

SYLLABUS

2024-25

BACHELOR OF LIBRARY & INFORMATION SCIENCE (BLIS) (SFC)



Fakir Mohan University
Vyasa Vihar, Nuapadhi, Balasore – 756089

BACHELOR OF LIBRARY & INFORMATION SCIENCE (BLIS)

Outcomes of the Programme:

The scope for having a good and very prospective career in the field of library and information science is increasing. As the people around are realising the importance of information, there is a demand created for the professionals who know how to handle, manage, preserve, analyse and make sense of the information and resources available. The technologies that are being applied in this sector are just increasing the role of experts as library professionals. BLIS is a one year professional and job oriented programme which comprises of two semesters. The students successfully completing this programme can work in different government and private sectors in the field of library and information science. The opportunities are not limited to various educational institutions like Schools, Colleges and Universities, but are there at museums, galleries, other important offices and organisations. With the expansion and increase of educational institutions, the possibility for creating a very remunerative career is open.

The curriculum and pedagogic structure of this program is designed in line with the emerging needs of the library profession and the constantly changing needs of the library sectors.

Programme Specific Outcomes (PSOs)

- ❖ To train graduates who will use new technology and tools to provide advanced and updated services to library users.
- ❖ To train graduates who will help in formation of knowledge society through research in the field of library science.
- ❖ To train graduates with strong professional abilities so that they can be successful in managing the libraries both independently and as a member of a team.
- ❖ To prepare graduates through ongoing professional development to be lifelong learners.

Course Structure, Credit & Distribution of Marks:

Semester	Course Code	Course	Credit Points	Mark Distribution		
				Internal	Term End Exam.	Full Mark
1 st Sem	BLIS-101	Library and Society	4	20	80	100
	BLIS-102	Reference and Information Sources	4	20	80	100
	BLIS-103	Library Organisations and Networks	4	20	80	100
	BLIS-104	Library Classification Theory	4	20	80	100
	BLIS-105	Library Classification Practice	4	-	100	100
First Semester Total Marks:						500
2 nd Sem	BLIS-201	Library Management	4	20	80	100
	BLIS-202	Information Services	4	20	80	100
	BLIS-203	Information Technology: Basics	4	20	80	100
	BLIS-204	Library Cataloguing Theory	4	20	80	100
	BLIS-205	Library Cataloguing Practice	4	-	100	100
Second Semester Total Marks:						500
Total Marks of one Year BLIS (SFC) Course:						1000

DETAIL SYLLABUS
BACHELOR OF LIBRARY & INFORMATION SCIENCE (BLIS)
(SFC MODE) 2024-25

FIRST SEMESTER

BLIS-101: LIBRARY AND SOCIETY (LS)

(F.M: 20+ 80=100)

Outcome of the Course:

After completing this course, the learners will be able to know about different types of libraries and their importance in the society. It also gives knowledge about how library can provide various types of services to strengthen the knowledge of the people and can fulfill their information needs.

Course Outline:

- UNIT-1: Library: Meanings, Components, Different Forms,
Concept of Ancient Library, Features of Modern Library, Role of Library in the Society
Five Laws of Library Science and their Implications
- UNIT-2: Different Types of Libraries, Academic Library: Meaning, Types, Users type,
Collection types, Functions and Services, Public Library: Meaning, Objectives, Users,
Basic Elements of Public Libraries, Functions of Public Libraries, National Library:
Concepts, Functions, Services, **Special Library: Concept, Objectives, Functions**
- UNIT-3: Library Legislation: Concept, Need and Components of Library Legislation
Model Public Library Acts in Indian States, Odisha Public Library Act-2001
Registration of Books Act, Delivery of Books Act (Public Libraries),
Library Movement in Odisha
- UNIT-4: Library Resource Sharing: Concepts, Objectives, Need and Areas of Cooperation
Users: Meaning, Types of Users, User Education- Meaning, Need and various Methods,
User Study Meaning and User Study Methods:
i) Questionnaire Method
ii) Interview Method
iii) **Observation Method**
iv) **Diary Method**
- UNIT-5: Ethics of Librarianship
Role of UGC in the Development of Libraries
Library Commissions and Committees
Role of RRRLF and UNESCO in the Development of Public Libraries

Books Recommended

1. Parida, Baman (1993). Fundamentals of Library Management. Bhubaneswar: Panchasila.
2. Jena, Puspanjali (2008). Foundation of Library & Information Science. Bhubaneswar: Reproprint.
3. Das, K. C. (2013). Emerging & Current Trends in Library & Information Science. New Delhi: Avon Publication.

