

**CHRIST COLLEGE (AUTONOMOUS),
IRINJALAKUDA**

IRINJALAKUDA, THRISSUR - PIN 680 125



**DEGREE OF
BACHELOR OF SCIENCE
(CHOICE BASED CREDIT AND SEMESTER SYSTEM)**

UNDER THE

FACULTY OF ARTS

SYLLABUS

(FOR THE STUDENTS ADMITTED FROM THE ACADEMIC YEAR 2014 – 15 ONWARDS)

BOARD OF STUDIES IN LIBRARY SCIENCE (UG)

IRINJALAKUDA, THRISSUR - PIN

680 125 KERALA, 673 635, INDIA

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B. L. I. Sc. Syllabus

Paper – I Library, Information and Society

Unit – I Library in Social Context

- ' Concept of Library
- ' History and Development of Libraries
- ' Social, Cultural and Educational Role of Libraries in Contemporary Society
- ' Five Laws of Library Science

Unit – 2 Modern Libraries

Types of Libraries and their Functions: Academic Libraries – School, College and University Libraries, Public Libraries, National Libraries, Special Libraries.

Digital Libraries

Unit – 3 Library Development and Policy

- ' Library Development and Policy in United Kingdom
- ' Library Development and Policy in India
- ' Library Movement in Kerala with reference to the Kerala Granthasala Sangham

Unit – 4 Library Legislation

- ' Library Legislation – Need, Purpose and Features
- ' Model Public Library Acts / Bills – Ministry of Education, Govt. of India (1965)
- ' Dr. S. R. Ranganathan (1972)
- ' Kerala Public Libraries Act, 1989
- ' Indian Copyright Act, 1957
- ' Delivery of Books and Newspapers Act, 1956
- ' Right To Information Act, 2005

Unit – 5 Resource Sharing and Networking

- ' Resource sharing activities
- ' Library Networks in India – DELNET, INFLIBNET, NICNET
- ' Library Consortia – INDEST, INFONET

Unit – 6 Library Profession

Professional Ethics

Library Associations and Organisations -

Indian Library Association (ILA)

Indian Association of Special Libraries and Information Centres (IASLIC)

International Federation of Library Associations and Institutions (IFLA)

Raja Rammohan Roy Library Foundation (RRRLF)

University Grants Commission (UGC)

United Nations Educational, Scientific and Cultural Organisation (UNESCO)

Paper – II Management of Libraries and Information Centres

Unit – 1 Library Management

- Management Concepts
- Schools of Thought
- Principles of Management – POSDCORB
- Functions
- MBO, TQM, MIS

Unit – 2 In-house operation.

Acquisition Section – Policy and procedure

Technical Section – Classification, cataloguing and preparation of subject headings

Maintenance Section - Shelf Rectification, Stock Verification

Circulation Section - Membership, Charging Methods, Overdue, Collection

Inter-library loan

Periodical Section - Routines, Three Card System, Kardex

Reference Section

Computerised in-house operation (House-keeping operation)

Unit – 3 Collection Development:

Methods, Techniques and Principles

Types of collections – print and digital

Preservation of Collection

Unit – 4 Personal Management:

Staff structure

Professional and non-professional duties and responsibilities

Participative Management

Library committees

Unit – 5 Physical Planning

-Planning of Library Building

- Library Furniture and Equipment

- Library Standards

Unit – 6 Administrative Planning

-Library Statistics

-Annual Report

- Budget
- Financial Records

Paper – III Information Sources, Systems and Services

Unit -1 Introduction to Information Sources

Basic Concepts: Data, Information, Knowledge and Wisdom

Information: Need, Use and Types

Information Sources: Nature and Characteristics.

Unit – 2 Classifications of Information Sources –

Documentary and Non-documentary Sources

Conventional, Non-conventional and Meta documents

Types of Documentary Sources: Primary, Secondary and Tertiary Sources

Reference Sources - Criteria for Evaluation of different types of Reference Sources

(Evaluation of Thirty Reference Sources will assigned as a project)

Computerised Information Sources

Unit – 3 Information Sources

Primary Sources: Periodicals, Patents, Standards and Specification, Research Reports, Theses, Dissertation, Government Publications.

Secondary Sources: Bibliographical Sources

Types of Bibliographies – Subject Bibliography, Trade Bibliography, National Bibliography INB and BNB

Indexing and Abstracting Periodicals

Tertiary Sources: Bibliography of Bibliographies, Reviews and Guide to Literature

Unit – 4 Reference Services

Ready Reference Services
Long Range Reference Services.
Information Search. Referral Services.
User Studies.
User Education and Information Literacy.
On-line reference services

Unit – 5 Information Services

Facets of Documentation
Current Awareness Services (CAS)
Selective Dissemination of Information (SDI)
Translation Services
Document Delivery Services
Reprographic Services and Documentary Production

Unit – 6 Documentation Centres and Information Systems

NISCAIR, NASSDOC, UNESCO, FID
Chemical Abstracting Services (CAS), AGRIS, INSPEC, MEDLINE,
BIOSIS, ISI WEB

Paper - IV Information Technology Theory

Unit – 1 Introduction to Information Technology –

Major Components – Areas of Application

Computer as a major component – Hardware – Input and Output Devices – CPU –
Storage – Main Memory, Optical Storage.

