

**SOPHIA GIRLS' COLLEGE,
(AUTONOMOUS)
AJMER**



**Scheme of Examination
And
SYLLABUS**

**2017-18 (Batch)
FOR
BACHELOR OF LIBRARY AND
INFORMATION SCIENCE
(BLIS)**

Semester – I & II

Bachelor of Library And Information Science

OBJECTIVE: To train the student in the basics of professional skills and information knowledge management, so that they serve the society through an institution of library & information science. For fulfilling the main objective, the curriculum is designed to educate the students in the philosophy of librarianship, basic principles, fundamentals laws, professional ethics, etc.; to enhance the students in the skills of information knowledge processing, organization and retrieval; to train them in the management of library & information centre; to enable the students to understand and appreciate the purposes of library & information centres in the changing social, cultural, technological and economic environment; to train the students in the basics of information science and technology.

DURATION: The duration of the course leading to the Degree of Bachelor of Library and Information Science (BLIS) shall be of one academic year of two semesters.

ELIGIBILITY: Eligibility for admission in BLIS is graduation in any discipline from any recognised University (Mentioned in the MDS University approved Universities List) with at least 45% marks. As regards admission on reserved category seats government rules will be applicable.

SCHEME OF EXAMINATION

The number of the paper and the maximum marks for each paper together, with the minimum marks required to pass are shown against each subject separately. It will be necessary for a candidate to pass in the theory as well as the practical part of a subject/paper, wherever prescribed, separately.

Classification of successful candidates shall be as follows:

First Division	60%	}	of the aggregate marks prescribed in Semesters I to II taken together
Second Division	50%		

All the rest shall be declared to have passed the examination.

- ▲ For passing a candidate shall have to secure at least 40% marks in each course (Theory and Practical separately).
- ▲ No division shall be awarded in Semesters I.
- ▲ Whenever a candidate appears for a due paper examination, she will do so according to the syllabus in force.
- ▲ A candidate not appearing in any examination/absent in any paper of term end Semester shall be considered as having DUE in those papers.

Examination Pattern**Maximum Marks : 100****Duration:2 ½Hrs.****Section A**

10 * 1 =10 marks

Contains 10 Questions of 1 mark each & all are compulsory to do.

Three questions from each unit (but 4 questions from one unit)

3 + 3 + 4 = 10 Questions

Section B

5+5+5= 15 marks

Contains 3 questions with internal choice. Two questions from each unit

Each question is of 5 marks.

Section C

15+ 30 = 45 marks

Contains 4 questions of Reference to Context with choice (Have to attempt 3 Questions out of 4). Each Question carries 5 marks.

Contains 5 questions from different units. Student has to do 3 questions. Each Question carry 10 marks.

Practice Paper Scheme**Scheme for BLIS – 104 (Information Communication Technologies: Basics – II (Practice))**

The paper is divided into two parts. Part A – 4 questions of 60 Marks and Part B - Viva Voice of 10 Marks. In Part A the candidates are required to attempt 4 questions in all out of total 6 questions. All questions carry equal marks.

Scheme for BLIS – 203: Classification (Practice)

The paper is divided into two Parts Part I and Part II. Each part carries 35 marks. There are fifteen titles in each part candidates are required to classify any ten of them.

Scheme for BLIS – 204: Cataloguing (Practice)

The paper is divided into two Parts. Part I and II carries 35 marks each. There are four titles in each part. The candidates are required to catalogue any two titles out of four titles in each part.

COURSE STRUCTURE OF B.L.I.S. Semester – I

Paper Code	Nomenclature	Total Marks		Max. Marks	Min. Pass Marks	Duration
		CIA	ESE			
BLIS-101	Foundations of Library and Information Science	30	70	100	40	3 hrs
BLIS-102	Knowledge Organization, Information Processing and Retrieval	30	70	100	40	3 hrs
BLIS -103	Information and Communication Technologies Basics - I (Theory)	30	70	100	40	3 hrs
BLIS -104	Information and Communication Technologies Basics - II (Practice)	30	70	100	40	3 hrs

BLIS - 101: Foundations of Library and Information Science

Max. Marks: 100

Min. Marks: 40

Duration: 3 hrs.

