Bachelor of Library & Information Science  
(B.Lib.I.Sc. 1st-Semester)  
(2017-2018)

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<tr>
<th>Paper No.</th>
<th>Course No.</th>
<th>Course Title</th>
<th>Credits</th>
<th>Sessional Marks</th>
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<tr>
<td>I</td>
<td>BLS-7001</td>
<td>Fundamentals of Library &amp; Information Science</td>
<td>4 Credits</td>
<td>25</td>
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<td>II</td>
<td>BLS-7002</td>
<td>Library Classification (Theory)</td>
<td>4 Credits</td>
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<td>III</td>
<td>BLS-7003</td>
<td>Library Cataloguing (Theory)</td>
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<td>BLS-7004</td>
<td>Library Classification Practice by CC and Elementary DDC</td>
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<td>BLS-7005</td>
<td>Library Cataloguing Practice-I</td>
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<td>VI</td>
<td>BLS-7006</td>
<td>Management of Libraries and Information Centres</td>
<td>4 Credits</td>
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24 Credits  
Total Marks = 600
First Semester

Paper-I
BLS-7001

Fundamentals of Library and Information Science

UNIT-I

• Library: Concept, Definition, Objectives, Importance and Functions
• Librarianship as a profession, Professional Ethics
• Five Laws of Library Science and their implications
• Development of Libraries with special reference to India: an overview

UNIT-II

• Library Legislation: Need and Essential Features
• Library Acts in India with Special Reference to Tamil Nadu, Maharashtra, West Bengal, and Uttar Pradesh.
• Salient Features and Functions of different types of Library Systems:
  o Academic Libraries
  o Public Libraries
  o National Libraries
  o Special Libraries
• Resource Sharing in Libraries

UNIT-III

• Library Committees and Policies in India Since Independence
• Recommendation of National Knowledge Commission (NKC) with regard to Libraries
• Role of UGC in the Development of College & University Libraries in India
• Role of UNESCO and RRRLF in the development of Libraries
• Role of National and International Library Associations: ILA, IASLIC, CILIP, ALA, IFLA, ASLIB
• Information Literacy: Concept, Objectives and Methods

Reading List:

**Paper-II**

BLS-7002

**Library Classification (Theory)**

**UNIT-I**

- Library Classification: Definition, Need, Purpose
- Terminology of Classification
- General Theory of Classification
- Species of Classification
- Major Schemes of Classification: DDC, CC, UDC.: An Overview

**UNIT-II**

- Normative Principles of Classification
- Work of classification in three planes: Canons and their applications in standard schemes
- Mnemonics: Definition, types, Canons and their applications in Standard Schemes
- Hospitality in Notational System: Canons and devices
UNIT-III

- Facet Sequence: Concept and Principles
- Postulational Steps in practical Classification
- Book Number and collection Number
- Library Classification: Trends

Reading List:

Paper-III

Credits: 4
BLS-7003

Library Cataloguing (Theory)

UNIT-I

- Library Catalogue: Definition, Need, Objective & Functions
- Normative Principles of Cataloguing
- Cataloguing and Classification: Symbiotic relationship.
- Physical forms of Library Catalogue
- Types and functions of Cataloguing : Dictionary, Classified
- Library Catalogue Codes- CCC (Clarified Catalogue Code) and AACR-II: Historical Development
UNIT-II

- Subject Cataloguing: Concept, Principles. Chain procedure, List of Subject Headings
- Centralized and Cooperative Cataloguing: Need, CIS and CIP, Prenatal cataloguing
- Union Catalogue: Need, Rules for Compilation.
- NUCSSI, DELNET, IndCAT, WORLDCAT

UNIT-III

- Indic names: Problems and Rendering
- Cataloguing Rules according to A.A.C.R.II and CCC for Joint authors, Corporate authors and Pseudonyms.
- Cataloguing of Non-book Materials: Microfilms, Gramophone Records, Maps, Computer files
- Filing : Rules and Alphabetization

