Code: **BLS 201**

Information Technology : Basic.

Unit - 1 :

Introduction of computers - Historical background of computers, types and generation of computers, Architecture - CPU, Input/Output devices, basic hardware's .

Unit - 2 :

Hardware aspect Software aspect - Types of Software, Types and generation of computer operating systems, MSDOS/ MS WINDOWS.

Unit - 3 :

Information Technology - Definition, Scope and history. CD-ROM Technology, DVD.

Unit - 4 :

Database Management - Introduction to Database Management System (DBMS) with special reference to CDS/ ISIS. Introduction to library automation, software packages - SOUL.

Unit - 5 :

Library Automation - meaning brief history, factors and goals, Area of library automation, BARCODE.

Code: BLS 202
Reference Service and Sources of Information :

Unit - 1 :
Documentary sources of information - Print, Non-print including Electronic media, Nature, Characterstics, Utility and evaluation of different types of information sources, Non-documentary information sources. Categories : Primary, secondary and tertiary information sources, Interact as source of information.

Unit - 2 :
Reference service - Meaning, Scope, Types of reference service : short range and long range reference service. Referencing service v/s information service. Reference service in Public, Academic and Special libraries. Reader's initiation/orientation, user education.

Unit - 3 :
Bibliographies - Definition, need and purpose types of bibliographies. Methods of compilation of a bibliography, evaluation of bibliographies.

Unit - 4 :
Reference sources Encyclopaedias, Yearbooks and Almanac, Names as Almanac.

Unit - 5 :
Reference Sources Dictionaries, Directories geographical sources, biographical sources definition, purpose and importance.

Note : List of reference and information sources for purpose of evaluation in appended.

Code: BLS 203
Documentation and Information Retrieval

UNIT-1 :

Documentation - Meaning, Genesis and scope facets of documentation, Documentation list. Documentation activities in India. Reprographic, Micrographic and Translation Services.

UNIT - 2 :

Index and Indexing - Types of index, Pre and Post coordinate indexing, UNITERM, Key word indexing (KWIC-KWOC, KWAC, KWWC), Chain indexing - indexing services in India.

UNIT - 3 :

Abstracting, Characteristics, Elements, Types, Reagonathan's Canon of Abstracting, Important abstracting services. CAS and SDI Services.

UNIT - 4 :

National and international systems - NISSAT, UNISIST, National Documentation Centres of India, NISCARE, NASSDOC, DESIDOC, DELNET.

UNIT - 5 :

Information storage and Retrieval system - meaning, purpose and evaluation. Search Strategies, Concept of Vocabulary Control theories.

Code: BLS 204
Knowledge Organisation and Processing (Classification Practical).

Practical classification of books and periodicals according to Colon Classification (6th Rev. Ed.) and Dewcy Decimal Classification (19th Ed.). Adequate number of titles will be given from all disciplines candidates will be required to classify 20 titles in all. Ten Titles should be classified by CC and DDC both whereas, five titles should be classified by CC and five by DDC only.

Code: BLS 205
Project

APPENDIX (Evaluation of the following)

A. BIBLIOGRAPHIES :
1. Indian National Bibliography
2. Ulricles in International periodical directory
3. British National Bibliography
4. Books in Print (Bowker)
5. Indian Books in Print (Delhi, Indian Bureau of Bibliography)

COMPUTER PRACTICAL :
1. Computer fundamentals
2. Operating System (DOS, Windows Introduction)
3. MS-Office (Special reference to MS-Word).
4. Basics of CDS/ISIS Practical.
5. Basic of SOUL
6. Internet search and emails

Viva Voce.

Tour Report / Field Work.