

BACHELOR OF LIBRARY AND INFORMATION SCIENCE

ORDINANCE

1. The Academic programme (Course of Study) leading to the degree of Bachelor of Library and Information Science shall be conducted in University Campus under Faculty of ~~Arts~~ ^{Advanced Social Sciences.}
2. The Board of Studies and the Board of examiners of Library and Information Science shall be constituted as may be prescribed.
3. The course of study shall extend over a period of one academic year.
4. The degree of Bachelor of Library and Information Science shall be conferred on candidates, who have pursued a regular and full time course of study and have passed the prescribed examination in both theory and practicals.
5. Admission to the course of study for the Bachelor of Library and Information Science (B.L.I.Sc.) shall be open to candidates who have obtained the Bachelor (three years) degree course in Arts or Science or Commerce of recognized University and have at least secured 45% marks for Gen. and OBC category and 40% for SC/ST category.
6. Candidates will be selected for admission on the basis of admission test which will be conducted by the University.
7. Candidates with approved library service, for not less than a year, and who hold a Bachelor's degree (three years course) of a recognized University shall be considered for admission to the extent of 10% of total number of seats.
8. The examination shall consist of following theory papers and practicals.

Paper	Subject	Marks Written/ Practical	Internal Assessment	Total Marks	Duration
I.	Foundation of Library and Information Science	80	20	100	3 Hours
II.	Management of Libraries & Information Centres	80	20	100	3 Hours
III.	Knowledge Organization and Processing (Theory)	80	20	100	3 Hours
IV.	Knowledge Organization and Processing (Classification Practical)	80	20	100	3 Hours
V.	Knowledge Organization Processing (Cataloguing Practical)	80	20	100	3 Hours
VI.	Reference Service and Information Sources	80	20	100	3 Hours
VII.	Information Retrieval Systems and Services	80	20	100	3 Hours
VIII(A)	Information Technology : Basics (Theory)	80	20	100	3 Hours
VIII(B)	Information Technology : Basics (Practical)	40	10	50	
Total		680	170	850	

9. An educational tour to selected important centres in the country may be arranged for the students and it may be for a period of six days in an academic year, enabling them to observe the varying practices, features and services of different types of libraries and submit a recorded diary of such visits as part of practical training.
10. Candidates shall be admitted to the examination provided they attend at least 75% of the theory and practical classes.
11. Candidates shall be declared to have passed and be eligible for the award of the Degree of Bachelor of Library and Information Science, provided they secure passing grade of marks of the University Examination, as stated below :
In each paper, a minimum of 40% of the maximum marks and in aggregate 48% of the total marks of all the papers for securing second division; and 60% of the total marks of all the papers for securing first division, and 75% and over in each paper for securing distinction.
12. Candidates who fail in any one of the theory papers by not securing the individual passing grade of marks (i.e.) 40% in that paper, may be allowed to appear in back paper examination.
13. Candidates who fail in more than one paper including practical papers by not securing individual passing grade of marks i.e. 40% in each paper shall be declared to have failed in the examination.
14. Candidates who are declared to have failed in the examination may be allowed to appear for all the papers at a subsequent examination without further attendance at the classes. In the case of these candidates the marks secured by them for Internal Assessment during the year of their studies will continue to be same and added to the marks secured by the candidates at the subsequent examination.
15. Candidates who are declared to have failed shall be allowed to appear, without putting in further attendance at the classes, for only two continuous subsequent examinations.

BACHELOR OF LIBRARY & INFORMATION SCIENCE
(B.L.I.S.C.)

DETAILED COURSE CONTENTS

Paper - I : FOUNDATION OF LIBRARY AND INFORMATION SCIENCE

UNIT - 1

- * Social and historical foundation of Library.
- * Different type of Libraries - their distinguishing features and functions.
- * National Libraries of India, U.K. and U.S.A.
- * Role of Library in formal and informal education.

UNIT - 2

- * Five Laws of Library Science and their implications in Library and information activities.
- * Library Movement in India, U.K. and U.S.A.
- * Library development Plan and Programmes in India after Independence.
- * Role of Library in modern Society.

