

ADMISSION-CALL- 0761-4007445 / 6541666 / 09425068494

E-MAIL:- mnpedu@rediffmail.com

WEBSITE:- www.maanarmadaedu.org

DETAILED SYLLABUS

FOR

DISTANCE EDUCATION

Under Graduate Degree Program

**BLIB & information Science
(BLIBIS)**

(YEARLY SYSTEM)

COURSE TITLE : BLIBIS
DURATION : 1YEAR
MODE : SEMESTER
TOTAL DIPLOMA MARKS : 800

COURSE TITLE	Paper Code	MARKS				TOTAL MARKS
		THEORY		PRACTICAL		
		INTERNAL	EXTERNAL	INTERNAL	EXTERNAL	
Library and Society	BLIBIS/Y/110	40	60	NA	NA	100
Library Classification Theory	BLIBIS/Y/120	40	60	NA	NA	100
Library Classification Practice	BLIBIS/Y/130	NA	NA	40	60	100
Library Cataloguing Theory	BLIBIS/Y/140	40	60	NA	NA	100
Library Cataloguing Practice	BLIBIS/Y/150	NA	NA	40	60	100
Reference and Information Sources	BLIBIS/Y/160	40	60	NA	NA	100
Information Services	BLIBIS/Y/170	40	60	NA	NA	100
Information Technology: Basics	BLIBIS/Y/180	40	60	NA	NA	100

LIBRARY AND SOCIETY

SUBJECT CODE: BLIBIS/Y/110

Block 1

DEVELOPMENT OF LIBRARIES AND THEIR ROLE IN SOCIETY

- UNIT 1 Role of Libraries and Information Centers in Modern Society
- UNIT 2 Laws of Library Science
- UNIT 3 Development of Libraries in UK and USA
- UNIT 4 Library Development in Modern India: Plans and Programmes

Block 2

DIFFERENT TYPES OF LIBRARIES AND THEIR FUNCTIONS

- UNIT 5 National Libraries: Their Functions: A Descriptive Account of National Libraries of India, UK and USA
- UNIT 6 Academic Libraries: School, College and University Libraries
- UNIT 7 Public Libraries: Role and Functions
- UNIT 8 Special Libraries and Information Centres

Block 3

LIBRARY LEGISLATION

- UNIT 9 Library Legislation and Model Public Library Acts/Bills
- UNIT 10 Library Legislation in Indian States – Their Salient Features

Block 4

RESOURCE SHARING AND USER STUDIES

- UNIT 11 User Studies
- UNIT 12 User Education
- UNIT 13 Resource Sharing – Concept, Need, Form and Selected Case Studies

Block 5

LIBRARY ASSOCIATIONS, PROMOTIONAL AGENCIES AND SYSTEMS

- UNIT 14 Librarianship as a Profession and Professional Ethics
- UNIT 15 Role of Professional Associations
- UNIT 16 Organizations and Institutions Involved in Development of Library and Information Services

LIBRARY CLASSIFICATION

THEORY SUBJECT CODE: BLIBIS/Y/120

Block 1

ELEMENTS OF LIBRARY CLASSIFICATION

- UNIT 1 Basic Terminology and Historical Perspective
- UNIT 2 Need and Purpose of Library Classification

Block 2

THEORY AND DEVELOPMENT OF LIBRARY CLASSIFICATION

- UNIT 3 General Theory of Library Classification
- UNIT 4 Species of Schemes of Library Classification
- UNIT 5 Learning about Subjects

Block 3

APPROACHES TO LIBRARY CLASSIFICATION

- UNIT 6 Postulational and Systems Approaches
- UNIT 7 Fundamental Categories, Facet Analysis and Facet Sequence
- UNIT 8 Phase Relation and Common Isolates
- UNIT 9 Devices in Library Classification

Block 4

STUDY OF SELECTED SCHEMES OF LIBRARY CLASSIFICATION

- UNIT 10 Dewey Decimal Classification (DDC)
- UNIT 11 Comparative Study of the 19th (1979), 20th (1989) and 21st (1996) Editions of the Dewey Decimal Classification
- UNIT 12 Universal Decimal Classification (UDC)
- UNIT 13 Colon Classification (CC)
- UNIT 14 Different Versions of Colon Classification
- UNIT 15 Current Trends in the Library Classification

LIBRARY CLASSIFICATION PRACTICE

SUBJECT CODE: BLIBIS/Y/130

Block 1

DEWEY DECIMAL CLASSIFICATION (19TH EDITION) – PART 1

- UNIT 1 Introduction, Structure and Organization
- UNIT 2 Definitions, Notes and Instructions
- UNIT 3 Introduction to Three Summaries and Steps in Classifying documents
- UNIT 4 Relative Index and its Use

Block 2

DEWEY DECIMAL CLASSIFICATION (19TH EDITION) – PART 2

- UNIT 5 Study of Tables and Schedules
- UNIT 6 Auxiliary Tables and Devices
- UNIT 7 Practical Classification

Block 3

COLON CLASSIFICATION (6TH EDITION): PRELIMINARIES

- UNIT 8 Introduction, Structures and Organization
- UNIT 9 Schedules and Techniques
- UNIT 10 Steps in Classification

Block 4

COLON CLASSIFICATION (6TH EDITION): INTRODUCTION TO THE APPLICATION OF POSTULATES AND PRINCIPLES FOR FACET ANALYSIS AND SYNTHESIS

- UNIT 11 Humanities and Social Sciences
- UNIT 12 Biological Sciences
- UNIT 13 Physical Sciences and Generalia

