

BLIB
DURATION OF COURSE : 1 YEARS

CARRICULUM

PAPERS	Subject	Maximum Marks	Exam Hours
1	Library and Society	100	3
2	Library Management	100	3
3	Library Information Classification	100	3
4	Library Catalogue	100	3
5	Information Sources and Services	100	3
6	Introduction to Computer	100	3
7	Catalogue Practical	100	3
8	Classification Practical	100	3

Paper – 1

LIBRARY AND SOCIETY

UNIT – I

Library as Information Centre :

1. Definition and importance of Library and Information centres.
2. Early Libraries.
3. Modern Libraries.
4. Types of libraries.
5. Parts of a Social organization and Factors for the growth of Libraries.
6. Laws of Library Science.
7. Extension services.

UNIT – II

Library Legislation :

8. Model State and Central Library Act.
9. Tamil Nadu Public Library Act.
10. Comparative Study of the State Library Act like :-
 - a. Madras Public Act (1948).
 - b. Andhra Public Act (1960)
 - c. Karnataka Public Act (1965).
11. National Depository Libraries in India – Delivery of books and Newspapers Act –
Copy right Act in India.

UNIT – III

Library Systems :

12. National policy on Libraries – Functions of National Libraries.
13. Public Library System.
14. Academic Library System.
15. Special Library System.

UNIT – IV

Resource Sharing :

16. Meaning and Definition, Need, merits and demerits.
17. Resource Sharing in India, UK and USA.
18. Resource sharing – National, Regional and State level.

UNIT – V

Library Association and International Bodies :

19. Role and Structure of Library Association India, UK and USA.
20. International Bodies – FID, IFLA, UNESCO, UNISIST etc.,

Paper – 2
LIBRARY MANAGEMENT

UNIT – I : Library Management

1. Library Management – Definition and meaning – Elements of Management Process – Theories of management – Functions of management.
2. Book selection – periodical selection, principles, problems and routine works.
3. Classification , cataloguing, processing and works.
4. Maintenance work – General maintenance, Shelf rectification, Stock verification, Binding and preservation.
5. circulation section – members registration – Lending of books – Renewal and Reservation of books.
6. Reference section – Management of Reference section.
7. Periodical section – Selection, Maintenance and record of receipt.

UNIT – II : Pattern of organizational systems

8. Centralization and Decentralization.
9. Functional and divisional.

UNIT – III : Staffing

10. Selection.
11. Recruitment
12. Training
13. Placement
14. Standards
15. Job Analysis.
16. Staff Formula.

UNIT – IV : Relationship of the Library to the Parent Body.

17. Library Authorities.
18. Library Committies.

UNIT – V : Library Finance

19. Library Budgeting – Types, Budgeting Preformance, PPBs, Zero-based.

UNIT – VI : Annual and Library Statistics

Paper – 3
LIBRARY INFORMATION CLASSIFICATION

UNIT – I : Classification

1. Definition and Meaning.
2. Need and Purpose of classification.

UNIT – II : Knowledge Classification

3. Universe of Subjects – Knowledge Structure and development of Universe of Subjects.
4. Modes of Formulation of Subjects.

UNIT – III : Document Classification

5. Universe of Document – Features – Canons.
6. Notations.
7. Canons.
8. Mechanics.
9. Devices.

UNIT – IV : Scheme of Library Classification.

10. Layout and General Features of major Schemes like DC, UDC, and CC.
11. Enumerative to Analytic Scheme of Classification.
12. Comparative Study of CC and DC.

UNIT – V : Theory of Classification

13. Normative Principles.
14. Fundamental Categories.
15. Facet analysis – principles of Inversion and Facet sequence.
16. Postulates and postulational procedures.

