



Vision

- to provide dissemination of *knowledge, research* and consultancy in all areas of learning ;
- to ensure access and *inclusion* of all in the institutions of higher education specially to the minorities, women and other deprived sections of the society ;
- to develop *scientific mind* and to impart *value based* education ;
- to inculcate the spirit of *secularism, nationalism* and *human rights* among the students ;
- to provide *purposeful education* at *affordable cost* ;

Mission

- to undertake *Research and consultancy* to enrich teaching learning program ;
- to develop *appropriate* curriculum and infrastructure ;
- to participate in *collaborative research and teaching* with institutions and individuals ;
- to develop *extension services* with the object to provide for application orientation ;
- to develop *leadership quality* amongst the enrolled students ;

Syllabus

Bachelor of Library and Information Science (BLIS)

COMPLIMENTARY COPY



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Bachelor of Library & Information Science (BLIS)

<u>Papers</u>	<u>Name of Papers</u>	<u>IA - UE</u>
Paper - I	Library and Society	20 - 80
Paper - II	Management of Library & Information Centre	20 - 80
Paper - III	Information Processing (Library Cataloguing) (Theory)	20 - 80
Paper - IV	Library Classification (Theory)	20 - 80
Paper - V	Information Technology Basic and Application	20 - 80
Paper - VI	Library Cataloguing Practice	100
Paper - VII	Library Classification Practice	100
Paper - VIII	Project & Viva Voce	100

I.A= Internal Assignment

U.E = University Examination

[4]

Bachelor of Library & Information Science (BLIS)

Paper - 1

Library and Society

Section - A

Concept of Library and its role in the society

- Unit - 1 Library as a Social Institution.
- Unit - 2 Role of Library & Information Centres.
- Unit - 3 Laws of Library Science
- Unit - 4 Library Development in UK, USA,
- Unit - 5 Library Development in modern India : Plan & Programmes, Role of RRRLF & UGC

Section - B

Types of Library and their function

- Unit - 1 National Library: Its role and function with special reference to the National Libraries of UK, USA, and India
- Unit - 2 Academic Libraries : School College and University, Research: Role and function.
- Unit - 3 Public and Special Libraries: Role and function.

[5]

Section – C

Library Legislation

- Unit – 1 Concept and need of Library legislation.
Unit – 2 Model Public Library Act.
Unit – 3 Library Legislation in Bihar.

Section – D

Resource Sharing networking, user studies and consortium

- Unit – 1 Resource Sharing networking concept & need
Unit – 2 User Studies
Unit – 3 User Education
Unit – 4 Extension Service
Unit – 5 Consortium

Section – E

- Unit – 1 Library profession and association, ILA, IASLIC, IFLA, FID

Reference Books :-

1. Library and Society - By J K. Khanna
2. Granthalya Avam Samaj (Hindi) - By S.M. Tripathi and C. Lall.
3. Library organisation – By Krishan Kumar
4. Library Legislation in India: A comparative study of state library Acts – By K. A. Isaac
5. Changing frontiers of Library & Information Science – By Syed Fazle Rab.
6. Five laws by Library Science – By S.R. Ranganathan

Paper-II

Management of Library & Information Centre.

Section – A

Concept of Library Management

- Unit – 1 General Principles of Management and their Application to Library Management.
Unit – 2 Elements of Library Management (POSDCORB)
Unit – 3 Management Information system (MIS), Management by objective (MBO) and Total Quality Management (TQM)
Unit – 4 Human Resource Management (HRM) Recruitment, Motivation and leadership qualities.
Unit – 5 Library Organization structure and committee: Public Library / Academic Library

Section – B

Document Circulation, maintenance and preservation

- Unit – 1 Library documents: Changing Concept, forms and Physical features
Unit – 2 Library Binding types and qualities.
Unit – 3 Circulation Work: Types of Charging and discharging systems.
Unit – 4 Library Maintenance, documents shelving and stock-verification.
Unit – 5 Preservation & conservation of different types of Library documents.

Section – C

Principals of Book Selection

- Unit – 1 Concept of Book selection: Sources, methods, guides, routine and criteria for evaluation
- Unit – 2 Principles of Book selection: Dewey, Drury Mac Colvin and Ranganathan.

Section – D

Library organisation

- Unit – 1 Library Building and space Management
- Unit – 2 Furniture and equipment .
- Unit – 3 Library Standards.