Unit – 2 Software

Functions of Software

Types of Software – System Software, Application Software

System Software – Windows, Linux

Application Software – Word Processor, Spreadsheet, Database Management Software, Presentation Package.

Unit – 3 Data Processing

File Design – Field, Record and Data Files

File Organisation – Methods: Serial, Sequential, Direct Access, Random Access, Indexed Sequential

Flow Charting, Number Systems, Boolean Logic

Unit – 4 Fundamentals of Telecommunication

Data communication, Media, Mode, Devices, Satellites

Networks – LAN, WAN, INTERNET – Tools and Services

Unit – 5 Library Automation

Need for Computerisation Areas

of Computer Application

Library Automation Software (General)

Open Source Software

Proprietary Software

Information Storage and Retrieval

Paper – V Information Processing Theory - I (Classification)

Unit – 1 Library Classification – Meaning, Definitions, Need, Purposes and Functions

Canons of Library Classification for Idea Plane – Principles of Helpful Sequence

Unit – 2 Notational System – Need,

Types and Qualities.

Mnemonics

Devices for Hospitality in Notational System

Devices for sharpening or formation of isolates

Unit – 3 Mapping of Knowledge in Classification Schemes

Classification Scheme – Enumerative and Faceted Classification Schemes.

Dewey Decimal Classification Scheme – History and Development – Features and Devices – Standard Subdivisions and Tables

Universal Decimal Classification Scheme – History and Development – Common and Special Auxiliaries

Unit – 4 Colon Classification Scheme –

Facet Analysis and Sequence – Fundamental Categories -

Common Isolates – ACI and PCI – Phase Relation – Systems and Specials – Principle of Inversion

Unit – 5 Document Classification

Book Number and Collection Number – Different methods of constructing book number - Ranganathan's facet formula for book number in Colon Classification

Unit – 6 Modes of Formation and Development of Subjects

Paper – VI Information Processing Theory II (Cataloguing)

Unit -1 Library Catalogue and their varieties

Concept of library catalogue – functions of library catalogue – Card catalogue and Computerized catalogue – Internal forms of catalogue – varieties and their relative merits.

Unit-2 Description and Access Points

Kinds of entries and parts of entries – Main Entry and added entries – Analytical entries - Cross reference entries – Cross reference index entries – different types of cataloguing – Descriptive cataloguing and Limited cataloguing - CCF, AACR , Dublin Core and ISBD.

Unit-3 Subject Cataloguing and Indexing

Objectives of subject catalogues – Problems in assigning subject headings in catalogues – Chain Procedure for Classified Catalogues and Sears List of Subject Headings and LCSH for Dictionary Catalogues – Broad acquaintance with PRECIS, POPSI, Keyword Indexing and Uniterm Indexing

Unit-4 Choice and Rendering of Headings

Entry under Personal authors, Pseudonym and Corporate bodies – Varieties of corporate bodies – Government bodies – Conferences and Institutions – Rendering of Indian Names.

Unit-5 Centralised and Cooperative cataloguing

Centralised cataloguing – Objectives and Types – Machine Readable Catalogue (MARC) and their varieties – Cooperative cataloguing – Shared cataloguing – Concept of Union Catalogue – Cataloguing Networks – OPAC

Unit-6 Filing of Entries

Word by word arrangement – Letter by letter arrangement – ALA Rules for filing alphabetical entries

Paper – VII Information Processing Practice I (Classification)

Classification of titles according to Colon Classification Ed. 6 with amendments and Dewey Decimal Classification (23rd Edition). Classification of simple, compound and complex subjects according CC and DDC.

Paper – VIII Information Processing Practice II (Cataloguing)

Cataloguing of single volumed simple book, multi volumed set and simple periodicals according to CCC (Ed. 5) (1964) by S.R. Ranganthan for Classified Catalogue and according to AACR 2 (1988) (Ed.2) supplemented by Sears List of Subject Headings for Dictionary Catalogue. (Composite books, complexities of periodicals and complicated foreign personal names are excluded).

Paper – IX Information Technology Practical

Operating systems – Windows,

Linux Application Software

Packages: Word Processing –

MS- Word

Electronic spreadsheet – MS –Excel

Presentation Packages – MS–PowerPoint Presentation

Open Source Library Software - KOHA

Project Work and Viva Voce.

Evaluation of 30 Reference Sources – 20 Marks

Fact Finding of Information Queries – 10 Marks

Compilation of Bibliography on a select topic – 10 Marks

Study Tour Report - 10 Marks

Viva Voce – 50 Marks