(FIRST SEMESTER)

**Paper- BLS 101: LIBRARY & SOCIETY (CC)**

**Unit-1:**

Nature and purpose of Librarianship.


Professional Education and Librarianship.

**Unit-2:**

Five Laws of Library Science - Implications - Examples. - Relevance to present technological environments.


**Unit-3:**


Library Consortia – Definition, purpose, functions. Consortia in India.

**Unit-4:**

National & International Organizations:

Professional Associations : IFLA, CILIP, ALA, ILA, SLA, ASLIB, NASSDOC, DESIDOC, IASLIC, IATLIS, APLA, ALSD: Objectives, Functions, Activities.

Organizations : UNESCO, NISCAIR -- Objectives, Programmes and activities.

**Unit-5:**


IPR (Intellectual Property Rights).


Library Education in India : Historical Development, levels of courses. Present Trends.
Select Reading:


----------------------------------------------------------------------------------------------------------------

**Paper- BLS 102: Library Classification (Theory) (CC)**

**Unit-1:**

Library Classification – Meaning, Need and purpose of classification.

Terminology – Need and purpose. Important terms in Classification.

Normative Principles.

Five Laws of Library Science – Implications.

Formation, Structure and Development of Subjects:

**Unit-2:**

Species of Classification Schemes: Enumerative Classification (EC): Almost enumerative Classification (AEC): Almost Faceted Classification (AFC): Rigidly Faceted Classification (RFC): Freely Faceted Classification (FFC).

Brief study of major schemes viz: Decimal Classification (DC); Universal Decimal Classification (UDC); Library of Congress Classification (LC); and Colon Classification (CC).

**Unit-3:**

General Theory of Classification. Ranganathan's contribution.

Main Class – Canonical Class and Basic Class.

Five Fundamental Categories : PMEST.

Isolate -- Common Isolate – Kinds of Common Isolates, Special Isolates, Auxiliary Schedules.

Facet Analysis -- Postulates pertaining to Fundamental Categories.

Phase Analysis – Phase, Intra-facet & Intra-array relations.

**Unit-4:**


Principles of Helpful Sequence (8):

Different devices to form foci in an array. Chronological Device (CD); Geographical Device (GD); Subject Device (SD); Alphabetical Device (AD); Mnemonic Device (MD); Facet Device (FD); Super Imposition Device (SID); Classic Device (CLD); Telescoping of array.
Unit-5:  
Notation -- Definition, Development, Types, Structure, Quality and functions.

Canons for Classification

Idea plane (15) -- Canons for characteristics (4); Canons for succession of characteristics (3); Canons of Array (4); Canons for Chain (2); Canons for Filiatory sequence (2). Verbal Plane (4):

Notational Plane (24) -- Basic Canons for notation (12): Canons for mnemonics (5); Canons for growing universe (4); Canons for Book Classification (3).

Call Number -- Class Number, Book Number -- Types of Book Numbers, Collection Number.

Relevance of Classification in the context of Computerized / Digital Libraries.

Trends in Library Classification.

Select Reading:


------------------------------------------------------------------------------------------------------------------
Unit-1:

LIBRARY CATALOGUE:
Definition, need, objectives and functions.

LIBRARY CATALOGUE & SIMILAR OTHER TOOLS:
Bibliographies, indexes, accession lists and shelf list.

TYPES OF LIBRARY CATALOGUES:
Physical / Outer forms: (Book, Sheaf, Card, Computerized Catalogues, Microform Catalogues)
Inner forms (Dictionary, Classified and Alphabetico-Classed).

Unit-2:

AACR-2R and CCC : Features.

DIFFERENT TYPES OF CATALOGUE ENTRIES AND THEIR FUNCTIONS:
Main Entry, Added Entries, (including Book Index Entries, Class Index Entries).
Reference Entries -- Cross Reference Entry and Cross Reference Index Entry.
Elements of information in each type of Entries.


Unit-3:

SUBJECT CATALOGUING : Concept, purpose.
SUBJECT INDEXING : Tools and techniques. Meaning, Objectives of subject entries; Methods of subject analysis and assigning of Subject Headings – Standard Lists of Subject Headings -- LC subject headings and Sears List of Subject Headings. Chain Procedure. Thesaurus.

Indexing techniques: Meaning, purpose. Pre-coordinate indexing - Chan indexing, PRECIS, KWIC, and KWOC. Post-coordinate indexing – Uniterm Indexing. Citation Indexing.