UNIT – VI : Aspects of classification

17. Zone Analysis.
18. Systems and Special.
19. Phase Analysis.
20. Common Isolates.

Paper – 4
LIBRARY CATALOGUE

UNIT – I : Library Catalogue

1. Introduction – Objectives – Need – Functions.
2. Physical Forms.
3. Types of Library catalogues.
4. Kinds of Entries.

UNIT – II : Subject Cataloguing

5. Classified Catalogue.
6. Dictionary Catalogue.
7. Alphabetic – Subject.

UNIT – III : Subject Headings and Indexing

8. Tools and Methods.
9. Sears list of Subject Headings.
10. Chain Procedure.
11. Indexing – PRECIS, POPSI

UNIT – IV : Comparative Study of AACR and CC

12. Rules for Rendering of Headings.
 - a. Study of Single Authorship.
 - b. Study of Shared Authorship.
 - c. Study of corporate Names.

UNIT – V : Centralized & Co-operative Cataloguing.

13. Library of congress service
CIP
NPAC
MARC
14. Descriptive cataloguing and limited cataloguing.
15. Arrangement of Entries.
16. Symbiosis between a catalogue & classification.

UNIT – VI : Normative Principles

17. Canons
18. Laws and their Implications.

Paper – 5
INFORMATION SOURCES AND SERVICES

UNIT – I : Information Sources

1. Meaning and Definition, Importance of Information Sources.
2. Information Sources in various formats.

UNIT – II : Types of Information Sources

3. Primary, Secondary and Tertiary.

UNIT – III : Characteristics of Information Sources

4. Reference value of Primary, Secondary and Tertiary Sources.

UNIT – IV : Evaluation of Information Sources

5. Authority, Scope, Arrangements, Treatments etc.

UNIT – V : Secondary Sources Providing Surrogation Types of Information.

6. Bibliographies.
7. Indexes.
8. Abstracts.

UNIT – VI : Secondary Sources Providing Repackaging type of Information

9. Dictionaries.
10. Encyclopedias.
11. Directories.
12. Hand books and Manuals.
13. Almanacs, Sources.
14. Geographical Sources.
15. Biographical Sources.

UNIT – VII : Information Service

16. Need and Types of Information Service.

UNIT – VIII : Documentation Service

17. Documentation List.
18. Kinds of Documentation Services.

- a. CDS (Current Awareness Services)
- b. SDI (Selective Dissemination Services)
- c. Bibliographical Services.

UNIT – IX : Special Service

19. Translation Service.
20. Reprography Service.
21. Information Technology Service.

UNIT – X : Services of Various Documentation Centres

22. National, Regional and Local Documentation Centres.
23. Services of Documentation Centers like SSSDC, INSDOC, DESIDOC.

Paper – 6
INTRODUCTION TO COMPUTER

UNIT – I

Introduction to computer – Historical Development – Hardware – CPU, memory – I/O Units – Peripherals – Software – operating system MSDOS compilers – Software package and utilization.

UNIT – II

Detailed Studies of Micro Computers, Especially IBM PC, PC/XT, PC/ AT.

UNIT – III

MS DOS – The different commands, creation of Directory. Use of EDLIN, creating Files, copying Files, Printing of Files, Backup and Restoring of Files.

UNIT – IV

Training in use of MS DOS, Word Processing, General concept of word Processing, Formal Design and Justification, Spelling Software such as Word star.

UNIT – V

Date Base Management System concepts, use of Dbase II plus I creating Data Base, Search Retrieval and Report Generation.

UNIT – VI

Programming Languages, Compilers, Interpreters, Any one programming Language like Basic or COBOL – Development of a programme to prepare a catalogue with Alphabetical Index.

Paper – 7
CATALOGUING PRACTICAL

UNIT – I : Cataloguing of Books

Adopting the AACR 2 and CCC 5th editions. Rules and using sears list of Subject headings.

UNIT – II : Cataloguing of Periodicals

Adopting the AACR 2 and CCC 5th edition. Rules and using sears list of Subject headings.

Paper – 8
CLASSIFICATION PRACTICAL

The classification of Books and Periodicals Adopting the code DDC 19th edition, and Cc 6th Edition.