Objective: -

To explain the basic philosophy of Library and Information Science and awareness about legal, political & ethical aspects of information & its use. To understand and appreciate the Library and Information Profession.

Unit – 1: Libraries as Social Institutions and Normative Principles

Social and Historical Foundation of Library

Different types of Libraries and their distinguishing features and functions - Academic, Public, Special and National Library of India

Development of Libraries with Special Reference to India

Library and Information Science Education in India - Historical Development, levels of courses

Role of Library in Formal and Informal Education

Five Laws of Library Science and their Implications in Library and Information Activities

Unit – 2: Library Legislation and Library Profession

Library Legislation – Need and Essential Features

Library Legislations in India - Structure and Salient Features

Intellectual Property Rights - Copyright Act and Delivery of Books (Public Libraries) Act

Librarianship as a Profession

Professional Ethics

Unit – 3: Professional Associations and Promoters of Library and Information Science

National Associations - ILA, IASLIC - Objectives, Functions and Activities

International Associations - ALA, CILIP and IFLA - Objectives, Functions and Activities

National Level Promoters – Raja Ram Mohan Roy Library Foundation, UGC

International Level Promoters – UNESCO

Reference Books:

- Ranganathan, S.R. Five Laws of Library Science. 5th ed. Bangalore: Sarada Ranganathan Endowment for Library Science, reprinted by Ess Ess Publications 2007.
- Ranganathan, S.R. Library manual. Bangalore: Sarada Ranganathan Endowment for Library Science, reprinted by Ess Ess Publications 2008.

- Krishan Kumar. Library Organization, New Delhi: Vikas Publications House, 1997.
- Vyas, S. D. Library and Society. Jaipur: Panchasheel, 1993.
- Kumar, PSG. A student's manual of library & information science, New Delhi: BR Publishing House. 2002.
- Kumar, PSG. Foundations of Library and Information Science Vol-1: Paper 1 of UGC Model Curriculum, New Delhi: BR Publishing House. 2012.
- Sharma, Pandey S. K. Library and Society. Ed.2 Delhi: Ess Ess Publication, 2000.
- Khanna, J K. Library & Society, Kurukshetra: Research Publication, 1987.
- Rubin, Richard E. Foundations of library and Information science. 3rd Ed. DBS Imprints, 2013.

BLIS-102: Knowledge Organization, Information Processing and Retrieval

Max. Marks: 100

Min. Marks: 40

Duration: 3 hrs.

Objective: -

To introduce the structure and attributes of universe of knowledge. To familiarize Library classification and Library cataloguing.

Unit – 1: Universe of Knowledge

Knowledge - Concept, Definition, Types

Universe of Subjects - Concept, Structure and attributes

Different types of subjects - Basic, Compound and Complex

Modes of Formation of Subjects

Mapping of Subjects According to CC (Main Classes) and DDC (2nd Level Classes)

Unit – 2: Library Classification

Library Classification- Definition, Need and Purpose

Types of Library Classification Schemes - Enumerative and faceted

Standard Schemes of Classification and their Salient Features (CC, DDC)

Postulational Approach to Classification, Facet Analysis, Fundamental Categories, Phase Relation, Principles of Helpful Sequence and Facet Sequence

Notation - Need, Type and Quality, Call Number - Class Number, Book Number and Collection Number

Unit – 3: Bibliographic Description

Catalogue - Definition, Need and Purpose

Physical Forms of Library Catalogue - Conventional and Non-Conventional

Inner forms of Library Catalogue

Kinds of Catalogue Entries according to CCC and AACR-2

Subject Cataloguing - Definition, Need, Purpose and Approaches

Sears List of Subject Headings, Chain Procedure

Centralized and Cooperatives Cataloguing

Reference Books:

- Ranganathan, SR. Elements of library classification. South Asia Books, 1990.
- Ranganathan, S.R. Prolegomena to library classification. Sarada Ranganathan Endowment for Library Science, reprinted by Ess Ess Publications 2006.
- Dewey, Melvil. Dewey Decimal Classification. 19th ed. New York : Forest Press, 1979.
- Ranganathan, SR. Colon classification. 6th rev ed. Sarada Ranganathan Endowment for Library Science, reprinted by Ess Ess Publications 2008.
- Dhyani, Pushpa. Library Classification: Theory and Practice. New Delhi: Neha Publishers & Distributors, 2016.