Section – E

Library Finance and Budget

- Unit – 1 Sources of Library finance
- Unit – 2 Budgeting: Norms and types.
- Unit – 3 Compilation of library statistics.
- Unit – 4 Annual Report

Reference Books:-

1. Effective Library and Information Centre Management - By Jo Bryson
2. Quality Management in Libraries – By K.C. Dabas
3. Library Organisation and Administration (both Hindi and English) – By R.S.P. Singh
4. Library Administration – By R.L. Mittal
5. A Treatise on Book Selection – By Ajit Chakrabarti
6. Pustakalaya Prashasan Avam Prabandhan (Hindi)

Paper - III

Information Processing Library Cataloguing (Theory)

Section A

Library Catalogue: Concept, forms types

- Unit – 1 Library Catalogue: Concept, need, purpose, history, Library Catalogue and Bibliography.
- Unit – 2 Forms of Catalogues.
- Unit – 3 Types of Library Catalogues.
- Unit – 4 Catalogue Codes: AACR2, CCC

Section B

Catalogue Entries

- Unit – 1 Kinds of entries
- Unit – 2 Elements of different types of entries.
- Unit – 3 Machine format of catalogues: MARC & CCF, OPAC (online public Access catalogue).

Section C

Choice & rendering of Headings.

- Unit – 1 Personal authors
- Unit – 2 Corporate authors
- Unit – 3 Cataloguing of non-print materials

Section D

Subject Indexing Cataloguing

- Unit – 1 Subject Cataloging:
- Unit – 2 Vocabulary Control & Subject Heading tools : Chain Procedure, POPSI, PRECIS, Post

Coordinate Indexing, punched card, Uniterm, Keyword and Citation Index.

Reference Books:-

1. Cataloguing theory and practice – By C. G Vishwanathan
2. Cataloging – By Krishan Kumar.
3. Prasuchikaran Sudhaul – Ke Mule Tatva (Fundamental elements of Cataloguing) By S.M. Tripathi and N.S. Shaukeen
4. AACR (II) and CCC (5): Comparative study – By M.Parameswarn
5. Introduction to AACR (II) –By Krishna Kumar.
6. Cataloging Practice CCC By R.L. Sehgal.

Paper - IV

Library Classification (Theory)

Section – A

Elements of Library Classification

- | | |
|----------|--|
| Unit – 1 | Concept of Library Classification |
| Unit – 2 | Need and Purpose of Library Classification |
| Unit – 3 | Notational System of Classification |
| Unit – 4 | Knowledge and Book Classification |

Section - B

Development of Library Classification

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|----------|--|
| Unit – 1 | Major Schemes of Library Classification, Species of Library Classification |
| Unit – 2 | General theory of Library Classification |
| Unit – 3 | Canons of Library Classification |

Section – C

Approaches to Library Classification

- | | |
|----------|---|
| Unit – 1 | Postulate and systems |
| Unit – 2 | Fundamental Categories, Facet analysis sequence, Helpful sequence |
| Unit – 3 | Phase-Relation and Common isolates |
| Unit – 4 | Devices in Library Classification |

Section D

- | | |
|----------|--|
| Unit – 1 | Study of selected schemes of Library Classification, Call Number |
| Unit – 2 | DDC, UDC, CC |
| Unit – 3 | Comparative study of DDC & CC |
| Unit – 4 | Current Trends in Library Classification. |

Reference Books:-

1. Theory of Classification – By Krishan Kumar
2. Library Classification (Hindi) – By Pushpa Dheyani
3. Philosophy of library classification – By S.R. Ranganathan
4. Classification with Dewey Decimal Classification (Ed. 19th & 20th) by Pushpa Deyani
5. Colon Classification : EK Saral Adhdhiyan (Hindi) by UC Sharma & others.

Paper-V

Information Technology Basic and Application

Section – A

Role of Information

- | | |
|----------|---------------------------------------|
| Unit – 1 | Concept of information need & purpose |
|----------|---------------------------------------|

- Unit – 2 Information products
- Unit – 3 Types of information services in a library
- Unit – 4 Documentation & its role

Section – B

Library Automation & Technology

- Unit – 1 Need of Library Automation, Digital Library
- Unit – 2 Library software and its special features
- Unit – 3 Inter-net and its use in library

Section – C

Specific Information service

- Unit – 1 Current Awareness Service
- Unit – 2 SDI
- Unit – 3 Translation service
- Unit – 4 Reprographic service

