



NIMS UNIVERSITY

SYLLABUS
OF

BACHELOR OF LIBRARY & INFORMATION SCIENCE – BLIS

VERSION 1.2

DIRECTORATE OF DISTANCE EDUCATION

Shobha Nagar, Jaipur-Delhi Highway (NH-11C), Jaipur- 303121
Rajasthan, India

BACHELOR OF LIBRARY & INFORMATION SCIENCE – BLIS

Eligibility : Graduate

Programme Duration : 1 Year

Programme Objectives : The objective is to train library professionals to manage the libraries using Library Management techniques. After learning the fundamentals, for the application of Library and information system and activities, students will learn best practices/techniques of Library and Information Science.

Job Prospects : Service of trained Librarians are required in all types of Libraries. National records, publications of vital and permanent importance and documents are systematically maintained in different Govt. departments and libraries

Common job profiles after completing BLIS include:
 Librarian, Library Attendant, Library Assistant, Deputy, Deputy Librarian, Information Assistant, Junior Information Analyst, Junior Librarian/Assistant Librarian, Junior Librarian/Professional Assistant, Junior Librarian/Semi-Professional Assistant.

YEAR I

Course Code	Course Title	Theory/ Practical	Continues Assessment (Internals)	Credits
LIS14101	Library and Information Society	70	30	4
LIS14102	Management of Libraries and Information Centres	70	30	4
LIS14103	Library Classification and Cataloguing Theory	70	30	6
LIS14104	Reference Sources and Services	70	30	4
LIS14107	Information and Communication Technology Applications	70	30	4
LIS14105P	Library Classification Practice	35	15	5
LIS14106P	Library Cataloguing Practice	35	15	5
			Total	32

DETAILED SYLLABUS

INSTRUCTIONAL METHOD: Personal contact programmes, Lectures (virtual and in-person), Assignments, Labs and Discussions, Learning projects, Industrial Training Programmes and Dissertation.

YEAR I

LIBRARY AND INFORMATION SOCIETY – LIS14101

UNIT	CONTENTS
1	Libraries and Their Roles in Society- Library and Introduction, Theoretical Foundations of Libraries, Libraries Creating a Literate Environment, Education and Library, Libraries and Social Institutions.
2	Library Science and Research- The Relevance of Five Laws of Library Science, Information Behavioural Research, Future Role of Libraries in Virtual Library Environment, The Normative Crisis, The Information Society.
3	Development of Libraries and Information Sharing in India- Library Networking in India for Resource Sharing, School Libraries in India, Development of Public Libraries in India, Resource Sharing, Digital Libraries: The Need of the Hour, The Qualities of Library and Information Science Professionals.
4	Information Ethics for 21 st Century Library Professionals- The Codes, The Courses, The Content, The Theories, The Mission, Public Libraries in India, Library Legislation in India, Contribution of Raja Ram Mohan Roy Library Foundation, Promotional Activities, Research Cell and Special Library, Achievement, National Policy on Library and Information System (NAPLIS), National Knowledge Commission, The Indian Library Association (ILA), The Indian Association of Special Libraries and Information Centre (IASLIC), The Delivery of Books and (Public Libraries) Act, 1954.
5	Library Science- Research and Study Facilities in India- Changing Needs of Library and Information Science Curricula in India, A vision for the LIS School in India, doctoral Research in Library and Information Science in India, Knowledge Sharing in India.

LEARNING SOURCE: Self Learning Materials

ADDITIONAL READINGS:

- A. Library and Society, B. Guha
- B. Sood, S.P.

MANAGEMENT OF LIBRARIES AND INFORMATION CENTRES– LIS14102

UNIT	CONTENTS
1	Library Management and Administration- Library Management, Library Administration and Management, Development of Management thought. Management schools of thought - Bureaucracy management school, Principles of scientific management, Classical school of Management, Other Principles of Management, Human Relations School, Decision theory school, System theory school, contingency theory school, Management thought and Indian Insight. Management new concept - Introduction, Merits