UNIT - 3

- * Library Legislation - need and essential features.
- * Library Legislation in Indian states and their salient feature.
- * Press and Registration Act.
- * Delivery of Books (Public Libraries) Act.
- * Copyright and Censorship Act.
- * Intellectual Property Act.
- * Right to information.

UNIT - 4

- * Library and Information Profession : Attribution and Ethics.
- * Library and Information Science education in India.
- * Professional Associations and their role with special reference to India, U.K. and U.S.A. - ILA, IASLIC, IATLIS, LA, ALA, ASLIB etc.
- * Role of International Organization UNESCO, FID, IFLA.

UNIT - 5

- * Role of U.G.C. in the development of University and College libraries.
- * Role of RRRIF in the promotion of Library and Information Services.
- * Library Extension Services, Consultancy services, Public Relations and publicity.
- * Resource Sharing and Library Networking.

Paper - II MANAGEMENT OF LIBRARY AND INFORMATION CENTRES

UNIT - 1

- * Management : Concept, definition and scope.
- * Management schools of thought.
- * Functions and principles of Scientific Management and their application to Library Management.
- * Library Organizational Structure.
- * Policy making bodies of libraries, Library Authorities and Library Committee.

UNIT - 2

- * Human Resource Management.
- * Manpower planning : Job analysis, Job description, Job evaluation.
- * Selection, Recruitment, Training and development, staff formula.
- * Office management, Library rules and regulation.

UNIT - 3

- * Financial Management : Library finances and Budget.
- * Principles of budgeting, budgeting techniques - PPBS, ZBB etc.
- * Cost effectiveness and Cost Benefit Analysis.
- * Library Statistics and Annual Reports.

UNIT - 4

- * Library House Keeping Operations.

- * Different Sections of Library and Information Centre and their functions.
- * Collection development policies and procedures.
- * Books,Serials,Non-book Materials-Selection,Acquisition,Technical Processing Maintenance.
- * Serial Control, Circulation Control etc.
- * Stock Verification - Policies and Procedures.
- * Evaluation and Weeding, Archiving - conservation - preservation.
- * Restoration including Print, Non-Print and Electronic materials.

UNIT - 5

- * Library Building, Furniture and Equipments.
- * Building and Space management in Libraries and Information Centres.
- * Planning of Related Infrastructure.
- * Performance Evaluation of Libraries / Information Centres and Services.
- * Marketing of Information Products and Services.
- * Changes in Procedures, Methods, Tools and Techniques.
- * Total Quality Management (TQM).

PAPER - III KNOWLEDGE ORGANIZATION AND PROCESSING (THEORY)

UNIT - 1

- * Universe of Knowledge : Structure and attributes.
- * Modes of formation of Subjects.
- * Different types of Subjects.
- * Universe of Subjects as mapped out in different Schemes of Classification.

UNIT - 2

- * Classification : Definition, need, purpose and scope.
- * Knowledge Classification and Document Classification.
- * General Theory of Library Classification ; Canons, Postulates, Principles, Fundamental Categories, Facet Analysis, Phase Analysis, Zone Analysis, Systems and Specials, Planes of Work, Notation, Devices.

UNIT - 3

- * Design and development of Schemes of Library Classification.
- * Species of Classification Schemes.
- * Standard Schemes of Classification and their features, CC, DDC, UDC.
- * Class number, Book number, Collection number, Broken sequence, Relative Index.
- * Trends in library classification.

UNIT - 4

- * Library Catalogue : Definition, Need, Purpose and functions.
- * Type and physical forms including OPAC, filing rules.
- * Catalogue entries and their functions.
- * Normative Principles of cataloguing.
- * Over view of principles and practice in document description.

UNIT - 5

- * Standard codes of cataloguing : CCC and AACR - II.
- * Principles of subject cataloguing.
- * Subject Headings and their features.
- * Current trends in standardization, Description and exchange AACR - II ISBD, MARC ISO 2709, CCF. Introduction to ISBN & ISSN.

