

**Scheme and Syllabus of First Degree Programme under  
Semester System in B.L.I.Sc**

**Course Structure and Mark Distribution**

Semester	Course Number	Course Title	Maximum Marks		Total
			Internal Assessment	Written exam (3 hrs.)	
I	LISB41	Library and Society	25	75	100
	LISB42	Library Management	25	75	100
	LISB43	Library Classification and Cataloguing (Theory)	25	75	100
	LISB44	Library Classification (Practical)	25	75	100
		<b>Total</b>			<b>400</b>
II	LISB45	Information Sources, Services and Systems	25	75	100
	LISB46	Information Technology (Theory)	25	75	100
	LISB47	Information Technology (Practical)	25	75	100
	LISB48	Library Cataloguing (Practical)	25	75	100
		<b>Total</b>			<b>400</b>
		<b>Grand Total</b>			<b>800</b>

## Syllabus for First Degree Programme in B.L.I.Sc

### First Semester

#### Paper LISB41: Library and Society

- Unit 1.** **Library in the Social context:** Origin and development of the library as a social institution; Role of the library in communication, education, R&D and recreation.  
The scientific basis of librarianship: Five laws of library science.
- Unit 2.** **Modern libraries:** Different types of libraries and their respective functions and restrictive functions and services: Public libraries, Academic libraries, Special libraries, National libraries, State Central libraries, and Digital libraries.
- Unit 3.** **Public library movement:** Major landmarks in library movement in U.K. (since 1850) and in India (since 1900): Library movement in Kerala.
- Unit 4.** **Library legislation:** Purpose, principles and factors of library legislation, Broad features of the Model Public library Act of Ranganathan, Public Library Acts in force in India (general study) – Detailed study of Kerala Public Libraries (Kerala Grandhasala Sanghom Act).  
  
**Other Indian laws relating to books and libraries:** The Press and Registration of Books Act, Indian Copyright Act, Delivery of Books and Newspapers (Public Libraries) Act.
- Unit 5.** **Resource sharing and Library Consortia:** Resource sharing activities, Library Networks in India, DELNET, INFLIBNET, Library Consortia: INDEST, INFONET.
- Unit 6.** **Library Profession and professional bodies:** Philosophy and ethics of library profession; Role of library associations, Short accounts of Indian Library Association, Indian Association of Special Libraries and Information Centres, American Library Association; CILIP, ASLIB, University Grants Commission (UGC), Raja Ram Mohan Roy Library Foundation (RRRLF) and National Mission on Libraries (NML).

#### Recommended Books

1. BHATT (R K). History and development of libraries in India. 1995. Mittal Publications, New Delhi.

2. CHAPMAN (E A) and LYNDEN (F C). Advances in librarianship. 2000. Academic Press, San Diego.
3. CHOWDHURY (G G), BURTON (P F) and McMENEMY (D). Librarianship: the complete introduction. 2008. Neal-Schuman Publishers, New York.
4. FEATHER (J). The information society: a study of continuity and change. Ed. 5. 2008. Facet Publishing, London.
5. KHANNA (J K). Library and society. 1955. Research Publication, Kurukshetra.
6. KRISHAN KUMAR. Library organisation. 1993. Vikas, New Delhi.
7. MARTIN (W J). The information society. 1988. Aslib, London.
8. PRASHER (R G). Information and its communication. 1991. Medallion Press, New Delhi.
9. RANGANATHAN (S R). Five laws of library science. Ed. 2. 1989. Sarada Ranganathan Endowment for Library Science, Bangalore
10. VENKTAPPAIAH (V) and MADHUSUDHAN (M). Public library legislation in the new millennium. 2006. Bookwell, New Delhi.

### **Paper LISB42: Library Management**

**Unit 1. Management thoughts:** Schools of management thought, Approaches to management Fayol's principles; Systems approach to management. Levels of management.