Reading List:


Paper-IV
BLS-7004

Library Classification Practice by CC and Elementary DDC

Section –‘A’ Practical classification of simple and complex titles by Colon classification (Ed. 6 reprint)

with the help of the prescribed rules and the following tables and techniques:

- Main Classes
- Common Isolates: Anteriorising and Posteriorising
- Time isolates
- Space isolates
- Language isolates
- Phase, Intra-facet and Intra-array relations
- Schedules of special isolates
- Devices : Subject, Geographical, chronological, Super-imposition and Alphabetical
- Parallel Schedule Device

This section of Question Paper will be divided into two parts as follows:-

Note: Six Titles are to be classified by CC (6th Ed.) and ONE class number will be given for digit by digit interpretation.

Section- ‘B’ Dewey Decimal Classification 22nd & 23rd edition

Practical Classification of simple titles involving use and application of following tables and techniques:

- Three Summaries
- Standard Sub-Divisions (Table-I)
- Area Table (Table-2)

Structure of the Question paper:

This section of Question Paper will be divided into two parts as follows:-

Note: Four Titles are to be classified by DDC and ONE class number will be given for digit by digit interpretation.
Reading List:

Paper-V
BLS-7005

Library Cataloguing Practice-I

Descriptive and Classified Cataloguing of Printed Monographs using AACR-2 using Sear’s List of Subject Heading and CCC (5th ed.) using Chain Procedure for Subject Cataloguing of:
- Single Personal Author
- Joint Personal Author
- Pseudonymous works
- Simple Personal Name entries in Hindi and Urdu by AACR-2.

- The practical class record of the items catalogued and entries made will be maintained by each student.

- The Practical examination through a paper containing reproductions of title page of the documents with other information required for cataloging.

Structure of Question Paper
Section -A: Shall have THREE titles of documents in English language to be catalogued by AACR-2 & CCC.
Question No:1 shall be compulsory. The candidates shall be required to catalogue the title either according to CCC or AACR-2.
Question No:2 will consist of title to be catalogued by AACR-2.
Question No:3 will consist of title to be catalogued by CCC.
Section –B: Shall have TWO titles dealing with personal name headings, one in Hindi and the other in Urdu. The examinees will be required to catalogue only ONE title either in Hindi or Urdu language according to AACR-2

Reading List:

Paper-VI
BLS-7006

Credits: 4
Marks :100

Management of Library and Information Centres

UNIT-I
- Management: Definition, scope, Functions and Principles
- Human Resource Management: Job analysis and description.
- Job evaluation, Staff formula, Recruitment procedures, Motivation, Training and Development, Performance Appraisal
- Organizational Structure: Centralized and Decentralized
UNIT-II

- Collection Development: Policies and Procedures, Book selection tools
- Functions Records and Management of:
  - Acquisition section
  - Technical section
  - Circulation section
  - Periodicals section
  - Maintenance section

UNIT-III

- System analysis, Design of Library system and TQM
- Library Statistics
- Budgeting: Techniques and Methods
- Annual Report: Compilation, Contents and Style
- Stock Verification- Policies and Procedures, weeding out

Reading List:
Department of Library and Information Science
Aligarh Muslim University, Aligarh
Syllabus

**Bachelor of Library & Information Science**
**(B.Lib.I.Sc. IIInd Semester)**

**(2017-2018)**

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<th>II(^{nd}) Semester</th>
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24 Credits
Second Semester

Paper-I
BLS-8001

Information Processing and Retrieval

UNIT – I
- Documentation: Definition, Need, Purpose
- Documentation Work, Service, CAS and SDI
- Index and Indexing: Scope and Importance
- Types of indexes
- Keyword indexing

UNIT – II
- Pre and Post Co-ordinate Indexing
- Citation Indexing
- Indexing Languages: Types and Characteristics
- Vocabulary Control and IR Thesaurus
- Indexing Services : National and International