Unit-4:

CENTRALISED CATALOGUING:
Meaning and objectives. Pre-natal cataloguing, cataloguing in publication / cataloguing in source. Database as a source of cataloguing.

UNION CATALOGUES: Definition, use and functions.
OPAC. Web Based Catalogues.
Use of Internet in Cataloguing - OCLC, LC, CORC (Cooperative Online Resource Cataloguing). World Cat.

Impact of IT on Cataloguing.
Unit-5:

STANDARDIZATION IN CATALOGUING - Need, Purpose.
Standards -- ISBD (M), ISBD(S) AND ISBD (NBM).


Trends in Cataloguing.

Select Reading:


Select Reading:
6. Uppal, OP. *Practical procedure of classification according to CC and DDC*. Patiala : Madaan.
Library Cataloguing (Practice) - AACR-2R - Monographs & Serials

Preparing Catalogue Entries (Main, Added and Reference Entries) for Books (Monographs) and Serials.

Select Reading:

(SECOND SEMESTER)

Paper- BLS 201: LIBRARY MANAGEMENT (CC)

Unit-1:
Management:

Routine & work flow in different libraries / sections.


Unit-2:
Technical Section: Processing – Classification & Cataloguing. Authority File.


Preservation – Concept, Purpose and Methods.

Circulation: Gate Register; Registration of Members, Reservation of books; overnight issue, Inter-library loan, Charging and discharging methods; Day Book System, Ledger System, Browne System, Newark System, etc.


Unit-3:
Reference & Information Services.
Serials Management – Acquisition, Organisation, Methods of Recording. Problems in Acquisition.

Stock verification : Purpose and Importance – Methods.

Library Records: Purpose and Types of Records.


Unit-4:
Human Resource Management:

Financial Management:
Unit-5:

Library Statistics : Purpose and Types.

Library Committees: Concept, Importance , Functions. Types of Committees.

Library Rules & Regulations -- Purpose, Preparation.
Public Relations. Publicity & Extension Activities. Types of Extension Services.

Information Technology – Use for Effective Library Management.

Select Reading:


Unit-1:

INFORMATION TECHNOLOGY:

COMPUTERS:
Meaning, use, functions, Characteristics and Capabilities. How a computer works.
General computer terminology.
Impact on society and Library & Information Centres.

Unit-2:

TYPES OF COMPUTERS: Historical Development.
Generations of computers - Characteristics.
Analogue, Digital and Hybrid Computers.
Super, Mainframe, Mini and Micro, Laptop and PDA.

DATA AND INFORMATION. Data Representation and File Organization - Binary Code, Bit, Byte.
Standards - ASCII, ISCII (Indian Script Cod for Information Interchange), and EBCDIC.
UNICODE. Data Hierarchy.

Unit-3:

COMPONENTS OF COMPUTERS:
Hardware - Input - Output devices. Storage devices, CPU. Ports.

OPTICAL STORAGE DEVICES: CD and DVD. MULTIMEDIA:
Purpose and Use.

Data Processing - Batch, Online and Time Sharing.

Unit-4:

PROGRAMMING LANGUAGES: Machine, Assembly and Higher level.

Algorithm, programme. Flow Charting

Compilers and Translators.

OPERATING SYSTEMS: Windows, Application software.
APPLICATION SOFTWARE: MS-Word, MS-Access - Features.
NETWORKING: Concept and Types.

WWW, Information Searching, URL.

Unit-5:

COMPUTERS IN LIBRARY & INFORMATION CENTRES.

Hands on Experience to work with Computers with Windows (OS) and M.S.Word (Word processing).

Browsing Internet, Creating mail address

Observation of an Automated Library.

Select Reading:

Paper- BLS 203: Reference & Information Sources and Services (CC)

Unit-1:
REFERENCE SERVICE:
Definition, need, scope. Reference service in public libraries, special libraries and academic libraries.
Types

Unit-2:
INFORMATION SERVICES:
Definition, need, scope. Reference service vis-à-vis Information Service.

Methods of dissemination of information – Current Awareness Service. SDI. Referral.


Unit-3:
REFERENCE SOURCES:
Dictionaries, Encyclopedias, Almanacs, Year Books, Directories, Handbooks, Manuals, News-Summaries, Concordances, Biographical, Geographical Information Sources, Electronic Resources

Unit-4:
BIBLIOGRAPHY:
Meaning, scope, functions.
Kinds: Enumerative / Systematic, Analytical, Historical, Textual, and Descriptive.
Types: Retrospective and Current. General, Special, National (INB and BNB), Trade, subject.
Preparation
of bibliographies. Documentation list.