LIBRARY CATALOGUING THEORY

SUBJECT CODE BLIBIS/Y/0140

Block 1

HISTORY, PURPOSE AND TYPES OF LIBRARY CATALOGUES

- UNIT 1 Library Catalogue: Objectives, Purposes and Functions
- UNIT 2 History and Development of Library Catalogue Codes
- UNIT 3 Physical Form of Library Catalogues

UNIT 4 Types of Catalogues

Block 2

FORMAT OF CATALOGUE ENTRIES

UNIT 5 Kinds of Entries

UNIT 6 Data Elements in Different Types of Entries

UNIT 7 Filing of Entries – Classified and Alphabetical

UNIT 8 Centralized Cataloguing, Cataloguing-in-Publication and Pre-atal Cataloguing

UNIT 9 Machine Formats: MARC and CCF

Block 3

CHOICE AND RENDERING OF HEADINGS AND CATALOGUING OF NON-PRINT MEDIA.

UNIT 10 Personal Authors (Western and Indic Names)

UNIT 11 Corporate Authors

UNIT 12 Pseudonymous and Anonymous Works and Uniform Titles

UNIT 13 Cataloguing of Non-Print Media

Block 4

SUBJECT INDEXING, VOCABULARY CONTROL AND RECENT DEVELOPMENTS IN CATAOGUING

UNIT 14 Subject Cataloguing-Problems

UNIT 15 Vocabulary Control: Subject Heading Lists and Thesauri

UNIT 16 Subject Indexing Models

UNIT 17 Techniques for Subject Indexing

UNIT 18 Recent Trends in Library Cataloguing

LIBRARY CATALOGUING PRACTICE

SUBJCET CODE: BLIBIS/Y/150

Block1

AACR- 2R- PART 1

UNIT 1 Preliminaries

UNIT 2 Single Personal Author

UNIT 3 Shared Responsibility and Editorial Directions

UNIT 4 Choice Among Different Names and References

UNIT 5 Series and Multivolumes

Block2

AACR- 2R- PART 2

UNIT 6 Subject Headings

UNIT 7 Corporate Bodies

UNIT 8 Uniform Titles and Serials

UNIT 9 Cataloguing of Non-Print Media User's Guide to AACR-2R

Block 3

CLASSIFIED CATALOGUE CODE-PART-1

UNIT 10 Preliminaries to Classified Catalogue Code

UNIT 11 Class Index Entry and Tracing

UNIT 12 Personal Authors

UNIT 13 Corporate Authors

Block 4

CLASSIFIED CATALOGUE CODE-PART 2

UNIT 14 Analytical Entries and Composite Books

UNIT 15 Series

UNIT 16 Multi-Volume Publications

UNIT 17 Periodical Publications

REFERENCE AND INFORMATION SOURCES

SUBJECT CODE: BLIBIS/Y/160

Block 1

STUDY OF REFERENCE SOURCES

UNIT 1 Reference and Information Access Tools: An Overview

UNIT 2 Types of Reference and Information Access Tools

UNIT 3 Kinds of Bibliographies

UNIT 4 Indexing and Abstracting Periodicals

UNIT 5 Reviews, State-of-the Art Reports, Trend Reports etc.

Block 2

CATEGORIES OF REFERENCE SOURCES - PART 1

UNIT 6 Dictionaries

UNIT 7 Encyclopedias

UNIT 8 Handbooks, Manuals, Yearbooks etc.

UNIT 9 Standards, Patents, Trade Catalogues etc.

Block 3

CATEGORIES OF REFERENCE SOURCES - PART 2

- UNIT 10 Geographical Sources
- UNIT 11 Biographical Sources
- UNIT 12 Statistical Information Sources
- UNIT 13 Sources for Current Affairs

Block 4

NON-DOCUMENTARY SOURCES

- UNIT 14 Human Resources and Referral Systems
- UNIT 15 Institutional Information Sources
- UNIT 16 Mass Media

INFORMATION SERVICES

SUBJCET CODE: BLIBIS/Y/170

Block 1

INFORMATION SERVICES AND ORGANISATIONS

- UNIT 1 Concept and Need for Information
- UNIT 2 Information Services: An Overview
- UNIT 3 Users of Information Services
- UNIT 4 Organizations of Information Services

Block 2

INFORMATION SERVICES AND TECHNIQUES

- UNIT 5 Reference Service
- UNIT 6 Current Awareness Services
- UNIT 7 Literature Search and Database Services
- UNIT 8 Document Delivery Service

INFORMATION TECHNOLOGY: BASICS

SUBJCET CODE: BLIBIS/Y/180

BLOCK 1

INFORMATION TECHNOLOGY: CONCEPTS AND BASICS

UNIT 1 Introduction to Information Technology

UNIT 2 Introduction to Computers

UNIT 3 Telecommunications: Basics

BLOCK 2:

APPLICATIONS SOFTWARE

UNIT 4 Introduction to Applications Software

UNIT 5 Library and Information Software packages

UNIT 6 Features of Indian Software Packages

BLOCK 3:

LIBRARY AUTOMATION

UNIT 7 Library House Keeping Operations

UNIT 8 Computerised Information Services

UNIT 9 Management of Computerized Library

BLOCK 4:

INFORMATION SYSTEM AND NETWORKS

UNIT 16 Basic Concepts and Contours of Computer Based Information Systems

UNIT 11 Library and Information Networks

UNIT 12 Resource Sharing Networks

UNIT 13 Internet and Its Services