Vidyasagar University
BLISc Syllabus

Semester I				Semester II			
Papers	**Full Marks**	***Internal Assess-ment**	**Final Exam. Marks**	**Papers**	**Full Marks**	***Internal Assess-ment**	**Final Exam. Marks**
IA : Library and Society - I	50	10	40	IB : Library and Society - II	50	10	40
IIA : Administration of Library and Information Centres - I	50	10	40	IIB : Administration of Library and Information Centres - II	50	10	40
IIIA : Library Classification (Theory)	50	10	40	IIIB : Universal Decimal Classification (Practice)	50	10	40
IVA : Resource Description (Theory)	50	10	40	IVB : Anglo-American Cataloguing Rules (Practice)	50	10	40
VA : Dewey Decimal Classification (Practice)	50	10	40	VB : MARC – 21 (Practice)	50	10	40
VIA : Information Sources and Services (Theory)	50	10	40	VIB : Study and Evaluation of Information Sources (Practice)	50	10	40
VIIA : Information Services (Practice)	50	10	40	VIIB : ** Field Survey	50	-	50
VIIIA : Library Automation and Networking (Theory)	50	10	40	VIIIB : Library Automation and Networking (Practice)	50	10	40

* Internal assessment will be done on the basis of Class Test / Project / Seminar Presentation / Viva-voce. The choice and decision regarding the basis of internal assessment will remain solely under the discretion of the respective subject teacher.

** Field Survey Project will have to be submitted by the students before the formal dissolution of semester classes.

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Paper – IA
Library and Society - I
Full Marks – 50
Examination Marks – 40
Class Test / Project / Seminar Presentation - 10

Unit - 1 : Library as a Social Institution

- Objectives and functions of Libraries and Information Centres (LICs) in society;
- Historical development of Library and Information Centre;
- Historical development of Library and Information Science as a discipline;
- Library and information system in different countries.

Unit – 2 : Libraries and other Information Agencies: Levels, Features and Functions

- National and Copyright libraries;
- Academic Libraries;
- Public Libraries;
- Special Libraries and Information Centres;
- Other Information Agencies.

Unit – 3 : Philosophy of Library and Information Systems

- Normative Principles, Basic Laws and Fundamental Laws;
- UNESCO Public Library Manifesto;
- IFLA principles relating to bibliographical control;
- Eminent thinkers on libraries and information services.

Unit – 4 : Library Policy, Movement and Development

- International and National programmes and policies : NAPLIS, UAP and UBC, and National Knowledge Commission (India);
- Resource Sharing and Networking of Library;
- Library development and trends in India with special reference to West Bengal, IT application in LICs in India;
- National and International promoting agencies of library and information services – RRRLF, IFLA, UNESCO;
- Library movement in India with special reference to West Bengal.

Unit – 5 : Class Test / Project / Seminar Presentation

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Paper - IB
Library and Society - II
Full Marks - 50
Examination Marks – 40
Class Test / Project / Seminar Presentation - 10

Unit – 1 : Legislation Relating to Libraries and Information

- Library Legislation: Needs and essential features;
- Library Legislation in India with special reference to West Bengal;
- Press and Registration Act, Delivery of Books (Public Libraries) Act, Copy Right Act, Intellectual Property Right Acts, Right to Information Act in India.

Unit – 2 : Profession and Professional Training

- Attributes of Profession; Differences between Occupation, Vocation and Profession;
- Librarianship as a profession in India and abroad;
- Professional ethics and duties;
- Role of Professional associations in professional development and library development in India and abroad;
- Library and Information Science education and research: development and trends.

Unit – 3 : Public Relations and Extension Activities

- Definition, scope and programmes;
- Publicity and extension, out reach activities;
- Role of library in formal and informal education (literacy, post-literacy, adult and continuing education programmes);
- Community information services in India and abroad;
- Local history collection and Area profile;
- Consultancy and promotional activities.

Unit – 4 : Information and Society

- Information: Definition, Scope and Characteristics;
- Information Society: Genesis and Characteristics;
- Information Literacy: Meaning and characteristics, Role of different types of libraries in information literacy programmes.