BIBLIOGRAPHIC CONTROL -- Meaning, purpose, UBC and UAP.

Unit-5:
ABSTRACTING SERVICES:
Abstracting Services / Products. – Examples from different subjects.

INDEXING SERVICES
Index : Meaning, use. Indexing Services / Products – Examples from Different Subjects -- Citation Indexes. Citation of Documents - Purpose.
Select Reading:


Paper- BLS 251: Information processing (Practice) - III (CC)

**Library Classification (Practice) - UDC IME 2nd Edn.**
Construction of Class Numbers for Documents of Different Disciplines / Subjects using UDC (IME), 2nd Ed.

**Select Reading:**


Preparing Catalogue Entries (Main, Added and Reference Entries) for Non-Book Materials
(Cartographic Materials, Manuscripts, Printed Music, Sound Recordings, Motion Pictures & Video
materials

Select Reading:

# B.Lib.I.Sc, Department of Library and Information Science, UCA&SS, OU

**Restructured Choice Based Credit System – Scheme of the Examination (From the Academic Year 2016-17)**

## I Semester

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Course Code</th>
<th>Course Name</th>
<th>Course Type</th>
<th>Instruction hrs/week</th>
<th>Duration of Exam</th>
<th>Max. Marks</th>
<th>Total Marks</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>BLS 101</td>
<td>Library &amp; Society</td>
<td>CC</td>
<td>5</td>
<td>3</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>2</td>
<td>BLS 102</td>
<td>Library Classification (Theory)</td>
<td>CC</td>
<td>5</td>
<td>3</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>3</td>
<td>BLS 103</td>
<td>Library Cataloguing (Theory)</td>
<td>CC</td>
<td>5</td>
<td>3</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>4</td>
<td>BLS 151</td>
<td>Information Processing (Practice – I) Library Classification Practice: DDC)</td>
<td>CC</td>
<td>8</td>
<td>3</td>
<td>100</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>5</td>
<td>BLS 152</td>
<td>Information Processing (Practice – II) Library Cataloguing Practice: AACR2 Monographs &amp; Serials)</td>
<td>CC</td>
<td>8</td>
<td>3</td>
<td>100</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>6</td>
<td>Tutorials</td>
<td></td>
<td></td>
<td>2</td>
<td></td>
<td>25</td>
<td>25</td>
<td>1</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td></td>
<td>33</td>
<td>60</td>
<td>465</td>
<td>525</td>
<td>24</td>
</tr>
</tbody>
</table>
### B.Lib.I.Sc, Department of Library and Information Science, UCA&SS, OU

**RESTRUCTURED CHOICE BASED CREDIT SYSTEM – SCHEME OF THE EXAMINATION (FROM THE ACADEMIC YEAR 2016-17)**

#### II Semester

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Course Code</th>
<th>Course Name</th>
<th>Type</th>
<th>Instructionhrs/week</th>
<th>Duration of Exam</th>
<th>Max. Marks</th>
<th>Total Marks</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>BLS 201</td>
<td>Library Management</td>
<td>CC</td>
<td>5</td>
<td>3</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>2</td>
<td>BLS 202</td>
<td>Introduction to Computers</td>
<td>CC</td>
<td>5</td>
<td>3</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>3</td>
<td>BLS 203</td>
<td>Reference and Information Sources and Services</td>
<td>CC</td>
<td>5</td>
<td>3</td>
<td>20</td>
<td>80</td>
<td>100</td>
</tr>
<tr>
<td>4</td>
<td>BLS 251</td>
<td>Information Processing (Practice – III) Library Classification Practice: UDC</td>
<td>CC</td>
<td>8</td>
<td>3</td>
<td>100</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>5</td>
<td>BLS 252</td>
<td>Information Processing (Practice – IV) Library Cataloguing Practice: AACR2 Non-Book Materials</td>
<td>CC</td>
<td>8</td>
<td>3</td>
<td>100</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>Tutorials</td>
<td>2</td>
<td></td>
<td>25</td>
<td>25</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td><strong>33</strong></td>
<td><strong>60</strong></td>
<td><strong>465</strong></td>
<td><strong>525</strong></td>
<td><strong>24</strong></td>
<td></td>
</tr>
</tbody>
</table>
M.Lib.I.Sc, Department of Library and Information Science, UCA&SS, OU