	of the system, Demerits of the system, MBO's Relevance to libraries. Performance Appraisal(PA) - Objective of PA, Purpose of PA, Characteristics of a good performance appraisal System, Types of Performance appraisal, Measurement of Performance Appraisal, Performance Standards, Why Performance Appraisal System in LIS Centers. TQM in Libraries - What is TQM, Benefits of TQM, How to achieve total Quality Management, Abstracts to Implementing TQM. Participative Management - Components of Participative Management, Participative Management in Libraries and Information Centers, Advantages and Disadvantages of Participative Management. Conflict Management-Conflicts in Libraries, Identifying Conflict in Libraries, How to solve Conflicts.
2	Principles of Management and Administration- Concept of Management, Library Management, Library Organization and Library Administration, Library Administrations & Management, Principles of Management, Different Schools of Thoughts, Elements of Management and Their Application in a Library.
3	Essentials of Total Quality Management in Academic Settings TQM- Total Quality Management (TQM) - Characteristics, Understanding Total Quality -The 5 Ps, Need for TQM in Academic Libraries, Benefit of TQM for Academic Libraries, Barriers for TQM Implementation. TQM for Library and Information Services - Quality Control, Quality Assurance, Total Quality Management, Quality of Working life (Qwl), Quality network, Quality instruments, Quality Circles, Quality Management. A's of Quality in Libraries - Accessibility, Availability, Applicability. C's of TQM - Commitment, Competence, Continuous Improvement, Culture, Customer Focus, Customer Service, C's of Customer Service. E's of TQM - Efficiency, Economy, Effectiveness, Empowerment. L of TQM, Leadership M of TQM: Measurement. Ps of total Quality in Libraries - Pride of workmanship, performance Measures, Performance Indicators, Performance dimension, Performance evaluation, performance Standards. Ts of TQM - Trust, Team, Training, Techniques. Top Management Internet Quality Audit .Conceptual Framework of TQM in Academic Libraries - Definition and Characteristic of TQM, Quality in Academic Libraries, Measurement of Quality or performance, Performance Measures, benchmarking, Performance Appraisal. Objective, Principles and Elements of TQM, Continuous Improvement, Customer Focus, process Improvement, Employee Involvement, Leadership, Empowerment, Defined System, Trust, Commitment, Education and Training, Organization Learning, Job Satisfaction, Social Relation, Innovation, Data and Information, Customer Relationship Management (CRM). Library Services and TQM - TQM in service Organization, Library as services Organization, need for implementing TQM in Libraries, Poor quality of working life, An agenda for implementing TQM in Libraries, Dimensions of Library Service Quality, Quality and Library Effectiveness, Measuring Quality, Classifying and defining Customers and Stake Holders, customers focus, Developing Human Resources in Libraries, Library Leadership, Communication, Culture Transformation, Quality Improvement Tools.
4	Library Finance : Budgeting and Accounts- Sources of Finance for an Academic Library - Self financing, Fees and Fines, Self-Paying Education. Budget Formulation - Types, Methods of Financial Estimation, Foundations for creating a budget, justifying a budget, foundations of cost analysis. Library budgeting - Objectives, Budget techniques, Line-item Budget, Lump-sum Budget, formula Budget, Performance Budget, Programme Budget, Planning programming Budgeting System, Zero-Based Budgeting (ZBB) Problems in ZBB, Tips for Successful Budget Making, Ideal Budget. Organization structure and Human Resources - principles of Structuring, Library organizational structures, Organizational chart, Staffing Pattern of a Library, Qualification of Library staff. Human resources Development - Need of HRD, Components of HRD.
5	Library Authorities, Committees and the use of Information Technology in Library Management- Management Bodies in Libraries - Meaning of Authority, Need for authority, Structure of Authority, kinds of Authority, Limits of Authority, Delegation of Authority and Power of Authority. Library Authority - University Library Authority, College Library Authority, Public Library Authority, Special Library Authority. Library committee - Advantages of a committee, Qualities of the Members of Library Committee, Need for library committee, Kinds of Library Committee, Duties and responsibility of library committee, Power and function of Library committee, Library committee meeting,

	Librarian's Report. Committee in different types of Libraries: Public Libraries, university Libraries, Special Libraries. Library Rules - Contents of Rules and Regulations, Library rules in different type of libraries. Information technology and library management - Management Information System (MIS), characteristics of Management Information Systems, Types of MIS, Advantages of MIS, Management Information System for Library and Information Managers, Users, Use, Use time, Collection, Services, Personal.
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LEARNING SOURCE: Self Learning Materials

ADDITIONAL READINGS:

A. Library and Library Science India, Mukharji, Subhodh Kumar.

LIBRARY CLASSIFICATION AND CATALOGUING THEORY – LIS14103

UNIT	CONTENTS
1	Library Classification- Development of Classification, Classification of Libraries, Multi-Point Hospitality, Decimal Classification, Phase-Analysis, The Need and Purpose of Library Classification, Library Classification, Need and Objective, Document and Knowledge Classifications, The Implications and the Fundamental Laws of Library Classification, An Introduction to Postulates & Postulation Approach, Classification and Postulational Approach, Fundamental Categories, Enumerative Classification Scheme, Faceted Scheme.
2	Library Classifications Recent Trends and Developments- Introduction, Components of the Call Number, Canon for Characteristics, Canon of Differentiation, Canon of Relevance, Canon of Ascertain Ability, Canon of Permanence, Canons of Succession of Characteristic, Canon of Concomitance, Canon of Relevant Succession, Canon of Consistent Succession, Canon for Array, Canon of Exhaustiveness, Canon of Exclusiveness, Canon of Exclusiveness, Canon of Health Sequence, Canon of Consistent Sequence, Canon for Chain of Classes, Canon of Decreasing Extension, Canon of Modulation, Canon for Filiatory Sequence, Canon of Subordinate Classes, Canon of Coordinate Classes, Canons for verbal Plane, Canon of Context, Canon of Enumeration, Canon of Currency, Canons for National Plane, Canons for hospitality in Array, Canon of Extrapolation in Array, Canon of Interpellation in Array, Canons for hospitality in Chain, Canons of Extrapolation in Chain, Canon of Interpolation, Notations, Types of Notations, Importance and Utility of Notations, The Qualities of a Notation, Mnemonics, Mnemonics and their kinds.
3	Phase Relations and Classification Schemes- Introduction, Phase Relations in Classification Schemes, Inter-Subject Phase Relations, Compare the applications of common isolates in CC, DDC, Isolates, Kinds of common Isolates, Common Isolates in Colon Classification, Posteriorising Common isolates (PCI), Special Isolates in Colon Classification, Common Isolates in Dewey Decimal Classification, Special Isolate in DDC, Major Schemes of Classification, Plan and Structure of Scheme, Auxiliary Tables, Relative Index, Notation in DDC, Development in DDC, Use of DDC, Five Fundamental Categories, Postulates of Facet Sequence, Common Isolates, Devices Used, Phase Relation, Notation, Salient Features of the Scheme, Development of CC, Universal Decimal Classification (UDC), Merits and Demerits of UDC, bFacet Sequence, Principle for Facet Sequence, Facet Sequence in Universal Decimal Classification (UDC).
4	Introduction, Objective of Library Catalogue, Functions of Library Catalogue, Classification and Cataloguing and Their Complementary Nature, The Relevance of the Library Catalogue in Relation to the Five Laws of Library Science, Modern Cataloguing Rules or codes, Library Catalogue: Its Need and Purpose, Library Catalogue and Bibliography, Shelf List and Its Utility, Shelf List-format, Usefulness of Shelf List, Services and an Inventory of

	Documents, Conventional Physical Form of Library Catalogue, Card for Library Catalogue, Visible index form, Microform Catalogue, Machine Readable Catalogue, Inner Form of Library Catalogue, The Process of Cataloguing and Classification, Entries and Their Kinds, Entries in a Classified Catalogue, Entries in a Dictionary Catalogue.
5	Catalogue Entries- Introduction, Filing of Entries according to C.C.C - Classical Part and the Class Number, Alphabetical Part, ALA Filing Rules, Order of Entries under same word, Author Arrangement, Subject Arrangement, Cross References, Accession Number Section, Tracing Section, Added/Additional Entries, The Chain Procedure, Links, Various Sections in CIEs.

LEARNING SOURCE: Self Learning Materials

ADDITIONAL READINGS:

- A. Introduction to DDC- Sehgal, R.L.
- B. A guide to the theory & Practice of colon classification- Satya, M.P.

REFERENCE SOURCES AND SERVICES –LIS14104

UNIT	CONTENTS
1	Reference Service- Concept of Reference Service, Information Service, A Comparison between Reference Service and Information Service, Functions of Information Service, Function of Information Service, Type of Reference and Information Service, Theories of Reference Service, Nature and Range of Reference Service, Reference Services and Their Types, Ready Reference Service, Needy Reference Service, Long Range Reference Service.
2	Libraries their Types and Importance-Academic Libraries and the Reference Services they Provide, Reference work and students, The faculty and Research scholars and the reference service Provided to them, Special Libraries and the Reference Services Provided to them, Reference Services and Section, The way to manage the reference desk, Reference Service, Reference Librarians and the Qualities they Possess, Reference Questions and the Techniques and methods to Answer them
3	Sources of Information and Its Features- Research, Information Question, Primary Sources and their Types, Secondary Sources and their Types, Reference Books their Types and Evaluation and Features, Documents and Its Purpose, Sources of Information, E-Documents and their Characteristics, Database, Dissemination of Information and Database, Types of Database, Evaluation of Usability of Database, CD ROMs, Concept needs and purpose of Information Service, Nature of Information, Generation process of Information.
4	Different Sources of Information- Dictionaries, Types of Dictionaries, Encyclopedias, Encyclopedias in General, Year-Books, Almanacs and Directories, Biographical Sources, International and National Biographical Sources, Geographical Sources, bibliographical Sources, Indexing Services.
5	Reference Sources- Literature Searching, Documents Delivery Services, Reprography Services and Information Sources, Reference Services and Information Sources, Dictionary-Types and uses, Encyclopedias-Types and uses, Evaluating an Encyclopedia.