UNIT – III
- Abstracting: Types and Guidelines
- Abstracting Services : National and International
- Search Strategies, Feedback and Refining
- Information Users : Categories
- User Studies: Methods, Techniques and Evaluation

Reading List:

**Paper-II**

**BLS-8002**

**Credits: 4**

**Marks :100**

**IT Applications in Libraries (Theory)**

**UNIT-I**
- Library Automation: Planning and Implementation
- Automation of in-house Operations: Acquisition, Cataloguing,
- Circulation, Serials Control
- OPAC & Web OPAC, Report generation
- Retro Conversion: Issues and Solutions
- Barcoding: Concept and Applications

**UNIT-II**
- Library Automation Softwares
- General Features of SOUL, Alice for Windows
- Digital Library: Definition, Purpose, Scope
- Data Warehousing, Data Mining
- Meta Data Concept and Types
- Web 2.0 and Web 3.0

**UNIT-III**
- Networks and Networking: Types, Topologies, Examples
- National Knowledge Networks (NKN), OCLC, ERNET
- Internet Security: Concept, Issues and Solutions
- Cyber Laws with Special reference to India

**Reading List:**

Paper-III
BLS-8003

Information Sources and Services

UNIT-I
- Reference and Information Sources and Services: Concept, Definition and Trends
- Reference Interview and Search Techniques
- Documentary and Non Documentary Sources types
- Information Sources: Criteria for Evaluation
- Definition, Purpose, Scope of the Following Types of Reference Sources (with evaluation of at least two representative sources in each category)
  - Background sources
  - Current sources

UNIT-II
- Definition, Purpose, Scope of the following types of Reference Sources (with evaluation of at least two representative sources in each category )
  - Bibliographical Sources
  - Language sources
  - Biographical sources
  - Educational sources
  - Geographical sources

UNIT-III
- Objective types of questions based on the above mentioned information sources will be set.
Reading List:


**Paper-IV**

**BLS-8004**

**Credits: 4**

**Library Classification (Practice) by DDC & Elementary UDC**

**Section ‘A’** Dewey Decimal Classification 22nd & 23rd edition

Practical Classification of complex titles involving use and application of following tables and techniques:

- Sub-Divisions of Individual Literatures (Table – 3)
- Sub-Divisions of Individual Languages (Table – 4)
- Racial, Ethnic and national Sub-Divisions (Table – 5)
- Languages (Table – 6)
- Add to instructions:
  - ‘Add from tables’
  - ‘Add from schedules’
  - ‘Add from both tables and schedules’
- Manual
- Relative Index
NOTE:- In this section, TEN titles are to be classified by Dewey Decimal Classification (22nd/23rd Edition) and TWO class numbers will be given for digit by digit interpretation.

Section- ‘B’ Universal Decimal Classification (Abridged Edition) 2003
Practical classification of Simple titles involving the use of -
- Main Tables
- Common and special Auxiliaries
Structure of the Question paper:
The Question Paper will be divided into two parts as follows:-

Note : In this section, Five Titles are to be classified by UDC (3rd Abridged Ed.) and ONE class number will be given for digit by digit interpretation.

Reading List:

Paper-V BLS-8005 Credits: 4 Marks: 100

Library Cataloguing Practice-II

- Descriptive Cataloguing of Printed Monographs using AACR- 2 using Sear’s List of Subject Headings for Subject Cataloguing of :
  o Corporate Authors
  o Multi Volume
  o Composite works
- The practical class record of the items catalogued and entries made will be maintained by each student.
- The Practical examination will be conducted through a paper containing reproductions of title pages of the documents along with other information required for cataloging.

Structure of Question Paper : The question paper will comprise of FOUR titles of English language documents to be catalogued by AACR-2
Reading List:

**Paper-VI**

BLS-8006

**Information Technology (Practice)**

(50 Marks)

Practical classes will be arranged to train the students on the following areas:

1. HTML
2. Data base computation: SOUL & Alice for Windows
3. Online Searching of Databases
4. WINISIS in Data base computation