Unit – 5 : Class Test / Project / Seminar Presentation

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Paper - IIA
Administration of Library and Information Centres - I
Full Marks – 50
Examination Marks – 40
Class Test / Project / Seminar Presentation - 10

Unit – 1 : Basics of Library Administration

- Concept, definition and scope of library administration; PODSCORB;
- Library organization – scope, structure and process;
- General principles of management and their application to the administration of library and information centres;
- Library committee and Library authority – types, need and functions;
- Library rules and regulations.

Unit – 2 : Library Housekeeping Operations

- Different sections of library and information centres and their functions;
- Collection Development Policies, procedures, evaluation and weeding;
- Acquisition of library materials: Selection, Ordering and Accessioning;
- Technical Processing;
- Serials control;
- Circulation control: Methods of charging and discharging;
- Maintenance work: Binding, Shelving, Stock rectification and stock verification, Archiving, conservation, preservation and restoration of print, non-print and digital objects.

Unit – 3 : Library records and Statistics

- Library records – records management, types of records, record preparation;
- Annual report, compilation, content and style;
- Library Statistics: Meaning, Scope and importance;
- Measurement of central tendency (mean, median and mode) and dispersion;
- Library Accounts.

Unit – 4 : Class Test / Project / Seminar Presentation

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Paper - IIB
Administration of Library and Information Centres - II
Full Marks – 50
Examination Marks – 40
Class Test / Project / Seminar Presentation - 10

Unit – 1 : Planning

- Definition, scope, types and purpose of planning;
- Planning methodology, Factors in planning, Assessment of needs;
- Library Building, Furniture and Equipment: Standards.

Unit – 2 : Personnel Management

- Manpower planning, methods of manpower planning, categories of library staff, and staffing requirements;
- Job analysis, deployment, job evaluation and performance appraisal;
- Delegation, communication, training and development.

Unit – 3 : Financial Management

- Sources of library finance and resource mobilization;
- Budgeting techniques and methods, budgetary control;
- Financial estimation and cost benefit analysis.

Unit – 4 : Class Test / Project / Seminar Presentation

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Paper – IIIA
Library Classification (Theory)
Full Marks – 50
Examination Marks – 40
Class Test / Project/ Seminar Presentation - 10

Unit – 1 : Basic Concepts and Terminology

- Classification: Its different meanings, purpose and function;
- Knowledge classification and document classification;
- Classification schedule and its components;
- Notational system;
- Kinds of scheme: Enumerative and Faceted;
- Special classification schemes.

Unit – 2 : Universe of Subjects

- Subject and disciplines: concept, features and formation;
- Modes of formation of subjects;
- Subjects: Basic Subjects – Primary and Non-primary, Compound subjects, Complex subjects;
- Isolates and auxiliaries: Common (AIC and PCI) and special;
- Facets and Facet Analysis;
- Speciators and their kinds;
- Phase Relation: levels and kinds / nature.

Unit – 3 : General Theory of Library Classification

- Normative principles: laws, canons, principles and postulates;
- Three planes of work;
- Fundamental categories, Rounds and Levels;
- Notational systems: kinds, qualities, mnemonics, and devices.

Unit – 4 : Major Schemes of Library Classification: DDC, UDC and CC

- History and genesis;
- Structure and feature;
- Notation and Indicator digits;
- Common and Special auxiliaries;
- Synthesis of class numbers;
- Call Number and its parts;
- Treatment of different subjects;
- Steps involved in practical classification.

Unit – 5 : Modern Trends

- Development and Trend in Library Classification;
- Automatic classification;

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- Classification of electronic resources;
- Library Classification Scheme as a search aid.

Unit – 6 : Class Test / Project / Seminar Presentation

Paper – IIIB
Universal Decimal Classification (Practice)
Full Marks – 50
Examination Marks – 40
Class Test / Project / Seminar Presentation - 10

Unit – 1 : Preparation of class number of documents by using Universal Decimal Classification (UDC) Scheme, Medium Edition;

Unit – 2 : Determination of book numbers by using Cutter's Table / Ranganathan's Principles;

Unit – 3 : Class Test / Project / Seminar Presentation

Paper – IVA
Resource Description (Theory)
Full Marks – 50
Examination Marks – 40
Class Test / Project / Seminar Presentation - 10

Unit – 1 : Library Catalogue and Cataloguing

- Definition, importance, objectives and functions of Library Catalogue;
- Difference with Accession Register, Shelf List and Bibliography;
- Physical forms – book, sheaf, card and machine-readable (including OPAC) forms – their advantages and disadvantages and suitability in different types of libraries;
- Inner forms – Dictionary, classified and alphabetico-classed catalogue and their comparative study;
- Entries: Formats, kinds and their functions;
- Unit card system and alternative heading methods;
- Filling of entries.