**Unit 2. Organization of the library:** Functional and divisional patterns of organization, Centralization vs. decentralization, Routine operations work-flow and other procedures in the following activities.

**Acquisition of documents:** Selection, ordering, accessioning, weeding out and withdrawal procedures.

**Technical processing:** Classification, cataloguing and physical processing.

**Maintenance of documents:** Open access Vs closed system, types of shelves and display methods, methods of stock verification; types of binding, care and preservation of documents.

**Circulation:** Registration of members; Operational procedure in different charging systems, inter library loan procedures.

**Serials control:** Problems in the procurement of periodicals, Three Card system, Kardex, Computers.

**Reference and Information work:** Organization of the information desk; reference services- Virtual Reference Service.

**Unit 3. Human Resource Management:** Job standards, Job analysis, Job description, Selection procedures, Induction and training.

**Directing and Co-ordinating:** Participatory Management: MBO; staff manual; Library rules.

**Unit 4. Reporting:** Library statistics, annual report.

**Budgeting:** Library budget, Methods of financial estimation, Sources of income and expenditure, Preparation of a model budget for different types of libraries.

**Unit 5. Planning of a library building:** Space planning in the digital era, Space requirements for different sections, Furniture and equipment for libraries.

### Recommended Books

1. BRYSON (Jo). Effective library and information centre management, 1990. Gower, Hants.
2. CLAYTON (P R) and GORMAN (G E). Managing information resources in libraries: Collection management in theory and practice. 2006. Facet Publishing, London.
3. EVANS (G E) and SAPONARO (M Z). Developing library and information center collections. Ed. 5. 2005. Libraries Unlimited, London.
4. KATZ (W A). Collection development: the selection of materials for libraries. 1980. Holt, Rinehart and Winston, New York.
5. KRISHAN KUMAR Library management in electronic environment. 2007 Har-Anand Publications, New Delhi.
6. MATTHEWS (J). Strategic planning and management for library managers. 2005. Libraries Unlimited, London.
7. MITTAL (R). Library administration: theory and practice. 2007. EssEss, New Delhi.
8. RANGANATHAN (S R) Library administration. 2006. EssEss, New Delhi.

9. SEETHARAMA (S). Guidelines for planning of libraries and information centers. 1990. IASLIC, Calcutta.
10. STUEART (R D) and MORAN (B B). 2007. Library and information center management. Libraries Unlimited, London.

### **Paper LISB43: Library Classification and Cataloguing (Theory)**

- Unit 1. Organization of Knowledge in libraries:** Role of Library Classification, Purpose and Functions, Over view of major classification schemes – Dewey Decimal classification, Library of Congress Classification, Universal Decimal Classification, Bibliographic classification, Call Number and its functions.
- Unit 2. General Theory of Classification:** The three planes of work, Characteristics, Array, Chain and Filiatory sequence. Principles for helpful sequence, Terminology of classification schemes, Notation and its functions, Qualities of notation – Hospitality, Mnemonics, Types of notation, Notation system of the colon classification.
- Unit 3. Facet Analysis and the theoretical basis of Colon Classification –** Postulates used in the CC, Facets, Principles of facet sequence, Postulational procedure, Modes of formation of subjects.
- Unit 4. Organization of Bibliographic Files:** Concept of Surrogates, Structure and Functions of bibliographic records, Types of bibliographic files (Catalogues, bibliographies, indexes) and their functions. Functional Requirements of Bibliographic records (FRBR). Library catalogues and their functions, Classified catalogues and Dictionary catalogue.
- Unit 5. Bibliographic record formats:** ISO 2709, MARC 21, CCF, ISBD.  
**Subject Cataloguing:** Purpose and Functions, Chain Procedure, Sears List of Subject Headings, Thesaurus.
- Unit 6. Normative Principles of Cataloguing:** Canons and Principles, Centralised and Co-operative cataloguing, Automation of cataloguing.