4. Khanna, J. K. (1984). Fundamentals of Library Organizations. New Delhi: ESS Publication.
5. Ranganathan, S.R. (1990). Five Laws of Library Science. New Delhi: UBS Publishing House.
6. Shukla, B.B. (1987). Library community, Administration and Management. Cuttack: Bharati Publication.
7. Mittal, R.L. (1984). Library administration: Theory & practice. New Delhi: Metropolitan.
8. Krishna Kumar (1991). Library Organization. New Delhi: Vikash Publish House.
9. Acharya, M.K. & Das, K.C. (2016). University Libraries in the Information Age: Changing Needs & Changing Roles, New Delhi, SSDN Publication
10. Khanna, J. K. Library & Society.

BLIS-102: REFERENCE AND INFORMATION SOURCES (RIS) (F.M: 20+ 80=100)

Outcome of the Course:

The users have various types of information needs. After completing this course, the learners will be able to know about different sources of information and how these can be helpful for both the library staff and the users of information.

Course Outline:

- UNIT-1: Definition, Need and Types of Information Sources
Primary Sources of Information, Secondary Sources of Information, Tertiary Sources of Information, Documentary Sources of Information, **Non-Documentary Sources of Information.**
- UNIT-2: Geographical Reference Sources: Maps, Atlas and Globes
Human Resources and Referral Systems, Mass Media, Study of evaluation of different categories of reference tools such as Dictionaries, Encyclopedias, Year Books, **Hand Books, Manual, Directory**
- UNIT-3: Indexing and Abstracting Periodicals: Definition, Need and Function
Scopus, Web of Science, Google Scholar, Indian Science Abstract, **LISA, Indian Citation Index**
- UNIT-4: Electronic resources on the Web, E-Book, E-Journal etc.
Internet as a Source of Information, Bibliographies & Biographical Sources of Information
Open Access Information Resources
- UNIT-5: User Education Programme: Definition and Need, Basics of Library Orientation, Aims of Library Orientation, Process of Library Orientation, Kinds of Reference Services: Ready reference service, **Long range reference service, The Future of Reference Service**

Books Recommended

1. Katz, A. (1992). Introduction to Reference Work. 2V. 6th Ed. New York: McGraw Hill.
2. Katz. Bill and Tarr, Andrea (1978). Reference and Information Services, a reader. N.J.: The Scarecrow Press.
3. Krishan Kumar (1989). Reference Service. New Delhi: Vikas Publishing House.
4. Ranganathan, S. R. (1960.). Reference Service and Bibliography, Ed.2. Bombay: UBS.
5. Shores, L (1954). Basic Reference Sources. Chicago: ALA.
6. Guha, B. (1983). Documentation & Information, 2nd Ed. Calcutta: World Press.
7. Kawatra, P.S. (1982). Fundamentals of documentation with special reference to India. New Delhi: Sterling.

BLIS-103: LIBRARY ORGANISATIONS AND NETWORKS

(F.M: 20+ 80=100)

Outcome of the Course:

This course gives information about different centres or organisations involved in collection, retrieval and dissemination of information. The learners will come to know about library networking and organisations working for networking of information resources.