Unit – 2 : Principles and Rules of Resource Description and Access

- Principles and Rules;
- Codes of Cataloguing: Definition, objectives, components, and historical development.
- International Conference on Cataloguing Principles (ICCP), 1961;

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- Canons and Principles: Implications in AACR2 R and CCC (5th Ed. 1964 with ammendments);
- Main features of AACR2 R and CCC (5th Ed. 1964 with ammendments);
- Standardization of Bibliographic Description, ISBD;
- Computerized cataloguing – CCF, MARC, UNIMARC, ISO 2709;
- Cataloguing Networking – OCLC, RLIN.

Unit – 3 : Subject Cataloguing

- Concepts, purpose and general principles;
- History of subject cataloguing;
- Library of Congress Subject Headings: Features, Principles and Structure;
- Sears List of Subject Headings: Features, Principles and Structure;
- Subject cataloguing by chain procedure.

Unit – 4 : Organizational Strategies of Cataloguing Department

- Centralized and co-operative cataloguing;
- Union Catalogue – Meaning, layout and compilation;
- Limited and selective cataloguing;
- Organization of cataloguing department;
- Staff Manual and Decision Table.

Unit – 5 : Class Test / Project / Seminar Presentation

Paper – IVB
Anglo-American Cataloguing Rules (Practice)
Full Marks – 50
Examination Marks – 40
Class Test / Project / Seminar Presentation - 10

Unit – 1 : Preparation of cataloguing entries of books and serials (with analytical entries) by using AACR 2R

Unit – 2 : Preparation of cataloguing entries of Bengali books and serials by using AACR 2R

Unit – 3 : Preparation of subject entries by assigning subject heading from LCSH / SLSH

Unit – 4 : Class Test / Project / Seminar Presentation

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Paper – VA
Dewey Decimal Classification (Practice)
Full Marks – 50
Examination Marks – 40
Class Test / Project / Seminar Presentation - 10

Unit – 1 : Preparation of class number of documents by using Dewey Decimal Classification (DDC) Scheme, 20th Edition

Unit – 2 : Determination of book number by using Cutter's Table / Ranganathan's Principles

Unit – 3 : Class Test / Project / Seminar Presentation

Paper – VB
MARC – 21 (Practice)
Full Marks – 50
Examination Marks – 40
Class Test / Project / Seminar Presentation - 10

Unit – 1 : Cataloguing of print materials by using MARC – 21

Unit – 2 : Class Test / Project / Seminar Presentation

Paper – VIA
Information Sources and Services (Theory)
Full Marks - 50
Examination Marks – 40
Class Test / Project / Seminar Presentation - 10

Unit – 1 : Reference and Information Sources

- Types and Importance;

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- Documentary Sources: Primary, Secondary and Tertiary, AV Materials;
- Non-documentary Sources: Institutional and Human Sources;
- Indian Reference Sources with particular reference to Bengali language;
- E-Information Sources: Meaning, types and characteristics;
- Evaluation of Reference and Information Sources.

Unit – 2 : Information Users

- Users' and Non-users: Characteristics, Categories of Information Users;
- Users in Different types of Libraries and Information Centres;
- Users Needs: Definition, Different approaches;
- Information Seeking Behaviour;
- Users' Study: Types and Techniques, Evaluation of Users' study:
- Users Education: Objectives, Types and Programmes.