### **Recommended Books**

1. AMERICAN LIBRARY ASSOCIATION, et al. Anglo-american cataloguing rules. Rev. Ed. 1998. Library Association, London.

2. BOWMAN (J H). Essential cataloguing. 2003. Facet Publishing, London.
3. HUNTER (E J) and BAKEWELL (K G B).Advanced cataloguing. 1989. Clive Bingley, London.
4. KRISHAN KUMAR. Theory of Classification.1993, Vikas, New Delhi.
5. KUMAR (G) and KUMAR (K). Theory of cataloguing. Rev. Ed.5. 1993. South Asia Books, New Delhi.
6. MILLER (J), Ed. Sears list of subject headings. Ed. 15.1994.Wilson, New York.
7. RANGANATHAN (S R). Classified catalogue code with additional rules for dictionary catalogue code. Ed. 5 (with amendments).
8. RANGANATHAN (S R). Descriptive account of the colon classification. 1990. Sarada Ranganathan Endowment for Library Science, Bangalore.
9. RANGANATHAN (S R). Prolegomena to library classification. Ed 3. 1989. Sarada Ranganathan Endowment for Library Science, Bangalore.
10. READ (J). Cataloguing without tears: managing knowledge in the information society. 2003.Chandos Publishing, Delhi.
11. TAYLOR (A G) and MILLER (David P). Wynar's introduction to cataloging and classification. Ed.10. 2006.Libraries Unlimited, London.
12. SAYERS (W C B). Manual of classification for librarians.Rev. by Arthur Maltby.Ed. 5. 1975. Andre Deutsch, London.
13. SAYERS (W C B). Introduction to library classification. Rev. by Arthur Maltby.Ed. 9. 1958. Grafton, London.
14. WYNAR (Bohdan S). Introduction to cataloguing and classification. Ed 7. 1985. Libraries Unlimited, New York.

### **Paper LISB44: Library Classification (Practical)**

#### **Paper- LISB-103 - LIBRARY CLASSIFICATION (Practical)**

**UNIT – I: Colon Classification (Ed. 6):** Introduction, Structure and Organisation, Steps in Classification Classification of Documents with Basic Subjects Classification of Documents with Compound Subjects

**UNIT – II: Dewey Decimal Classification (23<sup>rd</sup> Edition):** Introduction, Structure and Organisation , Steps in Classification Classification of Documents using Table 1 and 2, Use of Relative Index

**UNIT – III: Colon Classification (Ed. 6):** Use of Common Isolates, Phase Relations and Devices Classification of Documents with Compound and Complex Subjects

**UNIT – IV: Dewey Decimal Classification (23<sup>rd</sup> Edition)** Classification of Documents using Tables 1 to 6

Record of Term Work: Classification of not less than 75 documents of simple and complicated specific subjects, applying the postulation procedure, Book numbers have to be derived using the facet formula prescribed in CC.

### **Recommended Books**

1. DEWEY (Melvil). Dewey decimal classification. Ed. 23. 2013. Forest Press, Dublin, USA.
2. KAULA (P N). A treatise on colon classification. 1985. Sterling Publishers, New Delhi.
3. RANGANATHAN (S R). Elements of library classification.1989.SardaRanganathan Endowment for Library Science, Bangalore.
4. RANGANATHAN (S R). Colon classification. Ed.6. 1960.Sarada Ranganathan Endowment for Library Science, Bangalore.
5. SATIJA (M P). Manual for practical colon classification. Rev. Ed.3. 1995. Sterling Publishers, New Delhi.
6. SATIJA (M P). The theory and practice of the Dewey Decimal Classification system. 2007. Chandos Publishing, Oxford.

## **Syllabus for First Degree Programme in B.L.I.Sc**

### **Second Semester**

#### **Paper LISB45: Information Sources, Services and Systems**

**Unit 1. Information:** Types and uses, Information and Documents, Classification of Information Sources, Non-documentary sources.

