

BACHELOR OF LIBRARY AND INFORMATION SCIENCE

Code: **BLS 101**

Paper: Foundation of Library and Information Science)

UNIT - 1 :

Social and historical foundation of library - Five laws of Library Science, Types of Functions of Libraries with special reference to National Library (Calcutta). Library of Congress (Washington) and British Library (London). Role of Library in formal and informal Education.

UNIT - 2 :

Library movement - India, UK and USA, Library Development Plans and programs in India after independence. Role of libraries in Modern Society.

UNIT - 3 :

Library legislations in Indian states- their salient features, Books delivery Act, Copy Right and Censorship Act, Intellectual Property Act and Right to Information Act.

UNIT - 4 :

Library building - planning, designing, location, lighting and ventilation, Role of librarian and architect in designing of building, furniture etc.

UNIT - 5 :

Cooperative and Consortee: Library co-operation and Resource sharing, library extension services consultancy services. Role of professional association and with special reference to ILA, SIS, RRLF, IASLIC. Role of UNESCO.

BACHELOR OF LIBRARY AND INFORMATION SCIENCE

Code: **BLS 102**

Paper: Management of Library and Information Centres

UNIT - 1 :

Concept of management

Principles of Scientific management, Management of schools of thoughts library organisational structure. Policy making bodies of libraries. Library authority and library committee.

UNIT - 2 :

Human Resource and Development

Job analysis, job description, motivation, in service training, Staff recruitment procedures, staff, formula.

UNIT - 3 :

Collection Development - Types of documents and selection principles, Different types of selection tools and their importance, Acquisition procedure. Budgeting (PPBS, ZBB). Accounting, Library rules and regulation. Cost Effectiveness.

UNIT - 4 :

Technical Section - Preparation of books for use routines of classification and cataloguing, filling routines, serial control, Acquisition Methods, Methods of Recording : Three cards system and Kardex.

UNIT - 5 :

Management and operation of various sections, departments, maintenance section (shelving and stock verification, binding), Circulation section (work, system-Browns, Newark.

BACHELOR OF LIBRARY AND INFORMATION SCIENCE

Code: **BLS 103**

Paper: Knowledge Organisation and Processing.

UNIT - 1 :

Universe of subjects - structure attributes and modes of formation of subject
Library classification : Definition, need and purpose, including knowledge
classification.

UNIT - 2 :

General theory of library classification - Fecal analysis. Fundamental categories,
Devices, Phase Analysis, Notation.

UNIT - 3 :

Design and development of schemes of library classification - Species of
Classification schemes. Introduction to CC, DDC and UDC. Trends in library
classification.

UNIT - 4 :

Library Cataloging - Definition, need and purpose, Types and Physical form
standard codes of cataloguing - CCC and AACR-II, Kinds of entries and their
function Personal and Corporate Authorship.

UNIT - 5 :

Subject cataloguing - Principles of Current trends in standardization in description
and exchange AACR-II, ISBD, MARC ISO 2709, CCF. Introduction to ISBN and
ISSN.

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Code: BLS 104

Paper: Knowledge organisation and processing (Cataloguing practical)

Practical cataloguing according to Classified Catalogue Code with amendments and Anglo-American Cataloguing Rules - 1988 (rev. AACR-2), in CCC Class Index entries will be prepared through Chain Procedure. In AACR-2 Subject entries will be prepared according to Sear's List of Subject Headings. Candidates will be required to catalogue fully five titles in all, minimum two by CCC and two by AACR-2.

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Code: BLS 105

Tour Report/ Field Work/ Survey Report