

BACHELOR OF LIBRARY & INFORMATION SCIENCE

Library science (often termed library studies or library and information science) is an interdisciplinary or multidisciplinary field that applies the practices, perspectives, and tools of management, information technology, education, and other areas to libraries; the collection, organization, preservation, and dissemination of information resources; and the political economy of information.

Eligibility Criteria: Graduation in any stream

To earn a B.Lib degree, a student has to earn a minimum of 40 credits. Minimum 12 credits to be earned from Library & Inf Sc subjects and remaining can be taken from any stream

Every student has to attain a minimum of D grade in all courses; a student may however, and repeat or change any course being offered. Notwithstanding, every student must acquire the desired number of credits. The detailed course structure under different categories is given in succeeding pages. Brief description of the course content follows thereafter.

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Codes	Subjects	Credit
25.101	Library and Society	4
25.102	Library Management	4
25.103	Library Classification Theory	4
25.104	Library Cataloguing Theory	4
25.105	Computer and Information Technology	4
25.106	Foundations of Library & Information Science	4
25.107	Universe of Knowledge & Research Methods	4
25.108	Computer Applications in Library & Information Sciences	4
25.109	Information Sources & Services	4
25.110	Knowledge Organisation	4

25.101 Library & Society

Content:

Development of Libraries and their Role in Society, Different Types of Libraries and their Functions, Library Legislation, Resource Sharing and User Studies, Library Association, Promotional Agencies

25.102 Library Management

Credit: 4

Content: Principles of Library Management; Collection Development - Policy & Principles, Selection – tools for book and non-book materials, Handling of Govt. document & Manuscripts; Library Routines & Workflow; Personnel Management - Human Resource Development, Staff Recruitment, Selection & Training, Staff Formula, Staff Development, Motivation & Leadership Quality Improvement, Staff Manual; Financial Management - Sources of Library Finance, Budget Estimation – Line Budget, Program Budget, Performance Budget, Marketing of Information

25.103 Library Classification Theory

Credit: 4

Content: Concept of Classification - Knowledge Organisation, Classification as a base of organization of knowledge and information, retrieval in libraries, General theory of library classification (Bliss, Sayers and Ranganathan), Development of schemes of library classification, Normative Principles of Classification and their application; Universe of Knowledge - Development of Subjects: Structure and Attributes, Modes of formation of subjects, Methodology of Designing a Classification scheme, Standard schemes of classification and their features: CC, DDC, UDC; Methods of Knowledge Organisation- Species of Library Classification, Notation : Need, Purpose and Qualities, Postulates, Fundamental Categories and Facet Analysis, Common Isolates, Devices, Concept of Call Number : Class Number, Book Number and Collection Number; Role of Major Organizations- Documentation Training & Research Centre (DRTC), Classification Research Group (CRG), International Society for Knowledge Organisation (ISKO), Trends in library classification: Role of computers.

25.104 Library Cataloguing Theory

Credit: 4

Content: Library Catalogue - Concept, objectives, purpose and functions, Union Catalogue: Concept, purpose, Union Catalogue of INFLIBNET and DELNET, Selective & Simplified Cataloguing, Authority File, Shelf List, ISBN, ISSN; Forms of Library Catalogue - Physical Forms of Library Catalogue : Conventional and Non-conventional (Card, Printed Book Form, Kardex, Microforms, OPAC, WebOPAC), Types of Catalogue : Dictionary Catalogue, Classified Catalogue, Alphabetic Classed Catalogue, Alphabetic Subject Catalogue; Catalogue Entries, Filing and Subject Cataloguing - Catalogue Entries : Main entry and Added entries (According to CCC, 5th ed. and AACR-2) , Filing of Entries, Subject Cataloguing : Meaning, purpose, objectives, approaches (Chain Procedure and Sear's List of Subject Headings); Normative Principles of Cataloguing and Current Trends in Cataloguing - Canons and Principles of

25.105 Computer and Information Technology

Credit: 4

Content: Computer: Definition, Developments and Computer Generations; Classification of Computers; Basic Components of a Computer, Computer Peripherals; Hardware and Software Components; Processors, Memory, Storage and Input/Output Peripherals; Operating Systems, Functions and their commands : Windows and UNIX/Linux; Programming Languages : Types, Characteristics and their Applications; Flowcharting; Software Packages; Library Automation; Networking

25.106 Foundations of Library & Information Science

Credit: 4

Content: Information Systems, Components, Roles and Types; History & Development of Libraries, Documentation & Information Centers; Library Associations & Organisations; Digital Libraries

25.107 Universe of Knowledge & Research Methods

Credit: 4

Content: Universe of Knowledge; Modes of Formation of Subjects - Fission, Fusion, Distillation, Lamination, Loose Assemblage, Spiral of Scientific method; Research Methods- Research: Definition and Kinds, Research Methods – Historical, Descriptive and Experimental, Research Design; Methods of Data Collection; Bibliometric & Technical Writing

25.108 Computer Applications in Library & Information Science

Credit: 4

Content: Hands on experience with computer operation with reference to MS – DOS Commands, WINDOWS, MS-Word, MS-Excel, MS-Power point

25.109 Information Sources & Services

Credit: 4

Content: Nature of Information Sources - Concept of Information Sources, Kinds of Information Sources, Basic Reference & Information Sources and criteria of their evaluation; Reference Tools - Bibliographical Sources : National Bibliographies— INB & BNB, Trade Bibliographies, Language Dictionaries, Yearbooks & Directories; Electronic Publishing and Media; Internet Sources; Information Services

25.110 Knowledge Organisation

Credit: 4

Content: Classification of Documents according to DDC (19th ed.)- Classification of Documents representing simple subjects, Classification of Documents using tables; Classification of Documents according to DDC (19th ed.)- Classification of documents representing compound subject, Classification of documents representing complex subject; Classification of documents according to CC (6th rev. ed.)- Classification of Documents representing simple subjects, Classification of Documents having Common Isolates; Classification of documents according to CC (6th rev. ed.)- Classification of documents representing compound subject, Classification of documents representing complex subject.

Cataloguing : their application to CCC and AACR -2, Current Trends : ISBD, ISO 2709, MARC-21, UNIMARC and CCF.