

BABA MASTNATH UNIVERSITY

ASTHAL BOHAR, ROHTAK

Department of Library and Information Science

SCHEME OF EXAMINATION

BACHELOR OF LIBRARY & INFORMATION SCIENCE

(B.Lib.I.Sc.)

ONE YEAR PROGRAMME(Annual)

2022-23

Paper	Nomenclature	Total Marks (T+IA= Total)*
BL-01	LIBRARY & SOCIETY	80+20=100
BL-02	LIBRARY MANAGEMENT	80+20=100
BL-03	LIBRARY CLASSIFICATION THEORY	80+20=100
BL-03(P)	LIBRARY CLASSIFICATION PRACTICAL	80+20=100
BL-04	LIBRARY CATALOGUING THEORY	80+20=100
BL-04(P)	LIBRARY CATALOGUING PRACTICAL	80+20=100
BL-05	REFERENCE AND INFORMATION SOURCES	80+20=100
BL-06	INFORMATION SERVICES	80+20=100
BL-07	INFORMATION TECHNOLOGY: BASICS	50+30+20=100

* Theory + Internal Assessment= Total Marks

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BACHELOR OF LIBRARY & INFORMATION SCIENCE
(B.Lib.I.Sc.)
LIBRARY & SOCIETY
PAPER CODE BLIS-101

Theory 80

Assignment 20

Note: 1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.

Section 1: Development of Libraries and Their Role in Society

Unit 1: Role of Libraries in Modern Society.

Unit 2: Laws of Library science.

Unit 3: Development of Libraries in UK and USA.

Unit 4: Library Development in Modern India-plans and programme

Section 2:

Unit 5: National Libraries: A Descriptive Account of National Libraries of India, UK, USA & USSR.

Unit 6: Academic Libraries : University, College and School Libraries.

Unit 7: Public Libraries

Unit 8: Special Libraries and Information Centres

Section 3:Library Legislation

Unit 9: Library Legislation and Model Public Library Act.

Unit 10: Library Legislation in Indian States- their Salient Features

Section 4: Resource sharing and User Studies

Unit 11: User Studies

Unit 12: User Education

Unit 13: Resource Sharing – Concept, Need, Form, Resource Sharing- Selected Case Studies

Section 5:Library Associations, Organization and Institution

Unit 14: Librarianship as a Profession & Professional ethics.

Unit 15: Role of Professional

Unit 16: Organization and Institutions involved in Development of Library and Information Services.

BACHELOR OF LIBRARY & INFORMATION SCIENCE (B.Lib.I.Sc.)
LIBRARY MANAGEMENT
PAPER CODE BLIS-102

Theory 80

Assignment 20

Note: 1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.

Section 1 : Principles of Library Management

Unit 1 : General Principles of Management and the Application to Library Management.

Unit 2 : Library Organizational Structure.

Unit 3 : Management Information System.

Unit 4 : Physical planning

Section 2 : Information Resources Development

Unit 5 : Types of Information Resources Selection Principles including the communication Media.

Unit 6 : Different Types of Selection Tools and the Importance

Unit 7 : Acquisition Procedure Books and Non- Printing Material

Unit 8 : Acquisition of Periodicals and Serials

Unit 9 : Technical Processing

Section 3 : Use and Maintenance of the Library.

Unit 10 : Circulation Work

Unit 11 : Maintenance Shelving and Stock Verification etc.

Unit 12 : Elements of Binding and Preservation

Section 4 : Human Resource Development

Unit 13 : Human Resource Development Concept and Contours

Unit 14 : Personnel Planning

Unit 15 : Participatory Management and Total quality Management(TQM)

Section 5 : Library Finance, Library Budget

Unit-16 : Library Finance

Unit 17 : Budgeting and Accounting.

BACHELOR OF LIBRARY & INFORMATION SCIENCE (B.Lib.I.Sc.)
LIBRARY CLASSIFICATION THEORY
PAPER CODE BLIS-103

Theory 80

Assignment 20

Note:1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.

Section 1 : Elements of Classification Theory

Unit 1 : Basic Terminology and Historical Perspective.