PAPER - IV KNOWLEDGE ORGANISATION AND PROCESSING. (CLASSIFICATION PRACTICAL)

Practical Classification of documents according to Colon Classification (Rev. 6th Ed.) and Dewey Decimal Classification (19th Ed.) Adequate number of titles will be given from all disciplines. The question paper will be divided into three section. Section 'A' will be classified by CC, Section 'B' by DDC and Section 'C' by CC and DDC both.

PAPER - V KNOWLEDGE ORGANIZATION AND PROCESSING. (CATALOGUING PRACTICAL)

Practical Cataloguing according to Classified Catalogue Code (CCC) and Anglo-American Cataloguing Rules - 1988 (Rev. AACR-2). In CCC, Class Index Entries will be prepared through Chain Procedure. In AACR-2. Subject Entries will be prepared according to Scar's List of Subject Headings. Candidates will be required to Catalogue fully five titles in all minimum two by CCC and two by AACR-2.

PAPER - VI REFERENCE SERVICE AND INFORMATION SOURCES

UNIT - 1

- * Reference Service : Concept, Definition, need and purpose.
- * Types of Reference Service.
- * Reference Service V/s Information Service.
- * User's Initiation Orientation and User Education.
- * Information users and their information need.

UNIT - 2

- * Sources of Information - Primary, Secondary and Tertiary.
- * Documentary sources of Information, Print, Non-Print including Electronics.
- * Nature, Characteristics, Utility and Criteria of evaluation.
- * Non-Documentary Information Sources.
- * Human and Institutional, Nature, Types, Characteristics and Utility.
- * Internet as a source of Information.

UNIT - 3

- * Bibliographical sources - Bibliographies.
- * Union catalogue, Indexing and Abstracting Journals.
- * Methods of Compilation of bibliography.
- * Bibliographic control.

UNIT - 4

- * Reference Information Sources.

- * Encyclopedias, Dictionaries, Year-Book, Almanacs, Directories and Hand Books.
- * Geographical Sources - Purpose and Scope.
- * Biographical Sources.
- * Statistical Sources.

UNIT - 5

- * Reference Sources for Current Events.
- * Classification of Reference sources.
- * E-Documents, E-Books, E-Journals.
- * Databases-Bibliographic, Numeric and Full text - Evaluation.

PAPER - VII INFORMATION RETRIEVAL SYSTEMS AND SERVICES

UNIT - 1

- * Documentation: Meaning, Need and Objectives.
- * Genesis and brief history of documentation.
- * Facets of Documentation, Documentation lists.
- * Documentation Activities in India.
- * Information Storage and Retrieval : Meaning, Purpose and Process.

UNIT-2

- * Index and Indexing : Scope and Importance.
- * Types of Indexes - Pre and Post Coordinate Indexing Systems.
- * UNITERM, Keyword Indexing (KWIC, KWOC, KWAC, KWWC).
- * Chain Indexing.
- * Indexing Services in India.

UNIT - 3

- * Abstract and Abstracting : Scope and Importance.
- * Types of Abstract, characters and elements of Abstract.
- * Ranganathan's Canon of abstracting.
- * Important Abstracting services.

UNIT - 4

- * National, International and commercial information system and their services.
- * NISSAT, UNISIST, MEDLARS, AGRIS, INIS
- * National Documentation centres.
- * INSDOC, NASSDOC, DESIDOC.

UNIT - 5

- * Information services and products.
- * Information services : Concept, Definition, need and trends.
- * Need, Techniques and evaluation of alerting services - CAS and SDI.
- * Bibliographic, Referral, Document delivery and micro and Translation service.
- * Reprographic and micrographic service.
- * Indexing and Abstracting services, Digest service, Literature search Data-bases and on line services.

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PAPER - VIII(A) INFORMATION TECHNOLOGY : BASICS (THEORY)

UNIT - 1

- * Information Technology : Definition, need scope and objectives.
- * Components of Information Technology.
- * Impact of Information Technology (IT) on Society.

UNIT - 2

- * Information of Computer.
- * Historical development of computers.
- * Generation of computers.
- * Classification of computers.

UNIT - 3

- * Computer Architecture : Input and Output Devices.
- * Hardware and Software aspects.
- * Operating Systems : Single and multi user.
- * Basic features of MS-DOS, MS-WINDOWS, LINUX, UNIX, WINDOWS-NT etc.
- * Programming Languages.