RESTRUCTURED CHOICE BASED CREDIT SYSTEM – SCHEME OF THE EXAMINATION (FROM THE ACADEMIC YEAR 2016-17)

I Semester

| S. No. | Course Code | Course Name                                      | Course Type | Instruction hrs/week | Duration of Exam | Max. Marks | | Internal Assessment | | Semester Exam | | Total Marks | Credits |
|-------|-------------|-------------------------------------------------|-------------|----------------------|------------------|------------|----------------|------------------|-----------------|------------|---------|
| 1     | MLS 101     | Information and Communication                   | CC          | 5                    | 3                | 20         | 80             | 100              | 5               | 100        | 5       |
| 2     | MLS 102     | Information Retrieval Systems (Theory)          | CC          | 5                    | 3                | 20         | 80             | 100              | 5               | 100        | 5       |
| 3     | MLS 103     | Research Methods for Library and Information Science | CC          | 5                    | 3                | 20         | 80             | 100              | 5               | 100        | 5       |
| 4     | MLS 104     | Elective: A. Information Technology (IT)        | DSE         | 4                    | 3                | 20         | 80             | 100              | 4               | 100        | 4       |
|       |             | B. College and University Libraries            |             |                      |                  |            |                |                  |                 |            |         |
| 5     | MLS 105     | Elective: (ID)                                  | GE          | 2                    | 2                | 10         | 40             | 50               | 2               | 50         | 2       |
| 6     | MLS 151     | Elective: A. Computer Software (Practice)      | SEC         | 4                    | 2                | 50         | 50             | 50               | 2               | 50         | 2       |
|       |             | B. Metadata (Practice)                          |             |                      |                  |            |                |                  |                 |            |         |
|       |             | Tutorials                                       |             | 2                    |                  | 25         | 25             |                  |                 | 1           |         |
|       | TOTAL       |                                                 |             | 27                   |                  | 90         | 435            | 525              |                 | 24          |         |
## M.Lib.I.Sc, Department of Library and Information Science, UCA&SS, OU

### RESTRICTED CHOICE BASED CREDIT SYSTEM – SCHEME OF THE EXAMINATION (FROM THE ACADEMIC YEAR 2016-17)

#### II Semester

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Course Code</th>
<th>Course Name</th>
<th>Course Type</th>
<th>Instruction hrs/week</th>
<th>Duration of Exam</th>
<th>Max. Marks</th>
<th>Total Marks</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>MLS 201</td>
<td>Management of Library and Information Centres</td>
<td>CC</td>
<td>5</td>
<td>3</td>
<td>20</td>
<td>100</td>
<td>5</td>
</tr>
<tr>
<td>2</td>
<td>MLS 202</td>
<td>Library Automation and Networking</td>
<td>CC</td>
<td>5</td>
<td>3</td>
<td>20</td>
<td>100</td>
<td>5</td>
</tr>
<tr>
<td>3</td>
<td>MLS 203</td>
<td>Elective:</td>
<td>DSE</td>
<td>4</td>
<td>3</td>
<td>20</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>A. Information Systems and Programmes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>B. Research and Technical Libraries</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>MLS 251</td>
<td>Software for Library Automation (Practice)</td>
<td>CC</td>
<td>10</td>
<td>3</td>
<td>100</td>
<td>100</td>
<td>5</td>
</tr>
<tr>
<td>5</td>
<td>MLS 252</td>
<td>Elective:</td>
<td>SEC</td>
<td>8</td>
<td>3</td>
<td>100</td>
<td>100</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>A. Digital Libraries (Practice)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>B. Information Literacy (Practice)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>C. Project</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tutorials:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Seminar/Field Visits/Group Discussions</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL**: 34 60 465 525 24

**Project Oriented Dissertation**: In lieu of One Theory / Practice Paper (i.e. 4 Credits)
<table>
<thead>
<tr>
<th>S. No.</th>
<th>Course Code</th>
<th>Course Name</th>
<th>Course Type</th>
<th>Instruction hrs/week</th>
<th>Duration of Exam</th>
<th>Max. Marks</th>
<th>Total Marks</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>MLS 105</td>
<td>Elective: (ID) Information sources</td>
<td>GE*</td>
<td>2</td>
<td>2</td>
<td>10</td>
<td>50</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Internal Assessment</td>
<td>Semester Exam</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>40</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>TOTAL</td>
<td></td>
<td></td>
<td></td>
<td>2</td>
<td>10</td>
<td>50</td>
<td>2</td>
</tr>
</tbody>
</table>

*Offered for students of other Departments