Unit 2 : Perspective Need and Purpose of Library Classification.

Section 2 : Theory and Development of Library Classification

Unit 3 : General Theory of Library Classification

Unit 4 : Species of Schemes of Library Classification

Unit 5 : Learning about subjects

Section 3 : Approaches to Library Classification

Unit 6 : Postulation and Systems Approaches

Unit 7 : Fundamental Categories . Facet Analysis and facet Sequences

Unit 8 : Phase Relations and Common Isolates

Unit 9 : Devices in Library Classification

Section 4 : Study of Selected Schemes of Classification

Unit 10 : Dewey Decimal Classification

Unit 11 : Comparative Study of 19 th 20 and 21st Edition of DDC

Unit 12 : Universal Decimal Classification

Unit 13 : Colon Classification

Unit-14 : Different Versions of Colon Classification.

Unit 15 : Current Trends in Library Classification

**BACHELOR OF LIBRARY & INFORMATION SCIENCE (B.Lib.I.Sc.)
LIBRARY CLASSIFICATION PRACTICE (PRACTICAL)
PAPER CODE BLIS-104**

Practical 80

Assignment 20

Section 1: Dewey Decimal Classification (19th Edition) Part-I.

Unit 1 : Introductions, Structure and Organization

Unit 2 : Definitions, Notes and Instructions

Unit 3 : Introduction to Three Summaries and Steps in Classifying Documents

Unit 4 : Relative Index and its use

Section 2 : Dewey Decimal Classification (19th Edition) Part-2.

Unit 5 : Study of Tables and Schedules

Unit 6 : Auxiliary tables and Devices

Unit 7 : Practical Classification

Section 3 : Colon Classification (6th Edition) : Preliminaries

Unit 8 : Introduction, Structure and Organization

Unit 9 : Schedules and Techniques

Unit 10 : Steps in Classification

Section 4 : Colon Classification (6th Edition) : Introduction to the Application of Postulates and Principles for Facet, Analysis and Synthesis.

Unit 11 : Humanities and Social Sciences

Unit 12 : Biological Sciences

Unit 13 : Physical Sciences and Generalia

**BACHELOR OF LIBRARY & INFORMATION SCIENCE (B.Lib.I.Sc.)
LIBRARY CATALOGUING THEORY
PAPER CODE BLS-105**

Theory 80

Assignment 20

Note:1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.

Section 1 : History, Purpose and Types of Library Catalogue

- Unit 1 : Library Catalogue: Objectives, Purpose functions
- Unit 2 : History and Development of Library Catalogue codes.
- Unit 3 : Physical form of Catalogue
- Unit 4 : Types of Catalogues

Section 2 : Format of Catalogue Entries.

- Unit 5 : Kinds of Entries
- Unit 6 : Date Elements in Different Types of Entries
- Unit 7 : Filing of Entries – Classified and Alphabetization.
- Unit 8 : Centralized Cataloguing, cataloguing in Publication and MARC
- Unit 9 : Machine Formats : MARC and CCF

Section 3 : Choice of Rendering of Headings

- Unit 10 : Personal Authors (Western and Indian Names)
- Unit 11 : Corporate Authors
- Unit 12 : Pseudonyms, Anonymous Works and Uniform Titles
- Unit 13 : Cataloguing of Non- Print Media

Section 4 : Subject Indexing, Vocabulary Control and Recent Development in Cataloguing.

- Unit 14 : Subject Cataloguing -Problems
- Unit 15 : Vocabulary Control : Subject Heading List Thesauri
- Unit 16 : Subject Indexing Models
- Unit 17 : Techniques for subject indexing
- Unit 18 : Recent Trends in Library Cataloguing.

**BACHELOR OF LIBRARY & INFORMATION SCIENCE (B.Lib.I.Sc.)
LIBRARY CATALOGUING (PRACTICAL)
PAPER CODE BLIS-106**

Practical 80

Assignment 20

Note:

1. There will be two parts consisting of 5 questions each, Part-A is devoted to AACR-II and Part –II to Classified Catalogue Code, 5th rev. edition
2. The students required to prepare entries for five titles selecting at least 2 titles from each part. All titles carry equal Marks.
3. Copies of Colon Classification by S.R. Ranganathan 6th Revised Edition and Sears list of Subject Heading will be provided for use.