UNIT - 4

- * Information to database Management Systems (DBMS).
- * D-Base, FOXPRO, CDS/ ISIS, MS-ACCESS - Basic features.

UNIT - 5

- * Library Automation : Meaning and areas of Automation.
- * Introduction to Library Automation Software Packages and their selection.

**PAPER - VIII (B) INFORMATION TECHNOLOGY : BASICS - PRACTICAL
COMPUTER FUNDAMENTALS**

- * Use of Operating Systems (DOS, WINDOW).
- * MS-Office (Special reference to MS-Word, MS-Excel, Power-Point).
- * Basic CDS/ ISIS Practical.

MASTER OF LIBRARY AND INFORMATION SCIENCE
ORDINANCE

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3. The degree of Master of Library and Information Science shall be conferred on candidates, who have pursued a regular and full time course of study and have passed the prescribed examination.
4. Admission to the course of study for the Master of Library and Information Science (M.L.I.Sc.) shall be open to candidates who have obtained the Bachelor of Library and Information Science (B.L.I.Sc.) degree of this University or of a recognized University and have at least secured 50% marks for Gen. and OBC category and 45% for SC/ST category.
5. Candidates will be selected for admission on the basis of admission test which will be conducted by the University.
6. The examination shall consist of following theory papers and practicals.

Paper	Subject	Marks Written/ Practical	Internal Assessment	Total Marks	Duration
I.	Information, Communication and Society	80	20	100	3 Hours
II.	Information Processing and Retrieval	80	20	100	3 Hours
III.	Research Methods and Statistical Techniques	80	20	100	3 Hours
IV(A).	Knowledge Organization and Processing Practical (Classification Practical of UDC)	40	10	50	2 Hours
IV(B).	Knowledge Organization and Processing Practical (Cataloguing Practical by AACR-2)	40	10	50	2 Hours
V.	Information Sources, System and Programmes	80	20	100	3 Hours
VI.	Special Library System/ Dissertation	80	20	100	3 Hours
VII.	Information Institutions, Product and Services	80	20	100	3 Hours
VIII(A).	Information Technology : Application	80	20	100	2 Hours
VIII(B).	Information Technology : Application (Practical)	40	10	50	
Total		680	170	850	

7. Candidates shall be admitted to the examination, provided they attend at least 75% of the theory and practical classes.
8. Candidates shall be declared to have passed and be eligible for the award of the Degree of Master of Library and Information Science, provided they secure passing grade of marks of the University Examinations, as stated below :

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10. Candidates who fail in more than one paper including practical by not securing individual passing grade of marks i.e. 40% in each paper shall be declared to have failed in the examination.
11. Candidates who are declared to have failed in the examination may be allowed to appear for all the papers in next year's Exam as Ex-students. In the case of these candidates the marks secured by them for Internal Assessment during the year of their studies will continue to be same and added to the marks secured by the candidates at the next year examination.
12. Candidates who are declared to have failed shall be allowed to appear, without putting in further attendance at the classes, for only two continuous subsequent examinations.

MASTER OF LIBRARY & INFORMATION SCIENCE
(M.L.I.S.C.)

DETAILED COURSE CONTENTS

PAPER - I INFORMATION, COMMUNICATION AND SOCIETY

UNIT - 1

- * Information : Nature, Properties and Scope.
- * Conceptual Difference between Data, Information and Knowledge.
- * Information and Knowledge : Its attributes or characteristics.
- * Information service as a discipline and its relation with other subjects.

UNIT - 2

- * Information Generation : Modes and forms.
- * Information Theory, Information Diffusion Process.
- * Knowledge generation cycle : Knowledge generation to utilization
- * Personal Knowledge and Public Knowledge, Knowledge and Societal Survival

UNIT - 3

- * Communication Process and Media.
- * Communication Channel and Modes.
- * Communication of Information and Barriers to I.C.
- * Trends in Scientific Communication.

UNIT - 4

- * Social implication of information.
- * Economic implication of information.
- * Changing role of Library and Information Centres in Modern Information Society.