Section – D

Information system and Networks

- Unit – 1 National Information system and Networks: NISCAIR, DESIDOC, NASSDOC, NISSAT, DELNET, INFLINET.
- Unit – 2 International system and networks: AGRIS, INIS, MEDLARS, UNISST, OCLC

Section – E

Reference Service

- Unit – 1 Concept of Reference Service
- Unit – 2 types of Reference Service
- Unit – 3 Organization of References Service in different types of libraries

Section – F

Tools of Reference Sources

- Unit – 1 Dictionaries, Encyclopedias, Yearbooks. Handbooks. Patents
- Unit – 2 Indexing and Abstracting Periodicals
- Unit – 3 Bibliographical, Geographical, Biographical and current sources of reference service

Reference Books:-

1. Reference Service – By Krishan Kumar
2. Reference Service (2nd ed.) – By S.R. Ranganathan
3. Documentation and information: Services Technique and systems –By B. Guha
4. Handbook for information systems and services – By Pauline Atherton (unesco).
5. Information Technology in Library and information services – By Mohan Kumar Gelhotra.
6. Learn Information and References and Services – By A.K. Dhiman & Y. Rani.
7. Reference Services and Digital Sources of the information – By Amijad Ali.

LIBRARY CATALOGUING PRACTICE

AACR-2R

(Anglo American Cataloguing Rules Editions – 2 (1978)

Revision 1988)

- (i) Preliminaries, Single personal Author, shared Responsibility & Editorial Directions :
- (ii) Choice among different Names and References, series and Multivolumes

AACR-2R- Part II

- (i) Subject Heading, Corporate Bodies, Uniform, Titles and Serials, Periodical Publications

2 CCC

(CLASSIFIED CATALOGUE CODE)

CCC – part – I

- (i) Preliminaries to classified catalogue code:
- (ii) Class Index Entry and Tracing:
- (iii) Personal Authors:
- (iv) Corporate Authors:

Library Classification Practice

Dewey Decimals Classification (DDC): (19th edition)
Introduction Structure and Organisation of Dewey Decimal Classification:

Definitions Note and Instructions:

Introduction to three Summaries Ascertaining Specific subject of Document and Assigning Class Number to its.
Relative Index its Use of Auxiliary Tables and Multiple Synthesis in DDC.

- Uses of table 1: Standard Subdivisions
- Uses of table 2: Areas
- Uses of table 3: Subdivisions of Individual Literatures
- Uses of table 4: Subdivisions of Individual Languages
- Uses of table 5: Racial, Ethenis, National Groups
- Uses of table 6: languages
- Uses of table 7: Persons & Multiple Synthesis

Colon Classification (CC).

Colon classification : Introduction

Colon Classification (i) Schedules & Technique

Colon Classification (ii) Steps in Classification

Colon Classification : Introduction to the Application of Postulates and Principles for Facet Analysis and Synthesis:
Humanities and Social Sciences, Biological Sciences, Sciences and Generalia

Project work shall be notified and assigned to the student in each session by the Incharge of the BLIS programme.

COMPLIMENTARY COPY



DESHBHUSHAN FAKIR MAULANA MAZHARUL HAQUE

Maulana Mazharul Haque (1866-1930) born in a privileged family was sent to England to study law. When he finished his law degree he came back to practice law in India. His profession gave him the opportunity to understand the overwhelming problem facing the public. This drew him closer to Mahatma Gandhi and he joined the freedom struggle to make India an independent nation.

Mazharul Haque was a legal luminary, a statesman, an educationist, a journalist, a poet and a philosopher combined in one. A staunch nationalist and a firm believer in secular foundations of this country he believed that "whether we are Hindus or Mussalmans we are in the same boat. We must sail or sink together."

A pillar of nation building he advocated free primary education to all. For developing higher education and strengthening freedom movement he founded Sadaquat Ashram and Bihar Vidyapeeth. His magnanimity of donating his properties and wealth to the national cause earned him the title of 'Deshbhushan' and 'Fakir' from the contemporary national leaders. He vigorously supported the Elementary Education Bill (1911) in pre-independent India as he believed that, it was "so far-reaching in its effects that it will effect a profound change in the destiny of our motherland."

Maulana Mazharul Haque breathed his last after a brief illness on 2nd January, 1930. Mahatma Gandhi wrote in his message of condolence that "Mazharul Haque was a great patriot, a good Mussalman and a philosophersuch a man would be missed at all times, he will be the more missed at this juncture in the history of the country."