LEARNING SOURCE: Self Learning Materials

ADDITIONAL READINGS:

- A. Reference sources and service- (i) Amjad Ali (ii) Reference service- RananathanReading
- B. Infor. Tech- Sukula, Shiva

INFORMATION AND COMMUNICATION TECHNOLOGY
APPLICATIONS – LIS14107

UNIT	CONTENTS
1	Computer Fundamentals- Generations of computers, Input Devices, Typing input devices, Pointing Input Devices, Scanning Input Devices, MICR, Output Devices, Monitor, Printers, Major Types of Printers, Plotter, Central processing Unit, Popular Microprocessors, Data Storage and retrieval System, Cache Memory.
2	Computer Network Communication- Computer Network, Communication Process, Communication Types, Transmission Media, Wireless Media, Communication Channel/Media, Modem, Characteristics of a Modem, Types of Modem, Networks, Internet Vs Internets, Types of Network, Topology, Types of Connectivity, Network Devices.
3	Introduction to Software- Definition of Software, Needs of Software, Types of Software, System software, application Software, Application software, Utility Software, Open Sources software, Integrated development Environment, Operating Systems, Why an operating System, Functions of Operating System, The Booting Process, Booting from different Operating System, Types of Operating System, Some Prominent Operating System, Operational data, Introduction to database, Views of Data, Three- Level Architecture Proposal, Instances and Schemas, Purpose of Database System, Advantages of DBMS, Disadvantages of DBMS, Structure of DBMS, Disadvantages of DBMS, Data Models, Database language.
4	Internet- Basic Features, Evolution of the WWW, Mechanism of the world wide web, www browsers, URL (web address) Domain Name system (DNS), Search Engines, Searching the web, Site Specific search tools, Electronic mail, What is an E-mail?, Concept of email, How does email work?, Structure of an e-mail, Starting outlook express, setting up a mail account, Web based emails, creating signature in outlook express, creating signature in yahoo, E-mail Protocols, Mailing list.
5	Library Automotive- Introduction, Basic concept and terminology, Types of Networks, Indian Library software.

LEARNING SOURCE: Self Learning Materials

ADDITIONAL READINGS:

A. Information and communication technology Applications- Inf. Tech,- Galhotra, M.K.

LIBRARY CLASSIFICATION PRACTICE– LIS14105P

UNIT	CONTENTS
1	Colon Classification Part-1- Some significant aspects of CC, Common Isolates, Various devices, Phase relations.
2	Colon Classification Applied (Practical Examples)- Library Science, Mathematics, Engineering, Biology, Agriculture, Medicine, Linguistics, Psychology, History, Economics, Law, Generalia, Sociology.
3	DDC (Part-1)- Main Features of DDC, Some Rules for DDC, Number building, Various schedules of DDC.
4	DDC (Part-2)- Use of auxiliary tables, Table 1: Standard Subdivisions, Table 2: Areas, Table 3: Subdivision of Individual Literatures, Table 4: Subdivision of Individual Languages, Table 5: Racial, Ethics, National Groups, Table 6: Languages, Table 7: Persons.

LEARNING SOURCE: Self Learning Materials

ADDITIONAL READINGS:

- A. Five Law of Library Science- Ranganath, S.R.
- B. Colon Classification Practice- Sewa Singh

LIBRARY CATALOGUING PRACTICE – LIS14106P

UNIT	CONTENTS
1	AACR-2 (Part-1)- Cataloguing an Introduction, Anglo-American Cataloguing Rules-2, Single Personal Author, Joint Personal Authors.
2	AACT-2 (Part-2)- Main Entry, The method of Deriving Subject Headings, Added Entries, Reference Entries, Analytical Entries, Uniform Title, Specific Types of Material.
3	Classified Catalogue Code (Part-1)- Classified Catalogue Code in Introduction, Types of Entries, Main Entry, Added Entries, Parts of Main Entry, Class Index Entry and Tracing, Chain Procedure, Personal Authors, Single Personal Author, Collaborators.
4	Classified Catalogue Code (Part-2)- Corporate Authors : Government, Types of Corporate Bodies, Organs of the Government, Corporate Authors : Institutions, Corporate Authors : Conferences, Choice and Rendering, Composite Books

LEARNING SOURCE: Self Learning Materials

ADDITIONAL READINGS:

- A. A guide to the theory & Practice of colon classification- Satya, M.P.