Course Outline:

- UNIT-1: Information Institutions- Concept and Type, Library as information institution
Information Centers, Information Analysis center, Data Centers: Meaning, Structure,
Functions, Services, Types, **Referral Centers: Definition, Need, Purpose, Functions, Activities**
- UNIT-2: National Information Systems- National Institute of Science Communication and
Information Resources (NISCAIR): Objectives and Activities, Defence Scientific
Information and Documentation Centre (DESIDOC): Functional Areas and Activities
International Organisation of Information System- AGRIS, **INIS, INSPECS and MEDLARS**
- UNIT-3: Information Networks (Regional) - DELNET, CALIBNET, MALIBNET
Information Networks (National) - INFLIBNET, NICNET, ERNET
Library Networks (International)-OCLC, **RLG, JANET**
- UNIT-4: Library Associations: Meaning, Aims & Objectives, Programmes & Activities
Library Associations in India- ILA, IASLIC, IATLIS
Library Associations and Organizations at International Level- IFLA, **ALA Library Associations in Odisha**
- UNIT-5: Library Consortia: Definition, Meaning, Functions
Library Consortia in India: INDEST, UGC – INFONET, IIM Consortium International
Library Consortia: CARLI, **CURL, ICOLC**

Books Recommended

1. Kawatra, P.S. (2000). Textbook of Information Science. New Delhi: A.P.H Publishing Corporation.
2. Bose, Kaushik (1994). Information Networks in India: Problems and Prospects. New Delhi: Ess Publications.
3. Seetharama S. (1992). Information Consolidation and Repackaging. New Delhi: Virgo Publications.
4. Kaul, H K. (1992). Library Networks: An Indian Experience. New Delhi: Virgo Publications.
5. Kaul, H. K. (1999). Library Resource Sharing and Networks. New Delhi: Virgo Publications.
6. Chopra, H. S. (1996). Information Marketing. New Delhi: Rawat Publications.

BLIS-104: LIBRARY CLASSIFICATION THEORY (LCLT) (F.M: 20+ 80=100)

Outcome of the Course:

Library is a store house of various documents. After completing this course, the learners will be able to know different classification systems and how to classify the books. It gives knowledge about the methods of systematic arrangement of books and other documents on the shelves of the library, so that it will be easier for searching any document in the library and saves the time of the users.

Course Outline:

- UNIT-1: Library Classification: Definition, Concept, Basic Terminologies, Need, Functions and Components of Library Classification
Major Schemes of Classification: Dewey Decimal Classification, Colon Classification, **Universal Decimal Classification.**
- UNIT-2: Fundamental Categories, Facet Analysis: Meaning and Definition, Subject analysis using Facet Analysis: CC and Facet analysis, DDC and Facet analysis, Facet Sequence: Meaning, Facet sequence in DDC and CC
Phase Relation: Meaning, Types of Phase Relation, Kinds of phase relation
- UNIT-3: **Common Isolates: Meaning, types of common isolates, Application in CC and DDC, Mnemonics.**
Notation: Definition, Importance, Types, Functions, Qualities.
Design of Call Number, Book Number and Collection Number.
- UNIT-4: Different types of subjects: Basic, Compound and Complex Modes of Formation of Subjects
Comparative Study of Colon Classification and Dewey Decimal Classification.
Devices Used in CC
- UNIT-5: Ranganathan Basic Law of Library Classification: Law of Interpretation, Law of Impartiality, Law of Symmetry, Law of Parsimony, Law of Local Variations, Law of Osmosis
Planes of Work: Ideal plane, Verbal plane, Notational plane

Books Recommended

1. Kumar, Krishna (1991). Theory of Classification. New Delhi: Vikash Publishing House.
2. Chakravarti, B. (1994). Library Classification Theory. Calcutta: World Press.
3. Ranganathan, S.R. (1990). Colon classification, 6th ed. Bangalore, Sarada Ranganathan Endowment for Library Science. New Delhi: UBS Publishing.
4. Dewey, Melvil. Dewey Decimal Classification, 23rd Edition.
5. Hussain, Subhat (1992). Library Classification; Facet and Analysis. Tata McGraw-Hill.
6. Chan, L.M. (1994). Introduction Classification and Cataloguing. 2nd Ed. New York: McGraw-Hill International.

BLIS-105: LIBRARY CLASSIFICATION PRACTICE (PRACTICAL)

Full Marks = 100

Outcome of the Course:

After completing this course, the learners will be able to gain practical knowledge about how to find a class number for a book, accordingly the books will be classified and arranged on the shelves.

