OPJS UNIVERSITY, CHURU (RAJASTHAN)

SYLLABUS
For
BACHELOR OF LIBRARY AND INFORMATION SCIENCE
(B.Lib.)

School of Library & Information Science
Opjs University, Churu (Rajasthan)
2014-15
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## Scheme of Examination

**(B.Lib.)**

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<th>Paper Code</th>
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<td>1.</td>
<td>BLIS-01</td>
<td>Library and Society</td>
<td>70+30</td>
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<td>2.</td>
<td>BLIS-02</td>
<td>Library Automation and Networking</td>
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<td>3.</td>
<td>BLIS-03</td>
<td>Library Classification (Theory)</td>
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<td>BLIS-05</td>
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<td>BLIS-06</td>
<td>Reference and Information Technology</td>
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<td>7.</td>
<td>BLIS-07</td>
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Details of Syllabus

BLIS-01- LIBRARY AND SOCIETY

Society: concept and component, nature and characteristic features; Objectives and functions of social institutions with special reference to libraries and information centers (LICs); Historical development of LICs, Information resources, Tools, techniques and information centers; Modifications of five laws, IFLA principles relating to bibliographical control, Other normative principles; Historical development of Library and Information Science as a discipline.

Academic Libraries; Public Libraries; Special Libraries and Information Centres; Other Information agencies and concerns; Automated, Digital and Virtual library systems Library policy, movement and development


Library movement and development in India with special reference to West Bengal; Resource sharing and networking, Promoting agencies of library and information services –National and International levels.

Reference Books-

BLIS-02- LIBRARY AUTOMATION AND NETWORKING

Database Management System (DBMS)-Concept, scope, purpose and advantages of DBMS, Entity, attributes and properties, Field, record and database and Data models – hierarchical, network and relational, Basics of RDBMS;

Bibliographic databases, Search strategy and techniques of data retrieval, CDROM database searching, WINISIS as bibliographic database management system.

Computer Networks and Distributed Information System, Computer networks – definition, scope, purpose, features and advantages, Types of Network–LAN, MAN and WAN.

Internet – origin, development, architecture, connection options; Internet in India – GIAS, ISPs and connection options; Internet addressing system – IP address and domain name system, Internet, Intranet and Extranet, Internet resource access tools – Telnet, FTP, Gopher, Archie, Mosaic and WWW, Use of Internet technologies and tools in library and information services.


Reference Books-
7. Tedd, L.A.: An Introduction to Computer-Based Library System. 3rd ed. Chichester,
BLIS-03- LIBRARY CLASSIFICATION (THEORY)

Basic concepts Meanings, purpose and function of classification, Knowledge classification and Book classification, Classification schedule and its components, Notation Kinds

Qualities and role in classification, Kinds of scheme: Enumerative and Faceted, Universe of Subjects, Subject and disciplines: concept, features and formation, Modes of formation of subjects.

Subjects: Basic Subjects, Primary and Non-primary, Compound subjects, Complex subjects, Isolates and auxiliaries: Common (ACI and PCI) and special, Facets and Facet Analysis, Speciators and their kinds and Phase relations: levels and kinds/nature

Schemes of Library Classification, Major Classification Schemes: structure and features (CC)Indicator digits: CC, Study of different subjects treated in CC, Steps involved in practical classification and Call Number and its parts.

Reference Books-

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BLIS-04- LIBRARY CATALOGUING (THEORY)


Knowledge Cataloguing and Book Cataloguing, Basic concepts Meanings, purpose and function of Cataloguing Cataloguing, schedule and its components, Notation Kinds
Schemes of Library Cataloguing, Major Cataloguing Schemes: structure and features (Indicator digits: DDC, Study of different subjects treated in DDC, Steps involved in practical Cataloguing and Call Number and its parts

Subjects: Basic Subjects, Primary and Non-primary, Compound subjects, Complex subjects, Isolates and auxiliaries: Common (ACI and PCI) and special, Facets and Facet Analysis, Speciators and their kinds and Phase relations: levels and kinds/nature

Qualities and role in Cataloguing, Kinds of scheme: Enumerative and Faceted, Universe of Subjects, Subject and disciplines: concept, features and formation, Modes of formation of subjects.

Reference Books-

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BLIS-05- LIBRARY MANAGEMENT

Introduction to Administration of Libraries and Information:- Principles of Management-Concept, definition and scope of library administration, Library Management, Administration, Development and Thought;

Library organization: – structure, process of structuring, charts (horizontal and vertical), Relation between organization and administration, General principles of management and their application to the administration of libraries and information centres;

Functions and principles of scientific management-application in Library, Library organization and Elements of Management, Library Housekeeping Operations.
Different sections of libraries and information centres and their functions, Acquisition and technical processing of library materials, Serials control and Circulation control, Stock maintenance and Stock verification – policies and procedures;

Collection development – policies, procedures, evaluation and weeding, Managerial Tasks of Library Administration, Library committee and Library authority – types, functions and need, Librarian and his role in decision making, Library rules and regulations, Library records and reports: Records management, Reports – types, compilation, annual reports and Library statistics.

**Reference Books**


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**BLIS-06- REFERENCE AND INFORMATION TECHNOLOGY**

Introduction to ICT-Data, information and knowledge, ICT – definition, scope, application in human activities, social implication, Application of ICT in activities of library and information centres,

Introduction to Information and Reference Sources-Nature, Definition, Guidelines for Evolution and limitations, Functions and importance of reference and information sources, Characteristics of reference and information sources

Brief history of computer development, Generation of computers, Characteristics and classification of digital computers, Anatomy of digital computers - System hardware, Memory units and auxiliary storage devices, Peripheral devices (Input and output devices).

Operating Systems – Types and functions, Basic concepts related to MSDOS, Windows and Linux operating system, Open source software and open standards, Software and standards related to LIS domain, Computer Programming Languages, Definition, scope and use of programming languages.

Reference Books-

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BLIS-07- LIBRARY CLASSIFICATION (PRACTICAL)

Dewey Decimal Classification
Colon Classification

Reference Books-
BLIS-08- LIBRARY CATALOGUING (PRACTICAL)

Anglo-American Cataloguing Rules-II
Colon Classification

Reference Books-