Additional Readings)

1. Girja, K. & Krishan, K. (1975). *Theory of cataloguing*. New Delhi: Vikas Publishing House.
2. Quigg, P. J. (1966). *Theory of Cataloguing: An Examination Guidebook*. Bombay: Asia Publishing.
3. Sharma, P. S. K. (1986). *Cataloguing Theory*. New Delhi: EssEss Publication.
4. Viswanathan, C. G. (1983). *Cataloguing: Theory and Practice*. Lucknow: Print House.
5. Shera, J. H. & Egam, M. E. (1956). *Classified Catalog: basic principles and practices*. Chicago: American Library Association.
6. Hunter, Eric J., ed. (1973). *Examples illustrating Anglo- American Cataloguing Rules*. London: Library Association.
7. Taylor, A. G. (2004). *Wynar's Introduction to Cataloging and Classification*. Westport: Libraries Unlimited.
8. Sengupta, B. (1974). *Cataloguing: Its theory & practice*. Calcutta: World Press.
9. Mann, M. (1959). *Introduction to cataloguing and classification of books*. Katharine L. Sharp
10. Krishan, K. (2001). *An Introduction to AACR-2 (Anglo-American Cataloguing Rules)*. New Delhi: Vikas Publishing.

Library Cataloguing Practical (BLIS-10)

COURSE OUTLINE

Section A: Library Cataloguing Practice (AACR-II)

- Single Author Entry
- Shared Responsibility, Mixed Responsibility and Editorial Works
- Serial Publications
- Multipart Works and Multivolume Works

Section A: Classified Catalogue (CCC)

- Types of Authorship
- Pseudonymous and Anonymous Works
- Miscellaneous Works

Recommended Textbooks (Additional Readings)

1. Classified Catalogue Code: With Additional Rules for Dictionary Catalogue Code (1964). New Denhi: EssEss Publication.