- Krishan Kumar. Theory of Classification. 4th rev Ed. New Delhi: Vikas Publications, 2000.
- Kumar, PSG. Knowledge Organization Information Processing and Retrieval theory Vol.2: Paper 2 of UGC Model Curriculum, New Delhi: BR Publishing House. 2012.
- Pandey, SK Sharma. Pustakalaya Suchikaran siddhant. New Delhi: Prabhat Prakashan, 2011.
- Tripathi, SM and Shokeen, NS. Fundamentals of cataloguing theory (Hindi Medium). 1998. Y.K. Agra.
- Tripathi, SM and Shokeen, NS. Fundamentals of Library Classification (Hindi Medium). 1998. Y.K. Agra.

BLIS – 103 Information Communication Technologies: Basics - I (Theory)

Max. Marks: 100

Min. Marks: 40

Duration: 3 hrs.

Objective: -

To aware the basic concepts of computers and communication technologies and familiarize with various aspects of library automation and networks.

Unit- 1: Basics of Computers, Networks and Internet

Introduction to Computer - Definition, Diagram, Characteristics, Hardware & Software.

Software & its types, User Interface - Concept of CUI & GUI.

Operating System, MS Windows, Features of Windows, Desktop (My Computer, My Document, Recycle Bin, Network Places, Internet Explorer. Start Menus, Taskbar & its properties, Windows Explorer.

Network - Concept, Components, Topologies, (LAN, WAN, MAN, VPN)

Internet Basics - Concept, Definition, Origin, Need and Purpose, Internet Services

Communication Tools and Techniques - E-mail, Teleconferencing/Video Conferencing, Voice Mail, Web Portals, Social Networking Tools like Facebook, Twitter.

Unit- 2: General Application Software

MS-Word: Features, Application Areas & its uses, types of views, Creating & Saving: New Document & Templates.

Formatting, Editing & Printing: cut, copy, paste, paste special, clipboard, undo, redo, Fonts, Paragraphs: Indentation & Spacing, Columns & Breaks, Styles, Themes, Find, Replace & Goto. Inserting Tables, Picture, ClipArt, Shapes, Smart Art & Charts, Symbols & Equations, Hyperlink, Bookmark, Cross-reference, Converting Text to Table & vice versa. Header & Footer. DropCap, Textbox, WordArt, Date & Time, Footnotes & Endnotes, Captions, Watermark, Page Color, page Borders, Page background. Mail merge, Macros, Spelling & Grammar, Auto correct & Auto text. Page Setup, Size, Margins, Gutter, Orientation.

MS-Excel: Features, Application Areas & its uses, views & its types, formatting & its types, Functions & Formulas (Text: char, concatenate exact, find, left, right, mid, lower, upper, proper, search, substitute, trim. Logical: if, &, or, not. Date & Time: Date, day, month, year, now, today, time, hour, minute, seconds. Math & trig: Abs, int, ceiling, floor, even, odd, fact, mod, pi, power, product, round, roman, sign, sqrt, sumtotal, sumif, trim. Statistical: Average, count. Information: Islogical, isnumber, Istext.) Charts : Line, bar, column, area, pie. Pivot Tables, Data management: Sort, filters, auditing & tracing, Protecting sheet & workbook.

MS-PowerPoint: Features, Application Areas & its uses, Creating Presentations through Blank Presentations, Templates, Existing Presentations, Views of PowerPoint, Formatting & Customizing Presentations : Inserting Graphics & Animations, Slide Transactions, Custom Animation, Inserting sounds & movies, Set up & Custom Slide Shows. Rehearse Timing, Record Narration & Protecting Presentations. Slide Master, Handouts, Printing Presentations.

