

**গ্রন্থাগার ও তথ্য বিজ্ঞান বিভাগ**  
**Rabindra Bharati University**  
**Department of Library & Information Science**  
**B.Lib.I.Sc. (Semester) Syllabus**  
**2016**

*(Approved by the Executive Council Meeting of the University held on 29.06.2016)*

***Structure of the syllabus***

Paper	Subject	Final Exam Marks	Exam Hours	Internal Assessment	Full Marks	CREDIT	NO.OF CLASS
BLI-1.1	Foundation of Library & Information Science	40	2 Hrs	10	50	2	32 (2)
BLI-1.2	Library Organization & Administration	40	2 Hrs	10	50	3	48 (3)
BLI-1.3	Classification (Theory)	40	2 Hrs	10	50	4	64 (4)
BLI-1.4	Cataloguing (Theory)	40	2 Hrs	10	50	3	48 (3)
BLI-1.5	Application of Information Technologies in Libraries (Theory)	40	2 Hrs	10	50	3	48 (3)
BLI-1.6	Classification (Practical-1)	40	2Hrs	10	50	4	96(6)
BLI-1.7	Cataloguing (Practical-1)	40	2Hrs	10	50	4	96(6)
BLI-1.8	Application of Information Technologies in Libraries (Practical)	40	2hrs	10	50	4	96(6)
	Total				400	27	
<b>2<sup>nd</sup> Semester</b>							
BLI-2.1	Library and Information Centre Management	40	2Hrs	10	50	3	48 (3)
BLI-2.2	Information Sources, Systems & Centres	40	2Hrs	10	50	3	48 (3)
BLI-2.3	Library & Information Services	40	2Hrs	10	50	3	48 (3)
BLI-2.4	Library Automation (Theory)	40	2Hrs	10	50	4	64 (4)
BLI-2.5	Classification (Practical-2)	40	2Hrs	10	50	4	96(6)
BLI-2.6	Cataloguing (Practical-2)	40	2Hrs	10	50	4	96(6)
BLI-2.7	Information Sources and Services practice (Project)	40	Project/Assignment Submission	10	50	2	48 (3)
BLI-2.8	Library Automation (Practical)	40	2 hrs	10	50	4	96(6)
	Total Marks				400	27	

## Detail Syllabus

# Semester-I

## 1.1 Foundation of Library & Information Science

### 1.1.1 Library, Library Science & Information Science

- 1.1.1.1.1 Meaning; Scope;
- 1.1.1.1.2 Evolution;
- 1.1.1.1.3 Library & Information Science as discipline

#### 1.1.1.2 Library & Society

- 1.1.1.2.1 Definition
- 1.1.1.2.2 Type of libraries and their functions
- 1.1.1.2.3 Role of libraries and information centres in the society
- 1.1.1.2.4 Functions and effects of library in the society

#### 1.1.1.3 Library philosophy

- 1.1.1.3.1 Rabindranath
- 1.1.1.3.2 Ranganathan
- 1.1.1.3.3 Librarianship as a profession
- 1.1.1.3.4 Ethics and duties of library & information professionals

#### 1.1.1.4 Library movement

- 1.1.1.4.1 Growth and development
- 1.1.1.4.2 Library association
- 1.1.1.4.3 Library legislation and Act
- 1.1.1.4.4 Special reference to West Bengal

## BLI 1.2 Library Organization & Administration

### 1.2.1 Different Sections & Operations

- 1.2.1.1 Various sections-Meanings, scope
- 1.2.1.2 Functions of various sections and subsections
- 1.2.1.3 Housekeeping operations

### 1.2.2 Library Planning

- 1.2.2.1 Definition; steps
- 1.2.2.2 Building planning
- 1.2.2.3 Space; equipment ; Standards & infrastructure planning

### 1.2.3 Library rules and committees

- 1.2.3.1 Need & Functions
- 1.2.3.2 Formation
- 1.2.3.3 Application/ Implementation

### 1.2.4 Library Record Maintenance

- 1.2.4.1 Accession Register & others
- 1.2.4.2 Annual Report
- 1.2.4.3 Staff manual

## BLI 1.3 Classification (Theory)

### 1.3.1 Universe of knowledge and subject

- 1.3.1.1 Ideas; information; knowledge

1.3.1.2 Subjects; (*Characteristics of the Universe of Knowledge; Subjects having knowledge as their field of study; Patterns of Development of Knowledge : Natural Sciences, Social Sciences and Humanities*)

1.3.1.3 Formation of subjects (*Fission, Fusion, Distillation, Lamination, Loose Assemblage, ; Spiral of Scientific Method*)

### **1.3.2 Knowledge organization and library classification**

1.3.2.1 Classification (*Definition, need, purpose*)

1.3.2.2 Knowledge classification vs document classification (*Concept of Call number, Class number & Basic number; Notation : Definition, Kinds, Functions*)