**Unit 2. Reference and Information Access Tools:** Various types and their uses, Evaluation of reference books, Dictionaries, Encyclopedias, Year books and

Almanacs, Biographical sources, Geographical sources, Directories, Statistical sources, Hand books and Manual, Current Information sources, Bibliographies, Indexing and abstracting Periodicals, Electronic sources.

- Unit 3. Reference Service:** Ready Reference and Long Range Reference Services, Information search, Virtual Reference Service, User studies and User education, Information services.
- Unit 4. Documentation:** Facets of documentation: Current awareness service, SDI Service, Referral Service, Translation service and Reprographic service, Document Delivery Services.
- Unit 5. Bibliographic control and organization:** Bibliographic and documentation activities of national and international organizations like NISCAIR, NASSDOC, UNESCO, IFLA and FID.
- Unit 6. International Systems and Services (General Study):** Chemical Abstracts Service (CAS) AGRIS, INSPEC, MEDLARS, BIOSIS, ISI-Web of Knowledge.

### Recommended Books

1. CHENEY (F N) and WILLIAMS (W J). Fundamental reference sources. Ed. 3. 2000. ALA, Chicago.
2. CRAWFORD (John). Evaluation of library and information services. 2000. ASLIB, London.
3. FARMER (LSJ), Ed. The human side of reference and information services in academic libraries: adding value in the digital world. 2007. Chandos Publishing, Oxford.
4. FOURIE (D) and DOWELL (D). Libraries in the information age. 2002. Libraries Unlimited, New York.
5. KATZ (William A). Introduction to reference work: reference service and reference process. v.2. Ed. 5. 1987. McGraw-Hill, New York
6. KRISHAN KUMAR. Reference service. Ed. 3. 1996. Vikas Publishing, New Delhi.
7. RANGANATHAN (S R). Reference service. Ed 2. 1989. Ranganathan Endowment for Library Science, Bangalore.
8. WALFORD (A J). Guide to reference books. v.3. Ed. 4. 1980. Library Association, London.



9. WOODSWORTH (Anne) and WILLIAMS (James F). Managing the economics of owning, learning and contracting out information services. 1993. Gower, London.

### **Paper LISB46:Information Technology (Theory)**

- Unit 1. Introduction to Information Technology:** Major Components of IT and its areas of application .
- Unit 2. Computers:** Types, Computers Hardware – Input devices, Output devices, CPU, Secondary storage devices.
- Unit 3. Computer Software:** Operating systems – Windows, Linux, Programming Languages, Low Level Language, High Level Language.
- Unit 4. Application Software (General Study):** Softwares for Word Processing: MS Word, Open Office Writer, Softwares for Spread sheet: Excel/ Open Office CALC Software for Database Management: MS Access, / Open Office Base, Software for presentation: Power Point Presentation, Open Office Impress CDS/ISIS and WIN/ISIS
- Unit 5. Telecommunications:** Transmission Media, Bounded Media and Unbounded Media, Satellites, VSAT, Networks: LAN, WAN. INTERNET – Tools and Services.
- Unit 6. Library Automation:** History of Library Automation, Application of Computers To library and Information field. Need for computerization. Areas of application. House keeping operations. Information storage and retrieval.

### **Recommended Books**

1. DEEPALI (Talagala). Web interface for CDS/ISIS :GENISISweb v.3.0. 2003, Sri Lanka Library Association, Colombo.
2. HARAVU (L J) .Library automation design, principles and practice. 2004. Allied Publishers, New Delhi.
3. INFLIBNET. Software for university libraries user manual. 2003. INFLIBNET, Ahmedabad.
4. NEELAMEGHAN (A) and LALITHA (S K). Tutor +: A learning and teaching package on hypertext link commands in WINISIS. 2001. Sarada Ranganathan Endowment for Library Science, Bangalore.
5. NEGUS (Christopher). Linux bible. 2005. John Wiley, New York.