Unit 3: Computer Application to Library and Information Services and Library Networks

Library Automation - Definition, Need and Purpose
 Application of Computers to Library Housekeeping Operations
 Basic Features/Modules of Library Management Software - WINISIS / SOUL 2.0
 Library Networks - Need, Purpose and Objectives
 National Library Networks (DELNET, INFLIBNET, NKN)

Reference Books:

- Sinha, P.K. Computer fundamentals, 6th ed. New Delhi: BPB Publications, 2004.
- Leon, Alexis and Leon, Mathews. Fundamentals of information technology, 2nd ed. New Delhi: Vikas Publishing, 2009
- Cox, Joyce & Preppernau, Joan. Microsoft Office 2007. PHI Publication, 2007
- Kumar, PSG. Information Technology Basic. Vol.4:-paper IV of UGC Model Curriculum, New Delhi: BR Publishing House. 2003.
- Sharma, Pandey SK. Fundamentals of library automation, New Delhi: Ess Ess Publications, 2011.
- Satyanarayana, N.R. A manual of computerization in libraries, 3 Rev Enl edition. New Delhi: Ess Ess Publications, 2014.
- UNESCO, Mini-Micro CDS/ISIS: reference manual. Paris: UNESCO, 1989.
- [HTTP://www.inflibnet.ac.in](http://www.inflibnet.ac.in) > SOUL
- <http://www.unesco.org/webworld/portal/processing/forms/cds-isis/download.php>

BLIS – 104: Information Communication Technologies: Basics – II (Practice)

Max. Marks: 100

Min. Marks: 40

Duration: 3 hrs.

Objective: -

To develop skills in using computers and communication technologies, Internet and Library Management Software.

Unit 1: System and Application Software

System Software - Windows (Latest) Operating System:

- Basics such as Desktop, My Computer, Control Panel, Windows Explorer, Accessories Applets - Calculator and Paint.
- Application Software: MS Word, MS Excel, MS PowerPoint (Latest Edition):
- MS Word - Standard Toolbars, Creating a Document, Editing a Document, Formatting a Document, Mail Merge, Printing etc.
- MS Excel - File creation, Editing, Inserting, Formatting, Printing, etc.
- MS PowerPoint - Creating Presentation Slides, Animation, Formatting/ Adding Graphics, Slide Show, Customizing and Printing.

Unit 2: Library Management Software

- Basics of WINISIS/SOUL2.0

Unit 3: Online and Offline Searching

- Basic Internet Searching
- Advance Internet Search with Search Techniques
- E-mail

- **Note:** (External Assessment of 70 marks). The paper is divided into two parts. Part A – 4 questions of 60 Marks and Part B - Viva Voice of 10 Marks. In Part A the candidates are required to attempt 4 questions in all out of total 6 questions. All questions carry equal marks.

Reference Books:

- Amba, Sanjeevi and Raghavan, K S. CDS/ISIS: a primer. New Delhi: Ess Ess Publications, 2016.

- Chaudhary, G G and Chaudhary, Sudatta. Organizing information: from the shelf to the web. London: Facet, 2007.
- Chaudhary, G G and Chaudhary, Sudatta. Searching CD-ROM and online information sources. London: Library Association, 2000.
- Simpson, Alan. Windows XP Bible. New York: John Wiley, 2004.
- Walkenbach, John, et al. Office 2007 Bible. New York: John Wiley, 2007.
- Winship, Ian and McNab, Alison. Student's Guide to the Internet. London: Library Association, 2000.
- UNESCO. CDS/ISIS for Windows: Reference Manual Version 1.5. Paris: UNESCO, 2004.
- [HTTP://www.inflibnet.ac.in](http://www.inflibnet.ac.in) > SOUL

COURSE STRUCTURE OF B.L.I.S. Semester – II

Paper Code	Nomenclature	Total Marks		Max. Marks	Min. Pass Marks	Duration
		CIA	ESE			
BLIS-201	Management and Organization of Libraries and Information Centres	30	70	100	40	3 hrs
BLIS-202	Knowledge Resources and Services	30	70	100	40	3 hrs
BLIS -203	Classification (Practice)	30	70	100	40	3 hrs
BLIS -204	Cataloguing (Practice)	30	70	100	40	3 hrs

BLIS – 201: Management and Organization of Libraries and Information Centres

Max. Marks: 100

Min. Marks: 40

Duration: 3 hrs.