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UNIT - 5

- * Information Policies : National Programmes and Policies.
- * National Information Policy (NIP).
- * National Information Policy of Library and information Science (NAPLIS).
- * Organizations and Institutions involved in the development of library and Information Services.

PAPER - II INFORMATION PROCESSING AND RETRIEVAL

UNIT - 1

- * Intellectual Organization of Information : An overview.
- * Classification System : General and Special.
- * Thesaurus : Design and Application.

UNIT - 2

- * Bibliographic Description : An overviews.
- * Standards for Bibliographic Record Format (CCF, US-MARC, UK-MARC, UNIMARC).
- * Bibliographic Description of Non-Print media.

UNIT - 3

- * Indexing Process and Models.
- * Objectives of Information Storage and Retrieval (ISAR) Systems.
- * ISAR : Operation and Design.
- * ISAR : Compatibility.

UNIT - 4

- * Indexing Language : Type and Characteristics.
- * Vocabulary Control.
- * Trends in Automatic Indexing

UNIT - 5

- * Information Retrieval Processes.
- * Process of Searching.
- * Search Strategies : Manual / Machine.
- * Common Command Languages and Multiple Database Searching.

PAPER - III RESEARCH METHODS AND STATISTICAL TECHNIQUES

UNIT - 1

- * Research : Concept, Need and Process.
- * Type of Research - Fundamental, Applied, Interdisciplinary.
- * Research Design; Type of Design.
- * Identification and Formulation of Problems.
- * Hypothesis, Data Collection.
- * Literature search - Print, Non-print, and Electronic Sources.

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UNIT - 2

- * Research Methods ; Scientific, Historical, Descriptive, Survey and Case Study, Experimental, and Sampling Methods of Research.

UNIT - 3

- * Research Techniques and Tool : Questionnaire, Schedule, Interview, Observation, Library Records and Reports, Sampling Techniques.
- * Data Analysis and Interpretation.

UNIT - 4

- * Bibliometrics : Concept and Definition.
- * Bibliometric Laws.
- * Info Metrics.
- * Statistical Methods in Library and Information Science and Services.

UNIT - 5

- * Research Reporting : Structure, Style and Contents.
- * Current Trends in Library and Information Science Research.

PAPER - IV (A) KNOWLEDGE ORGANIZATION AND PROCESSING PRACTICAL (CLASSIFICATION PRACTICAL BY UDC)

Classification by UDC (Abridged Rev. English Ed. 1961) Adequate Number of Titles form all Disciplines. Candidates will be required to Classify 10 Titles in all.

PAPER - IV (B) KNOWLEDGE ORGANIZATION AND PROCESSING PRACTICAL (CATALOGUING PRACTICAL BY AACR - 2)

Cataloguing of Serials, Composite Books, Multi-Volumes Sets and Non-book Materials (Microforms and Monographs) by AACR - 2 (1978). Library of Congress List of Subject Heading will be followed for Subject Headings. Candidates will be required to Catalogue 3 Titles in All.

PAPER - V INFORMATION SOURCES, SYSTEMS AND PROGRAMMES

UNIT - 1

- * Information Sources : Primary, Secondary and Tertiary.
- * Physical Medium of information.
- * Documentary, Multimedia (Hypermedia) and Hypertext.
- * Print Media, Micoform, Electronic and Optical Media.

UNIT - 2

- * Information Sources System and Programmes in :
 - Natural Science
 - Humanities and Social Science
 - Science and Technology

UNIT - 3

- * Non Documentary Sources :
 - Human Resources - Library and Information Personnel.
 - Information Intermediaries.
 - Database Designers, etc.

UNIT - 4

- * Institutional Sources.
- * Mass Media.
- * Non-Disiplinary Source and Documents.
- * Organization of Information Source and Programmes.

UNIT - 5

- * International Organizations.
- * Information Sources for Users.
- * Content Analysis and its correlation to users.
- * Customization of Information.
- * Citation analysis and cito-analytical products.
- * Aids to Information Sources.