Course Outline:

Preparation of Class Numbers of the documents related to Basic, Compound and Complex subjects by using standard subdivisions and other tables according to Dewey Decimal Classification Latest Edition.

Note: The practical examination will be conducted by both the Internal and external examiners appointed by the University and the division of the marks are as follows:

- | | |
|-------------------------------|------|
| a) DDC Practical Written Test | - 60 |
| b) Record Preparation | - 20 |
| c) Viva | - 20 |

Books Recommended

1. Batty, C.D. (1991). An Introduction to Dewey Decimal Classification. London: Clive Bingley.
2. Dewey Decimal Classification and Relative Index, 19th ed. New York: Forest press.
3. Dewey Decimal Classification and Relative Index, 22nd ed. New York: Forest press.
4. Ranganathan, S.R. (1990). Colon classification, 6th ed., Bangalore, Sarada Ranganathan Endowment for Library Science. New Delhi: UBS Publishing.

SECOND SEMESTER

BLIS-201: LIBRARY MANAGEMENT

(F.M: 20+ 80=100)

Outcome of the Course:

Library is an organization comprising of various resources like documentary resources, human resources, financial resources, furniture and equipment etc. Management of all the resources is a task for the librarian. After completing this course, the learner will be able to know the art of management of various resources of library, so that the library can run smoothly and successfully.

Course Outline:

- UNIT-1: Management: Meaning, Definitions, Basic Concept, Features, Objectives, Levels of Management, Difference between Management and Administration, Meaning and Needs of Scientific Management, Taylor's and Fayol's Principles of Scientific Management
Functions of Management: Planning, Organising, Staffing, Directing, Coordinating, Reporting, Budgeting (**POSDCORB**)
- UNIT-2: Management of different Sections of a Library:
Acquisition: Functions of Acquisition Section, Book Selection Process, Book Acquisition Methods, Book Purchasing Methods, Ordering and Accessioning Procedures etc.
Circulation: Functions of Circulation Section, Different Methods of Circulation, Browne and Newark Charging System
Technical Processing Section and Serial Control Section: Activities
- UNIT-3: Library Building: Site Selection, Space Allocation, Planning for Library Building, **Standard Furniture and Equipment for Library**, Duties of Routine Maintenance Work in a Library, Meanings of Shelf Rectification and Stock Verification, Need of Stock Verification in a Library, Methods of Stock Verification in a Library with Advantages and Disadvantages
- UNIT-4: Financial Management: Meaning and Concepts Finance, Principles of Finance, Methods of Financial Estimations, **Sources of Finance for Different Types of Libraries**, Budgeting: Meaning and Types of Budgeting, Library Expenditure Planning: Importance of Library Expenditure, Nature of Library Expenditure, Principles of Library Expenditure
- UNIT-5: Library Authority: Concept, Need, Functions
Library Committee: Concept, Need, Functions and Types of Library Committee
Library Statistics and Records: Purpose and Type
Library Rules and Regulations: Characteristics and Model Rules for Libraries

Books Recommended

1. Narayana, G. J. Fundamentals of Library Management. New Delhi: Prentice Hall.
2. Mittal, R.L. (1984). Library administration: Theory & practice. New Delhi: Metropolitan.
3. Parida, Baman (1993). Fundamentals of Library Management. Bhubaneswar: Panchasila.
4. Krishna Kumar (1991). Library Organization. New Delhi: Bikash Publish House.
5. Shukla, B.B. (1987). Library community, Administration and Management. Cuttack: Bharati Publication.

Outcome of the Course:

Library works as a servicing organization. After completing this course, the learners will come to know about different information and reference services provided by libraries and how to provide these services in limited time to satisfy the users' information needs.