Section 1 : AACR-2R-Part -1

Unit 1 : Preliminaries

Unit 2 : Single Personal Author

Unit 3 : Shared responsibility and Editorial Direction

Unit 4 : Choice Among Different Names and References

Unit 5: Series and Multivolume

Section 2 : AACR -2R-Part -2

Unit 6 : Subject Headings

Unit 7 : Corporate Bodies

Unit 8: Uniform Titles and Serials

Unit 9 : Cataloguing of Non Print Material and Users –Guide to AACR-2R

Section 3 : Classified Catalogue Code Part-1

Unit 10: Preliminaries Classified Catalogue Code

Unit 11: Class Index Entries and Tracing

Unit 12: Personal Authors

Unit 13: Corporate Authors

Section 4 :Classified Catalogue Code Part-2

Unit 14 : Analytical Entries and Composite Books

Unit15 : Series and composite books.

Unit 16 : Multivolume

Unit 17: Periodical Publications

BACHELOR OF LIBRARY & INFORMATION SCIENCE (B.Lib.I.Sc.)
REFERENCE AND INFORMATION SOURCES
PAPER CODE BLIS-107

Theory 80

Assignment 20

Note: Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.

Section 1 : Study of Reference Sources.

Unit 1 : Reference and Information Access Tools Overview.

Unit 2 : Types of References and Information Access tools.

Unit 3 : Kinds of Bibliographies.

Unit 4 : Indexing and Abstracting Periodicals

Unit 5: Reviews, States of Art Reports, Trends Reports.

Section 2 : Categories of Reference Sources –Part-1

Unit 6 : Dictionaries

Unit 7 :Encyclopedias.

Unit 8: Hand book, Manuals, year Books etc.

Unit 9 : Standards, Patents, Trade Catalogue etc.

Section 3 : Categories of Reference Sources –Part-2

Unit 10: Geographical Sources.

Unit 11: Biographical Sources.

Unit 12: Statistical Information Sources

Unit 13: Sources of Current Affairs.

Section 4 : Non Documentary Sources.

Unit 14 : Human Resources and referral Systems

Unit15 : Institutional Information Sources.

Unit 16 : Mass Media

BACHELOR OF LIBRARY & INFORMATION SCIENCE (B.Lib.I.Sc.)
INFORMATION SERVICES
PAPER CODE BLIS-108

Theory 80

Assignment 20

Note:1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.

Section 1 : Information Services and Organizations

Unit 1 : Concept and need for Information.

Unit 2 : Information Services : an overview

Unit 3 : Users of Information Services

Unit 4 : Organizations of Information Services

Section 2 : Information Services and Techniques.

Unit 5 : Reference Services.

Unit 6 : Current Awareness Services.

Unit 7: Literature Search and Data Base Services.

Unit 8 : Document Delivery Service.

BACHELOR OF LIBRARY & INFORMATION SCIENCE (B.Lib.I.Sc.)
INFORMATION TECHNOLOGY: BASICS
PAPER CODE BLIS-109

Theory 80

Assignment 20

Note:1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.

Section 1 : Information Technology : Concepts and Basics

Unit 1 : Introduction to Information Technology

Unit 2 : Introduction to Computers

Unit 3 : Telecommunications : Basics

Section 2 : Application Software

Unit 4 : Introduction to Application Software

Unit 5 : Library and Information Software Package .

Unit 6 : Features of Indian Software Package.

Section 3 : Library Automation

Unit 7 : Library House Keeping Operations

Unit 8 : Computerized Information Services .

Unit 9 : Management of Computerized Library .

Section 4: Information System and Networks

Unit 10 : Basic Concepts and Contours of Computer based information systems.

Unit 11 : Library and Information Networks

Unit 12 : Resources Sharing Networks

Unit 13 : Internet

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