PAPER - VI SPECIAL LIBRARY SYSTEM

UNIT - 1

- * Special Library : Role, Objectives, Functions & Types.
- * Reports of Various Committees and Commissions with Regards to Special Libraries.
- * Role of U.G.C. and Other Agencies in Promoting Special Libraries.

UNIT - 2

- * Role of Library Authorities in Promoting Library Resource.
- * Development of Library Services.
- * Financial Management of Special Libraries.

UNIT - 3

- * Collection Development : policy and procedures.
- * Collection Development Programmes, Allocation of funds.
- * Stock Verification and Rectification, Weeding Policy.
- * Library Committees : Its role in Collection development.

UNIT - 4

- * Personnel Management of Special Libraries.
- * Norms and Patterns for Staffing.
- * Management Planning, HRD Quality Improvement Programs.
- * UGC Service Conditions and pay Scales.
- * Status of the professionals.

UNIT - 5

- * Continuing Education Programmes for Special Library Development.
- * Resource Sharing : Objectives and Functions.
- * INFLIBNET and Its Implication to Library Resource Sharing.
- * Regional and City Netorks of Libraries and their Importance.
- * Role of Internet in promoting of Special Library Services.



PAPER - VII INFORMATION INSTITUTIONS, PRODUCTS AND SERVICES

UNIT - 1

- * Information Institute : Evolution and Growth.
- * Information Centres : Types and Their Organisation.
- * Data Centres; Basic concept, types and levels.
- * Referral Centres : Need and function.

UNIT - 2

- * Information Product : Nature, Types, Design and development and marketing.
- * Information analysis and Consolidation Centres : Meaning, Scope, Activities and Product.
- * Management & IAC Centres.
- * Literature Searches and Bibliography.

UNIT - 3

- * Technical Enquiry Service : Purpose, Scope.
- * Document Delivery Service : Need, Characteristic, Types and Supply.
- * Electronic Document Delivery System.
- * Translation Service.

UNIT-4

- * Information Product : Information News - letter, House Bulletin, In-House Communication.
- * Trade and Product Bulletin.
- * Consolidation Product : Reviews, State-of-Arts Report and Trends Reports.
- * Technical Digests : Need, Categories, Planning and Designing.

UNIT-5

- * Database Support Service; Database types and use.
- * Databases Intermediaries such as Searchers, Editors, etc.
- * On-line information System and Information Networks.
- * International Standards for Database Design and Development.

PAPER - VIII(A) INFORMATION TECHNOLOGY : APPLICATION

UNIT - 1

- * Information Technology : Overviews.
- * Introduction to Computer Technology.
- * Overviews of Communication Technology.

UNIT - 2

- * Fundamental of Tele-Communication Technology; Media, Mode and Components.
- * Network Types and Topologies, LAN, MAN, WAN.
- * Bus, Star, Ring, Token, Ring etc.
- * Transmission Media, Switching System.



UNIT - 3

- * Library Automation : Need, Purpose, Functions and Basic requirement.
- * Automation, In-house Operation :- Acquisition, Cataloguing, Circulation, Serial Control, Budget Management, OPAC.
- * Automation Software Packages : Guideline, Evaluation and Features.

UNIT - 4

- * Management of Information Services : Current Awareness Services (CAS), Selective Dissemination of Information (SDI), Printed Index, On-Line Search Services, Documentation Delivery Services CD-Rom Database.
- * Database : Concept and Component, Database Management System (DBMS).

UNIT - 5

- * Resource Sharing through Network.
- * Network and their Classification.
- * ERNET, NICNET, JANET, BLAISE, OCLC, INFLIBNET.
- * Internet and its Services.
- * Teleconferencing, Telex, Videotext.
- * Searching on the Internet (WWW, Subject Directories, Search Engine, Uses of Internet Access in Libraries).

PAPER - VIII(B) INFORMATION TECHNOLOGY : APPLICATION (PRACTICAL)

Training and Hand-on experience followed by Test in the following areas : Bibliographical Database Management with Special reference to Practical of CDS/ISIS (Windows version to be used)

Library Automation Practical with Special reference to SOUL Package of INFLIBNET.

CD - ROM Search.

Introduction to MS Office.

Operating System (Windows, Unix)

