

## **Bachelor of library and Information (BLIS)**

<b>Subject Code</b>	<b>Credit</b>	<b>Paper's Name</b>
BLIS 501	4	Library and Society
BLIS 502	4	Library and Management
BLIS 503	4	Library Classification (Theory)
BLIS 504	4	Library Classification (Practical)
BLIS 505	4	Library Cataloguing (Theory)
BLIS 506	4	Library Cataloguing (Practical)
BLIS 507	4	Reference and Information Source
BLIS 508	4	Computer Application

## **Bachelor of Library and Information Science**

### **Ist SEMESTER**

Paper I	Library and society	BLIS501	Cr. 4
Paper II	Library and Management	BLIS502	Cr. 4
Paper III	Library and classification (Theory)	BLIS503	Cr. 4
Paper IV	Library classification (Practicals)	BLIS504	Cr. 4

### **IInd SEMESTER**

Paper V	Library cataloguing (Theory)	BLIS 505	Cr. 4
Paper VI	Library cataloguing (Practicals)	BLIS506	Cr. 4
Paper VII	Reference and Information Sciences	BLIS507	Cr. 4
Paper VIII	Computer Application	BLIS508	Cr. 4

## PROJECT REPORT

2009-2010

Library Society

BLIS501

<p>(1)</p>	<p><b>Growth and development of library concept.</b></p> <p>Concept of library</p> <p>Definition of library</p> <p>Growth and Development of library concepts</p>
<p>(2)</p>	<p><b>Library in Modern society</b></p> <p>Modern society and library</p> <p>Objectives of modern libraries</p> <p>Importance of modern libraries</p> <p>Functions of modern libraries</p>
<p>(3)</p>	<p><b>Five laws of libraries and Application of Scientific Methods in libraries.</b></p> <p>What is Science</p> <p>Scientific methods</p> <p>Origin of Library Science</p> <p>Application of Scientific method in Library Science</p> <p>Five laws and their Application in Scientific Method</p>

<p><b>(4)</b></p>	<p><b>Library legislation in India.</b></p> <p>Concept and definition</p> <p>Need of Lib. Legislation</p> <p>Library Legislation In India.</p>
<p><b>(5)</b></p>	<p><b>Library Movement</b></p> <p>In India</p> <p>In U.K.</p> <p>In U.S.A</p>
<p><b>(6)</b></p>	<p><b>Copyright law and books act</b></p> <p>Law</p> <p>Act</p>
<p><b>(7)</b></p>	<p><b>Library Building and Equipments</b></p> <p>Facilities</p> <p>Types of Equipment</p> <p>Furniture size</p>
<p><b>(8)</b></p>	<p><b>Library Science Education in India</b></p> <p>Pattern</p> <p>Level</p>

<b>1.</b>	<b>Library Management and Administration</b>  Meaning  Differences between Administration & Management.  Principles
<b>2.</b>	<b>Book selection and Acquisition</b>  Process  Acquisition Policy
<b>3.</b>	<b>Book Circulations</b>  Process  Systems
<b>4.</b>	<b>Preservation and care of books</b>  Method  Care
<b>5.</b>	<b>Stock verification</b>  Merit demerits  Meaning  Method  Rectification

<b>6.</b>	<b>Library finance</b>  Budget  Accounts  Founds
<b>7.</b>	<b>Sections</b>  Acquisition sections  Technical sections  Circulation section  Reference section  Periodical section  Maintainance section
<b>8.</b>	<b>Role of Library committee and Librarian</b>  Ideal role  Qualifications

**BLIS 503****Library classification (Theory)**

Unit 1	History of classification
Unit 2	Library classification
Unit 3	Five fundamental categories
Unit 4	Face analysis and sequence
Unit 5	Phase relation and common isolates
Unit 6	Classification schemes
Unit 7	Canons
Unit 8	Call Number, Book numbers, collection nos.
Unit 9	History of CC & DDC
Unit 10	Notation

<b>BLIS 504</b>	<b>Library classification practical</b>
<p>Introducing and structure</p> <p>Schedules and techniques</p> <p>Steps of classification</p> <p>All classes</p> <p>Dewey Decimal classification (DDC)</p> <p>Introduction and structure</p> <p>Techniques</p> <p>Table 1 to 7</p> <p>All classes.</p>	



## BLIS 505

### Library catalogue (Theory)

According CCC and AACR II

<b>Unit 1</b>	(1) Need and Burpose of Library catalogue (2) Principles of lib. Catalogue (3) History and development of Lib. Cata. Code
<b>Unit 2 :</b>	(1) Physical form of lib. Catalogue (2) Inner form of lib. Catalogue (3) Bibliography
<b>Unit 3:</b>	(1) Kind of Entries (2) Parts of Entries (3) Functions of Entries
<b>Unit 4 :</b>	(1) Subject Headings (2) Chain procedure (3) AACR II & CCC

## **Library cataloguing (Practicals)**

### **BLIS506 [C.C.C.] & AACR II**

#### **Technique and procedure of card making**

1. Personal
2. Joint
3. More than three author
4. Pseudonymous author
5. Corporate author
6. Collaborator
7. Multivolumed Book
8. Composite Book
9. Series
10. Periodical publication & serials.

## BLIS 507

### REFERENCE & INFORMATION SOURCE

<b>Unit 1</b>	<ol style="list-style-type: none"><li>1. Reference service</li><li>2. Concept, need</li><li>3. Purpose</li></ol>
<b>Unit 2</b>	<ol style="list-style-type: none"><li>1. Information source</li><li>2. Primary, secondary</li><li>3. territory</li></ol>
<b>Unit 3</b>	<ol style="list-style-type: none"><li>1. INB</li><li>2. BNB</li><li>3. Geographical &amp; Biographical sources</li></ol>
<b>Unit 4</b>	<ol style="list-style-type: none"><li>1. Reference queries</li><li>2. Techniques of answering reference question</li><li>3. Types of reference service</li><li>4. Reference service in different types &amp; Libraries</li><li>5. Organization of reference work &amp; reference deptt.</li></ol>

## BLIS 508

### COMPUTER APPLICATION -----

<b>Unit 1</b>	<ol style="list-style-type: none"><li>1. Introduction</li><li>2. Definition &amp; Developments</li><li>3. Qualities &amp; generation</li></ol>
<b>Unit 2</b>	<ol style="list-style-type: none"><li>1. Use of computer in Library Administration</li><li>2. Computer based Information Services</li><li>3. Lib. Network</li><li>4. E. Mail</li></ol>
<b>Unit 3</b>	<ol style="list-style-type: none"><li>1. Role of computer in Library Automation</li><li>2. Need of computer in Libraries</li><li>3. History of computer in Libraries</li><li>4. Role of computer in libraries</li></ol>
<b>Unit 4</b>	<ol style="list-style-type: none"><li>1. Present General trends. Of computer in Libraries</li><li>2. Software and software packages</li><li>3. Programme and Programming</li><li>4. Library applicable software</li></ol>