Course Outline:

- UNIT-1: Information Services: Concept and Need,
Types of Information Services in Libraries,
Information Service Agencies and their Functions
Categories of Users and their Information Needs
Methods of Accessing Information Needs: Survey Method, Observation Method, Secondary Analysis Method
- UNIT-2: Reference Services: Definition and Need
Types of Reference Services in Libraries
Ready Range and Long Range Reference Services: Meaning, Needs and Methods
Referral Service: Meaning and Functions of Referral Centres
- UNIT-3: Current Awareness Service (CAS): Definition, Characteristics, Medias of CAS
Selective Dissemination of Information (SDI): Definition, Objectives, Work Flow, Advantages and Disadvantages of SDI Service
Bibliographic Services: Meaning, Types of Bibliography
- UNIT-4: Web-based Services: Concepts, Different Types of Web-based Services
Reprographic Service: Concept, Needs, Techniques
Document Delivery Service: Concept, Need and Problems
E-Document Delivery Service: Meaning and Advantages
- UNIT-5: Indexing Services: Meaning, Types of Indexing
Abstracting Services: Meaning, Types of Abstracts, Usefulness of Abstracts
Translation Service: Concepts, **Centres providing Translation Services,**

Books Recommended

1. Katz, A. (1992). Introduction to Reference Work. 2V. 6th Ed. New York: McGraw Hill.
2. Katz, Bill and Tarr, Andrea (1978). Reference and Information Services, a reader. N.J.: The Scarecrow Press.
3. Krishan Kumar (1989). Reference Service. New Delhi: Vikas.
4. Ranganathan, SR. (1960). Reference Service and Bibliography, Ed.2. Bombay: UBS Publishing.
5. Guha, B. (1983). Documentation & Information. 2nd Ed. Calcutta: World Press.
6. Kawatra, P.S. (1982). Fundamentals of documentation with special reference to India. New Delhi: Sterling.
7. Bose, H. (1986). Information Service: Principles and Practice. New Delhi: Sterling.
8. Catherine,SheldrickRoss,Kirsti, Nilsen and Patrica, Dewdney (2002). Conducting the Reference Interview: A how-to-do manual for librarians. London: Facet Publishing.
9. Sharma, J.S. and Grover, D. R. Reference Services and Sources of Information. New Delhi: EssEss Publications.
10. Acharya, M. K. & Das, K. C. (2016). University Libraries in the Information Age: Changing Needs & Changing Roles, New Delhi, SSDN Publication

Outcome of the Course:

The present society is IT based society, where there is use of computers everywhere. There is use of computer in libraries also. This course gives fundamental knowledge on computers, their different parts and how to work with computer, so that one can work easily in a computerized library.

Course Outline:

- Unit-1: Computer: Definition, Developments and Computer Generations
Classification of Computers
Basic Components of a Computer
- Unit-2: Software - System and Application Software (MS Word, MS Excel, MS PowerPoint)
Software Packages: Word Processing Packages
Library and Information Software Packages, Features of Indian Software Packages
Desktop Publishing
- Unit-3: Library Automation: Definition, Need and Purpose
Automation of Library House Keeping Operations
Computerized Acquisition, Cataloguing, Circulation and Serial Control System
- Unit-4: Networking: Concept, Objectives and Types
Internet and its Services,
Library Security Technology: **Bar Code, Smart Card, CCTV**
RFID: Concept, Components, Advantages.
- UNIT 5: Open Source Software Packages: KOHA, New Gen Lib.
Commercial Software Packages: LibSys, SOUL
Freeware ILS: ABCD, **E-Granthalaya, WEBLIS**

Books Recommended

1. Rajaramanna, V (1990). Fundamentals of computer. New Delhi: Willey Eastern.
2. Jaiswal, S. (2000). Information Technology Today. New Delhi: Galgotia Publication.
3. Basandra. Suresh K. (1999). Computers Today. New Delhi: Galgotia Publication.
4. Das, K.C. (2012). Information Access in Digital Libraries. New Delhi: SSDN Publication.
5. Mahapatra, M. & Ramesh, D.B. (Eds.) (2004). Information Technology Application in Libraries: A Text book for Beginners. Bhubaneswar: Reproprint.
6. Satyanarayan, R. (1996). Information Technology & its Facets. New Delhi: Mammals Publication.
7. Nair, R. Raman (1992). Computer Application to Library and Information Services. New Delhi: EssEss Publications.
8. Sinha, K. Pradeep and Sinha, P. (2003). Computer Fundamentals. New Delhi: BPB Publications.
9. Kumar, P.S.G. (2004). Information Technology Application. Delhi: B.R. Publishing Corporation.