Unit – 3 : Information Organization and Services

- Abstracting and Abstract: Meaning and Types, Methodology of preparation of abstract;
- Indexing Language: Meaning, Types, Characteristics, Objectives and Processes, Derived Indexing and Assigned Indexing, Pre-coordinate (Chain and POPSI) and Post-coordinate Indexing (Uniterm), Keyword Indexing (KWIC and KWOC), Book Indexing;
- Ciitation / Referen Standards : IS, APA Style, etc.;

- Reference, Referral, Documentation and Information Services: Definition, Kinds, Need, Characteristics and Differences;
- Short-range and Long-range Reference Services;
- Reference Processes: Reference Interview, Information Query and Search Strategy;
- Current Awareness Services, SDI Service, etc.;
- Abstracting and Indexing Services;
- Translation Services: Tools and Pools;
- Document Delivery Services;
- Inter Library Loan;
- E-Information Services: Meaning, Scope, Types and Characteristics.

Unit – 4 : Information Systems and Centres

- Library as an information system;
- Information Systems and Networking: Meaning, Importance and Structure;
- Structure and Services of International, National and Commercial Information Systems and Centres;
- Information Analysis Centres: Meaning and Functions;
- Objectives and Services of FID, ASLIB, IFLA, VINITI, NASSDOC, DESIDOC, SENDOC, DRTC and NISCAIR.

Unit – 5 : Class Test / Project / Seminar Presentation

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Paper – VIB
Study and Evaluation of Information Sources (Practice)
Full Marks – 50
Examination Marks – 40
Viva-voce – 10

Unit – 1 : Study of Conventional Reference Tools and Electronic / Digital Information Sources using a prescribed proforma [30 marks]

Unit – 2 : Answering specific reference question [10 marks]

Unit – 3 : Viva-voce [10 marks]

Paper – VIIA
Information Services (Practice)
Full Marks – 50
Examination Marks – 40
Viva-voce - 10

Each student is required to compile / develop information product, such as Documentation List, Current Awareness List, Bibliography, Current Content List, Press Clippings, Indexing and Abstracting bulletin, Directory, etc. and to submit the project for evaluation and viva voce. Number of information products to be compiled by an individual student for a particular session will remain under the discretion of the subject teacher.

Unit – 1 : Compilation of Secondary Information Product(s) [40 marks]

Unit – 2 : Viva-voce [10 marks]

Paper – VIIB
Field Survey
Full Marks – 50

Students are required to conduct field survey consisting of the

Unit – 1 : Survey of libraries and / or information centres [25 marks]

Unit – 2 : Survey of users of information [25 marks]

and submit report of the survey for evaluation.

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Paper – VIIIA
Library Automation and Networking (Theory)
Full Marks – 50
Examination Marks – 40
ClassTest / Project /Seminar Presentation- 10

Unit –1 : Basics of Computer and Networking

- ICT – definition, scope, and its application in LISc;
- Computer : Generation and types;
- Hardware and Software;
- Text Representation and Number System
- Computer Networks – definition, scope, purpose, features, advantages, transmission media, networking hardware
- Internet – origin, development, architecture, connection options, access tools and techniques.

Unit – 2 : Computer Programming Languages

- Definition, scope and use of programming languages;
- Programming languages – classification, application domain and generations;
- Program development tools – compiler, interpreter, loader, linker and locator;
- Programming process – steps, algorithm and flowcharting;
- Overview of popular high-level languages – C, C++, Java , Visual Basic etc.

Unit – 3 : Database Management System (DBMS)

- Concept, scope, purpose and advantages of DBMS;
- Data models – hierarchical, network and relational;
- Bibliographic databases;
- Search strategy and techniques of data retrieval.

Unit – 4 : Automation of Library Housekeeping Operation

- Library system and subsystems; Procedural model of library automation;
- Automation of housekeeping operations – planning and implementation; acquisition and cataloguing subsystems; serial control subsystem; circulation and maintenance subsystems (including RFID based circulation system);
- Application of library automation software in housekeeping operations.

Unit – 5 : Class Test / Project / Seminar Presentation

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Paper – VIIIB
Library Automation and Networking (Practice)
Full Marks – 50
Examination Marks – 40
Class Test / Project / Seminar / Viva-Voce – 10

Unit – 1 : Operating Systems; and introduction to Office Management Packages

Unit – 2 : Introduction to general DBMS and Bibliographic DBMS

Unit – 3 : Basics of Web page Design

Unit – 4 : Basics of Online and Offline Search and Retrieval

Unit – 5 : Library Management Software

Unit – 6 : Class Test / Project / Seminar Presentation / Viva-Voce

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