### **1.3.3 General theory of classification**

1.3.3.1 Various thoughts (*Postulational approach to classification*)

1.3.3.2 Fundamental categories and related concepts (*Facet sequence*)

1.3.3.3 Normative principles of library classification

### **1.3.4 Schemes of library classifications**

1.3.4.1 History (*Species of Classification Schemes*)

1.3.4.2 Underlying principles

1.3.4.3 Basic class and their arrangement

1.3.4.4 DDC, UDC, CC : comparative study (*Salient features*)

## **BLI 1.4 Cataloguing (Theory)**

### **1.4.1 Bibliographic description**

1.4.1.1 Definition; objective; function (*library catalogue- its's purpose and function; Types of catalogue-author-title, dictionary-classified*)

1.4.1.2 Forms (*Physical form-book,card,opac,webopac,)*

1.4.1.3 Entries

1.4.1.4 Normative principles (*Normative Principles & Canons of Cataloguing;*)

### **1.4.2 Standard codes of cataloguing**

1.4.2.1 Definition, scope, manifestation in AACR, CCC

1.4.2.2 Development of codes- Pannizi to RDA (*Evaluation of Catalogue-CCC,ALA,AACR1,DublinCore*)

1.4.2.3 Pre and post coordination techniques with examples

(*Indexing Languages - Precoordinate and Post-coordinate Indexing – Chain Indexing, – Uni term Indexing – PRECIS –Keyword Indexing – Citation Indexing*)

### **1.4.3 Subject Cataloguing**

1.4.3.1 Meaning, scope (*Subject Cataloguing-chain procedure, subject heading list; Filing of catalogue-Entries, alphabetization ;*)

1.4.3.2 Principles of Subject Headings Lists (*Problem of assigning subject heading ;*)

1.4.3.3 Understanding of various controlled vocabulary tools (*Sears'List, LCSH, Thesaurus*)

### **1.4.4 Economy in Cataloguing**

1.4.4.1 Limited Cataloguing

1.4.4.2 Centralized Cataloguing (*Types, advantages, disadvantages*)

1.4.4.3 Cooperative Cataloguing and Union Cataloguing (*NPAC*)

## **BLI 1.5 Application of Information Technologies in Libraries (Theory)**

### **1.5.1 Basics of computer**

1.5.1.1 Physical Components & Functions

1.5.1.2 Logical Components and functions

1.5.1.3 Data representation

### **1.5.2 Database**

1.5.2.1 Concept, scope, purpose, advantage

1.5.2.2 Structure, table, field, record

1.5.2.3 Bibliographic data –definition, nature, characteristics, structure

1.5.2.4 Search strategies

### **1.5.3 Communication & network**

1.5.3.1 Channel

1.5.3.2 Media

1.5.3.3 Network –definition, types, topology

### **1.5.4 Intranet & Internet**

1.5.4.1 Definition, need

1.5.4.2 Protocols

1.5.4.3 Services

1.5.4.4 Application in library

## **BLI 1.6 Classification (Practical-1)**

Preparation of Class Number of print volume – book, conference proceedings etc. using-

Dewey Decimal Classification (available latest edition)

## **BLI 1.7 Cataloguing (Practice-1)**

Cataloguing of books and serials (including analytical entries) for Dictionary catalogue by following AACR2R (1988) or latest edition, and subject entries by following the prescriptions of Sears' List /Library of Congress of Subject Headings (SLSH/LC), latest available edition. Some books and serials in Bengali language may also be practiced.

## **BLI 1.8 Application of Information Technologies in Libraries (Practical)**

1.8.1 Hands on practice in DOS, Windows, Linux environment

1.8.2 Working experience on Office Package

1.8.3 Database Design & search

1.8.4 Hands on practice of Internet searching techniques

# **Semester-II**

## **Detail Syllabus**

### **BLI 2.1 Library & Information Centre Management**

#### **2.1.1 Management theories & principles**

2.1.1.1 Management-definition, nature and functions- *Library Organisation Structure and Library Governance;*

2.1.1.2 Principles of Management- *Management Vs Administration; General Principles and their Application*

2.1.1.3 Schools of Thought –( *Management Process School- Henry Fayol, The Empirical School- The Human Behaviour School- The Social Systems School, The Decision Theory School*)

#### **2.1.2 Library Management**

2.1.2.1 Budgeting-definition, method and techniques- *Library Planning: Need, Objectives and Procedures*

2.1.2.2 Financial record management- importance, source of finance- *Library Budget, Budgeting and Accounting*

2.1.2.3 Human Resource Management- job allocation, supervision, duties, responsibilities- *Selection, Recruitment, Training, Development, Performance Appraisal*