BLIS-204: LIBRARY CATALOGUING THEORY (LCTT) (F.M: 20+ 80=100)

Outcome of the Course:

Library is a store house of various documents and that should be known to the users of library, so that they can use the library properly. After completing this course the learner will gain knowledge about how to prepare the list of various documents in library, prepare catalogue cards and their arrangement in proper order, so that it will be easier for the users to search a particular document in the library.

Course Outline:

- UNIT-1: Catalogue: Definitions, Objectives and Functions
Library Catalogue v/s Shelf List v/s Bibliography.
Types of Library Catalogue: Physical forms and Inner Forms
History of Catalogue Codes
- UNIT-2: Comparative Study of Classified and Dictionary Catalogue
Kinds of Entries and their Elements of Description according to AACR IIR
Sears List of Subject Headings (SLSH)
OPAC v/s Web OPAC
- UNIT-3: Canons of Cataloguing
General Normative Principle
Cataloguing of Non-print materials: Cartographic Materials and Audio video Materials
- UNIT-4: Cooperative Cataloguing: Definitions, Objectives, Need, Forms of cooperative Cataloguing.
Centralized Cataloguing: Definition, Objectives, Advantages, Disadvantages, Forms of Centralized cataloguing.
- UNIT-5: Common Communication Format (CCF), Machine Readable Catalogue (MARC)
International Standard Bibliographic Description (ISBD): Development of ISBD, Objectives, Characteristics, Format of Entry

Books Recommended

1. Anglo-American Cataloguing Rules (1999). 2nd Rev. Ed. Chicago: ALA.
2. Hunter. E.J. (1980). Examples Illustrating AACR 2nd Ed. New Delhi: Oxford.
3. Sears, M.E. (1998). Sears List of Subject Heading, 17th ed. New York: H.W Wilson.
4. Choudhury, B.K. (1990). Illustrative Examples in Cataloguing Manual: AACR-II.
5. Viswanathan, C.G. Cataloguing Theory and Practice. New Delhi: EssEss Publications.
6. Gopal Krishan. (2005). Library Online Cataloguing in Digital Way. Delhi: Authors Pres.
7. Malavya, V. C. (1999). Multimedia Library and Online Cataloguing. New Delhi: EssEss Publications.
8. Khan, M.A. (1997). Cataloguing in Library Science. New Delhi: Swarup & Sons.
9. Krishan Kumar and Girija Kumar. (1989). Theory of Cataloguing. New Delhi: Vikas Publication.

BLIS-205: LIBRARY CATALOGUING PRACTICE (Practical)

Full Marks = 100

Outcome of the Course:

After completing this course the learner will gain practical knowledge about how to prepare the catalogue cards and their arrangement in proper order, so that it will be easier for the users to search and find a particular document in the library.

Course Outline:

- A) Preparation of Main Entry and Added Entries of printed materials according to AACR-II
 - i) Personal Authors and Pseudonymous Authors
 - ii) Corporate Authors
 - iii) Simple Periodicals

- B) Preparation of Main Entries according to AACR-II of the following Non-Book Materials:
 - i) Cartographic Materials
 - ii) Audio-Video Materials

Note: The practical examination will be conducted by both the Internal and external examiners appointed by the University and the division of the marks are as follows:

- a) AACR-II Practical Written Test - 60
- b) Record Preparation - 20
- c) Viva - 20

Books Recommended

1. AACR-2 Rules. Editor: Michael Gorman
2. Prasad, H. N. Cataloguing Practice AACR-2.
3. Chaudhury, B.K. Cataloguing Practice AACR-2
4. Singh, S.N and Prasad, H.N. (1985). Cataloguing Manual: AACR-II. New Delhi: B.R. Publishing Corporation.
5. Choudhury, B.K. (1997). Illustrative Examples in Cataloguing Practice. Berhampur: Learning Point.
6. Sears, M.E. (1998). Sears List of Subject Headings, 17th ed. New York: H.W. Wilson.

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