

Bachelor of library Science (BLIS)

Foundation of Library and Information Science

(Paper-I)

1. Information Systems and their components
Libraries, Documentation and Information
Centres.
2. Five Laws of Library Science and their
implementation.
3. Library movement and Library Legislation in
India.
4. Planning of Library and Information Services
in State, City and Region.
5. International Information Systems and
Services.
6. Information Systems and Services in India.
7. Library Building, Furniture and Equipment.
8. Library Publicity and Extension Services.
9. Library Co-operation.
10. Library Deposit System.

11. Professional Organization, National and International.

Library Management

(Paper-II)

1. Principles of Scientific Management their Application in Libraries.
2. Selection of Reading Materials-Principal, Sources, Routine and Records.
3. Acquisition and Processing of Reading Materials-Principles, Routine and Records.
4. Circulation - Method, Routine, Inter Library Loan.
5. Maintenance - Conservation of Reading Materials and Stock Verification, Routine and Records.
6. Library Personnel - Categories, qualities and qualification, Staff Formula, Staff Manual.

7. Library Committee - need, Constitution and Functions.
8. Library Finance and Budget.
9. Annual Reports, Statistics.
10. Heading of Government Documents and Manuscripts.

Knowledge Organization Classification (Theory)

(Paper-III)

1. Definition, Need and purpose of Classification.
2. Class Number - Its structure and its quality, Class Number as an Artificial Language of Original Number.
3. General Theory of Classification with Canons, Knowledge Classification with addition canons.
4. Five fundamentals categories, main class, canonical class, basic class, isolates, common isolates, special isolates, focus.

5. Enumerative and Analytic - Synthetic classification, postulation approach to classification, principles of helpful sequence of facts and isolates.
6. Detailed and comparative study of common isolates, times isolates and services in colon classification and Dewey Decimal classification same concepts of UDC.
7. Book classification with additional canons for book number, diversification of classification, collection number.

Knowledge Organization Cataloguing (Theory)

(Paper-IV)

1. Definition, need and purpose of a Library catalogue, Library catalogue and Bibliography.
2. Kinds of entries and their functions.

3. Physical forms of catalogue, inner Forms of catalogue author, title, subject, Dictionary and classified.
4. Subject cataloguing, chain procedure, subject heading list.
5. Canons, principles and laws of cataloguing.
6. Centralized and co-operatives cataloguing. Selective and simplified cataloguing.
7. Catalogue codes, comparative study of AACR-II and CCC with regard to personal author, Corporate Author and Indic Names.
8. Filling of Catalogue Entries, Alphabetization.

Classification and Cataloguing (Practical)
(Paper-V)

9. **Classification:-** Steps in classification, Classification of documents by colon classification and Dewey Decimal Classification with the following details. C. C.

Basic subjects, Simple Compound and Complex Subjects. fundamental Categories Facet Sequence Phase Relation, rounds, Division, Sectors, Sub-Sector, Use of Notes like Scope, "Inclusion", "Class", class Elsewhere, "Optional" etc. and Instruction. Auxiliary Table. Use of Schedule and Relative Index.

10. **Cataloguing** :-Cataloguing of Books and periodicals in accordance with the latest edition of AACR-II and sear's List of Subject Headings: Single Personal Author, Joint personal Author, and Pseudonymous Authors. Collection with collective Title, Without Collective Title, Corporate Authors, Awareness with classified Catalogue Code.

Information Source and Services (Paper-VI)

1. Concept of Information Sources.
2. Kinds of Information Sources and Criteria of their Evaluation.
3. Basic Reference and Information Sources and Criteria of their Evaluation.
4. Bibliographical Services, National Bibliography, I.N.B. and B.N.B. Abstracting and indexing Services.
5. Language Dictionaries.
6. Encyclopedia.
7. Years books and Dictionaries
8. Geographical Sources.
9. Biographical Sources.
10. Information Services and Techniques - CAS, SDI, Translation, Reprography.

Computer Basics and Application (Paper-VII)

1. Introduction to Computer Components.

2. Kinds of Computer (Main Frame, Mini, Micro)
3. Operating System and their commands (Ms-Dos and UNIX).
4. Programming Language, Concept and Characteristics.
5. Application Software CDS/ISIS, WSRO, Processing System.
6. Library Automation and Overview.

Project Report, Practical Observation and Tour Report
(Paper-VIII)

Group -A Practical Observation & Tour Report :

Students can visit any two Library, Observe its Functioning and prepare a Tour Report based on the following items.

1. Name of the Library (or Institutions to which the Library attached.).
2. Year of Establishment.

3. Address with Phone Number & E-mail.
4. Name of the Librarian and Other Staff member (with qualification).
5. Working hours of the Library.
6. Number of collection (Books, Journal, Reports, Thesis, Maps etc.)
7. Specific Scheme of classification and type of catalogue code used in the library.
8. Number of users/Readers.
9. Types of services given by the library to its users.
10. Specific Characteristics of the library, if any.
11. Signature of the Librarian/or the Head of the Institution/Guide.

Group - B

Classification of 25 title from C.C. and D.D.C. atleast 10, from each book.

Group - C

Prepare 25 cataloguing according to AACR II and C.C.C. (only main entry). At least ten from each.

Group - D

Viva-Voce.