#### **2.1.3 Library statistics**

2.1.3.1 Data, sample, population, presentation, (*Staff Manual, Annual Report*)

2.1.3.2 Descriptive statistics- mean, median, mode, standard deviation

#### **2.1.4 Citation analysis**

2.1.4.1 Definition

2.1.4.2 Meaning, scope, need

2.1.4.3 Techniques

## **BLI 2.2 Information Sources, Systems & Centres**

### **2.2.1 Information Sources**

2.2.1.1 Definition (*Nature, evaluation, functions, characteristics and importance of information sources*)

2.2.1.2 Information Sources and resources (*Classification of information sources- print, non print*)

2.2.1.3 Types (*Primary-Secondary-Tertiary, electronic resources, online sources and vendors, BIOSIS, PubMed, IEEE/IEE, ACM Digital Library, EBSCO, ProQuest, Elsevier, Ingenta, J-Gate etc.*)  
(*Ready Reference Sources- Types and Value - Dictionaries, Encyclopedias –Annuals -Biographical Sources- Handbooks and Manuals- Geographical Sources; Bibliographical Sources – Bibliographies, list of Serials; Union Catalogues; – Indexing; E- Resources: Nature- Types- Characteristics – CDROMs – Databases – E-books – EJournals - Microforms and Abstracting Sources, News Summaries.*)  
(*Primary Information Sources :General introduction (Periodicals, Conferences, Patents, Standards, Theses/ Dissertations, Trade Literature, etc. Secondary Information Sources: Dictionaries, Encyclopedias, Biographical, Geographical, Bibliographies, Indexing and Abstracting, Newspaper Indexes and Digests, Statistics, Handbooks and Manuals, Tertiary Information Sources: Directories, Year books, Almanacs, Bibliography of Bibliographies, Union Catalogues*)

### **2.2.2 Reference Sources**

2.2.2.1 Meaning, definition

2.2.2.2 Types, examples

2.2.2.3 Scope of each types of sources (*Evaluation of Print Reference sources - E-Resources – Web – Resources*)

(*Users and their Information Needs, Theory and Functions of Reference and Information Service, Enquiry Techniques, Role of Reference Librarian and Information Officer in Electronic Environment*)

### **2.2.3 Information system**

2.2.3.1 Definition, Scope (

2.2.3.2 Importance & functions

2.2.3.3 National and International information systems (NISCAIR, NASSDOC, SENDOC, DESIDOC, UNISIST, INIS, AGRIS, MEDLERS, OCLC etc.)

### **2.2.4 Information Centres**

2.2.4.1 Definition, Scope

2.2.4.2 Importance & functions

2.2.4.3 National and International information Centres

## **BLI 2.3 Library & Information Services**

### **2.3.1 Library Services**

2.3.1.1 Circulation- *Maintenance Shelving and Stock Verification, Preservation*

2.3.1.2 Reference Services (*Concept, definition, need and types of reference services*)

2.3.1.3 Document delivery services & Resource sharing (*need, techniques and evaluation of alerting services*)

2.3.1.4. Library extension services (*Referral services*)

**2.3.2 Information Services** (*Concept, definition, need and trends of information services*)

2.3.2.1 Abstracting Service (types of abstract; guideline to preparing abstract)

2.3.2.4 Indexing Service

2.3.2.3 Documentation service- (*Information Analysis Centre (IAC); Translation Service; Reprographic Service;*)

### **2.3.3 Information Services to generalist**

2.3.3.1 Short-range

2.3.3.2 Long range

### **2.3.4 Information Service to specialist**

2.3.4.1 CAS

2.3.4.2 SDI

(*other personalized information services*)

## **BLI 2.4 Library Automation (Theory)**

### **2.4.1 Planning and implementation**

2.4.1.1 Definition, need, workflow

2.4.1.2 Computerization of library housekeeping operation

### **2.4.2 Technical Requisition**

2.4.2.1 Hardware

2.4.2.2 Software

### **2.4.3 Library management software**

2.4.3.1 Indian scenario

2.4.3.2 Software evaluation

## **BLI 2.5 Classification (Practice-2)**

Preparation of Class Number of print volume – book, conference proceedings etc. using-

Universal Decimal Classification (available latest edition)

Determination of Book Numbers (Cutter's Table / Ranganathan's Principle / other method)

## **BLI 2.6 Cataloguing (Practical-2)**

Cataloguing of Non-Book Material (including analytical entries) for Dictionary catalogue by following AACR2R (1988) or latest edition, and subject entries by following the prescriptions of Sears' List /Library of Congress of Subject Headings (SLSH/LC), latest available edition. Some books and serials in Bengali language may also be practiced.

## **BLI 2.7 Information Sources and Services practice (Project)**

Study of at least ten (10) documentary sources of various categories and at least 5 electronic sources includes online databases by using prescribed format and by adopting prescribed technique. Some Documentary Sources in Bengali language may also be included

Preparation of indexing and abstracting product of minimum 10 journal articles on specific subject thus studied

## **BLI 2.8 Library Automation (Practical)**

Hands on practice on WinISIS

Hands on Practice on Library Management Software (KOHA or SOUL Demo version)

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