Objective: -

To understand the role and importance of the principles and practice of Library management and financial management. To acquaint with the functions, activities and routines of various sections in a library/ information centre.

Unit 1: Management

Management: Concept, Definition and Scope

Functions and Principles of Management

Scientific Management – Concept, Principles

Total Quality Management – Concept, Definition, Elements

Unit 2: Human Resource and Library Finance

Planning - Definition, Need and Purpose, Library Building and its Planning

Organizational Structure and Library Committees - Concept, Importance, Functions

System Analysis - Concept, Definition, Need, Library as a System

Standards Relating to Manpower Requirements (Ranganathan's Formula etc.)

Job Description and Analysis

Human Resource Development, Performance Evaluation

Library Finance - Sources of Finance

Budget - Concept, Definition, Purpose and Techniques for Budget Preparation

Unit 3: Library House Keeping Operations

Different Sections of Library and Information Centres

Functions of Different Sections (Acquisition Section, Technical Section, Circulation Section, Periodicals Section, Reference Section, Maintenance Section)

Library Rules & Regulations - Purpose, Preparation

Stock Verification and Weeding out Policies and Procedures

Types of Reports, Contents and Style of Annual Reports

Library Statistics - Purpose and Types

Reference Books:

- Ranganathan, S. R. Library Administration. 2nd ed. New Delhi: Ess Ess, 2006.
- Krishan Kumar. Library Management in Electronic Environment. New Delhi: Har- Anand Publications, 2007.
- Krishan Kumar. Library administration and management. 2nd ed. New Delhi : Vikas, 1993.
- Mittal, R. L. Library Administration: Theory and Practice. 5th ed. New Delhi: Ess Ess Publications, 2007.
- Kumar, PSG. Management of Library and Information Centers.Vol.5: Paper V of UGC Model Curriculum, New Delhi: BR Publishing House. 2012.
- Dhiman, Anil Kumar & Rani, Yashoda. Library Management: a Manual for Effective Management. New Delhi: Ess Ess Publications, 2004.

BLIS –202: Knowledge Resources and Services

Max. Marks: 100

Min. Marks: 40

Duration: 3 hrs.

Objective: -

To explain different categories of knowledge & information sources and information services. To study Information needs, user studies and user education.

Unit 1: Information Sources

Knowledge and Information Sources: Definition, Importance

Categories of Information Sources: Primary, Secondary and Tertiary

Documentary Sources of Information Print and Non Print Including Electronic - Definition, Need and Use

Non-documentary Sources of Information: Human & Institutional Sources – Nature, Types, Characteristics & Utility

Nature, Characteristics, Utility and Evaluation of Different Types of Knowledge/Information Sources: Encyclopaedias, Dictionaries, Year Books, Directories, Almanacs, Handbooks, Bibliographies, Manuals, Biographical Sources, Geographical Sources

Internet as a Source of Information

Unit 2: Information Services

Knowledge and Information Services - Concept, Definition, Need and Trends

Types of Information Services: Reference Service - Long Range and Short Range, Current Knowledge and Information Alerting Services - CAS, SDI, Bibliographic, Referral, Document Delivery, Abstracting and Indexing, Translation, Literature Search.

Unit 3: Information Users

Types of Information Users

User's Need/Information Seeking Behaviour – Concept, Methods of Assessing Information Needs

User Studies: Concept, need, Methods and Techniques

User Education: Concept, goals and objectives, Methods and Techniques, Evaluation of user Education programmes.

Reference Books:

- Katz, William A. Introduction to reference work. 2v. 8th ed. New York : McGraw Hill, 2001.

- Krishan Kumar. Reference Service. 5th rev. ed. New Delhi: Vikas Publications, 2001.
- Ranganathan, S. R. Reference Service. 2nd ed. Bangalore: Sarada Ranganathan Endowment for Library Science, 1989.
- Kumar, PSG. Information Sources and Service Theory and Practice (Vol-6): Paper VI and VII of UGC Model Curriculum, New Delhi: BR Publishing House. 2004.
- Usha Pawan and Gupta, Pawan Kumar. Sandarbh Sewa: Saidhantik Avam Kriyatmak. Jaipur: RBSA, 1994.
- Tripathi, S.M. Pralekhan avem suchna sevayein. Agra : YK, 2012.
- Tripathi, SM. Sandarbha avem suchna sewa ke navin aayam. Agra : YK, 2009.
- Kaushik, Purnima. Sandarbh sewa. Jaipur.