6. RAJARAMAN (V). Introduction to information technology. 2007. Prentice-Hall of India, New Delhi.
7. SIMPSON (Alan). Windows XP bible. 2004. John Wiley, New York.
8. SIMPSON (Alan) and JONES (Bradley L). Windows vista bible. 2007. John Wiley, New York.
9. UNESCO. CDS/ISIS for windows: reference manual. v1.5. 2004. UNESCO, Paris.
10. WALKENBACH (John), et al. Office 2007 bible. 2007. John Wiley, New York.

### **Paper LISB47: Information Technology (Practical)**

- Unit 1. Operating System:** MS DOS – General Commands, Batch Commands, Configuration system Commands, Edit Commands, Windows/LINUX – Types and Styles of Windows/Linux, Arrangement and Style of Menus.
- Unit 2. Word Processing:** MS Word/Open Office Writer – Creating and Editing texts, Blocking, Merging, Formatting Page Lay Outs, Spell-check, Printing, Merge Printing
- Unit 3. Spread Sheet:** EXCEL/Open Office Calc – Designing Spread Sheets and various forms of Graphical Presentations, Presentation Software – Power Point /Open Access Impress – Design and Creation of slides using power point.
- Unit 4. Database Management:** ACCESS/OPEN ACCESS BASE, CDS/ISIS/WIN/ISIS – Defining database Editing, Indexing, Sorting, Merging, Searching, Export and Import, Label Form, Report Generation.

### **Recommended Books**

1. CHOWDHURY (G G) and CHOWDHURY (Sudatta). Searching CD-ROM and online information sources. 2000. Library Association, London.
2. CHOWDHURY (G G) and CHOWDHURY (Sudatta). Organizing information : from the shelf to the web. 2007. Facet Publishing, London.
3. COOPER (Michael D). Design of library automation systems: file structures, data structures and tools. 1996. John Wiley, New York.
4. INFLIBNET. Software for university libraries user manual. 2003. INFLIBNET, Ahmedabad.

5. NEELAMEGHAN (A) and LALITHA (S K). Tutor + : A learning and teaching package on hypertext link commands in WINISIS. 2001. SaradaRanganathan Endowment for Library Science, Bangalore.
6. NEGUS (Christopher). Linux bible. 2005. John Wiley, New York.
7. SIMPSON (Alan). Windows XP bible. 2004. John Wiley, New York.
8. UNESCO. CDS/ISIS for windows: reference manual v1.5. 2004. UNESCO, Paris.
9. WALKENBACH (John), et al. Office 2007 bible. 2007. John Wiley, New York.
10. WINSHIP (Ian) and McNAB (Alison). The student's guide to the Internet.20. Library Association, London.

### **Paper LISB48: Library Cataloguing (Practical)**

Cataloguing books (including multi-volumed and composite books) of single personal authorship, joint personal authorship, mixed authorship and corporate authorship as for a Classified Catalogue according to the CCC and Dictionary Catalogue according to the AACR2R.

Cataloguing simple periodical publications as for a Classified Catalogue and Dictionary Catalogue.

(Chain procedure is to be used for deriving headings of Class Index Entries for Classified Catalogue. Sears List of Subject Headings, 15<sup>th</sup> ed. is to be used for deriving subject headings for the Dictionary Catalogue).

### **Recommended Books**

1. AMERICAN LIBRARY ASSOCIATION. Anglo-american cataloguing rules. Rev. Ed. 2. Library Association, London.
2. MILLER (Joseph), Ed. Sears list of subject headings. Ed 19/edited by Joseph Miller, assisted by Barbara Bristow, New York, H.W.Wilson.
3. RANGANATHAN (S R). Classified catalogue code with additional rules for dictionary catalogue code. Ed. 5/assisted by A. Neelameghan.-Bangalore: Sarada Rangnathan Endowment for Library Science, 1991.