BLIS – 203: Classification Practice

Max. Marks: 100

Min. Marks: 40

Duration: 3 hrs.

Objective: -

To trained the students in the techniques of classifying titles of documents according to colon classification. (Rev. Ed. 6) and Dewey Decimal classification, 19th edition.

Note: The paper is divided into two Parts Part I and Part II. Each part carries 35 marks. There are fifteen titles in each part candidates are required to classify any ten of them.

Part – I: Classification of Documents by Latest Available Edition of DDC

Classification of Documents Representing Simple, Compound, Complex Subject and Common Isolates etc.

Part – II: Classification of Documents by Colon Classification (6th revised edition)

Classification of Documents Representing Simple, Compound, Complex Subject and Common Isolates etc.

Reference Books:

- Dewey, Melvil. Dewey Decimal Classification. 19th ed. 3 vol. New York: Forest Press, 1979.
- Ranganathan, SR. Colon Classification, 6th rev ed. Bangalore : Sarada Ranganathan Endowment for Library Science, 1963. (reprinted by Ess Ess Publications 2008).
- Satija, M.P. A Manual of Practical Colon Classification. 4th ed. Delhi: Concept, 2002.
- Satija MP. The Theory and Practice of the Dewey decimal classification System. 2007. Chandos Publishing, Oxford.
- Sewa Singh, Colon Classification: New Practical Manual, New Delhi: B.R. Publishing Corpn; 2005
- Champavat, S.S. Colon Classification : practical study, RBSA, Jaipur, 1986.
- Sood, S.P. and Raotani, M.R. Practical book of Decimal Classification, RBSA, Jaipur, 1987.

BLIS – 204: Cataloguing Practice

Max. Marks: 100

Min. Marks: 40

Duration: 3 hrs.

Objective: -

To trained the students in cataloguing of documents according to AACR-II R and CCC (5th edition with amendments).

Note: The paper is divided into two Parts. Part I and II carries 35 marks each. There are four titles in each part. The candidates are required to catalogue any two titles out of four titles in each part.

Part – I: Cataloguing of Documents by AACR-II R

- Documents having Personal Author, Shared Author (s), Collaborator (s)
- Documents published under Pseudonym (s)
- Cataloguing of Corporate Authorship
- Multivolume Documents
- Atlas, Maps, Globe

Catalogued documents may be assigned subject headings as per “Sear’s List of Subject Headings (Latest edition)”

Part – II: Cataloguing of Documents by Classified Catalogue Code (5th edition with amendments).

- Documents having Personal Author, Shared Author (s), Collaborator (s)
- Documents published under Pseudonym (s)
- Cataloguing of Corporate Authorship
- Multivolume Documents
- Atlas, Maps, Globe

Catalogued documents may be assigned subject headings as per “Chain Procedure”

Reference Books:

- Anglo-American Cataloguing Rules. 2nd rev. Ed. London : Library Association, 1978.
- Sears List of Subject Headings. 21st ed. New York : Wilson, 2014.
- Ranganathan, SR. Classified catalogue code with additional rules for dictionary catalogue code. 5th ed. Bangalore : Sarada Ranganathan Endowment for Library Science, 1989. (reprinted by Ess Ess Publications 2007).
- Ranganathan, SR. Cataloguing practice. 2nd ed. Ubs Publishers' Distributors (P) Ltd, 1995.
- Krishan Kumar. An introduction to cataloguing practice : New Delhi : Vikas, 1993.
- Krishan Kumar. An introduction to AACR-2 New Delhi : Vikas, 1990
- Sehgal, R.L. Cataloguing manual AACR-2. New Delhi : Ess Ess.
- Sood, S.P. Kriyatmak suchikaran : A.A.C.R.-2. Jaipur : Raj, 2002.
- Sood, S.P. Kriyatmak suchikaran : C.C.C. Jaipur : Raj, 2003