



MOTHER TERESA WOMEN'S UNIVERSITY KODAIKANAL -624 102



DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE

Bachelor of Library and Information Science (B.Lib.I.Sc)

Regulations and Syllabus

Syllabus effective from 2018-19 onwards

Mother Teresa Women's University

Department of Library and Information Science



B.Lib.I.Sc

Bachelor of Library and Information Science (One Year)

(with effect from the academic year

2018-019 onwards)



MOTHER TERESA WOMEN'S UNIVERSITY – KODAIKANAL

**Department of Library & Information Science
Kodaikanal**

Courses of Study and the Scheme of Examinations

B.Lib.I.Sc One Year (2 Semesters) Programme

Choice Based Credit System

(Applicable to Candidated admitted from the Academic Year 2018 onwards)

I SEMESTER

SUB CODE	Theory/ Practical	Title of the Paper	Credit Points	Hours	Int.	Ext.
BLST11	Theory	Information Society	5	6	25	75
BLST12	Theory	Library and Management	5	6	25	75
BLST13	Theory	Introduction to Document Processing	5	6	25	75
BLST14	Theory	Introduction to Document Retrieval	5	6	25	75
BLST15	Theory	User Studies	5	6	25	75
		Total	25	30	125	375

II SEMESTER

SUB CODE	Theory/ Practical	Title of the Paper	Credit Points	Hours	Int.	Ext.
BLST21	Theory	Information Sources and Channels	5	6	25	75
BLST22	Theory	Information System and Services	5	6	25	75
BLST23	Theory	Web Technology	5	6	25	75
BLSP21	Practice	Colon Classification & Dewey Decimal Classification (Practice)	5	6	25	75
BLSP22	Practice	Classified Catalogue Code (CCC) and Anglo American Cataloguing Code (AACRII) (Practice)	5	6	25	75
		Total	25	30	125	375

Total Credit Points : 50

Total Marks : 1000



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Kodaikanal

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Choice Based Credit System

(Applicable to Candidates admitted from the Academic Year 2018 onwards)

Objectives of the Courses:

1. To impart advance knowledge in Library and Information Science and to give the requisite skills for administration of modern library and information centers.
2. To offer higher academic and research programmes in LIS.
3. To ensure 100 percent employability for all our products.
4. To provide training to the LIS professionals on emerging technologies

Eligibility for Admission and Total Intake:

A Candidate who has passed **ANY** degree examination (10+2+3 pattern) of this University or an examination of any other Universities/Institutions approved and accepted by the Syndicate of this University as equivalent thereto.

SEMESTER-I

INFORMATION AND SOCIETY- BLST11

5/6

Objectives:

1. To understand the concept of library and information centers.
2. To enable the students to get knowledge on legislation.
3. To enable the students to understand the various library systems.
4. To enable the students to know about the resource sharing and various library associations.

UNIT- I Library as Information Centre

Definition and Importance of Library and Information Centre - National Information Policy - Role of Libraries - Five Laws of Library Science and its Implications
Development of Libraries in India.

UNIT - II Library Legislation

Need for legislation - Factors and Principles - National Depository Libraries in India - Delivery of Books and News Papers Act - Copyright Act in India – Intellectual Property Rights (IPR) – Universal Rights Convention - Impact of IPR - IPR in India.

UNIT - III Library Systems

Public Library System – Academic Library System – Special Library System

UNIT - IV Resource sharing

Definition–Need– Advantages and Disadvantages – Resource Sharing: International, National, Regional and State Level.

UNIT - V Library Associations & International Bodies

Library associations: India, UK and USA – International Bodies: FID – IFLA and UNESCO.

Text Books:

1. Khannan,J.K Library and society ed2. 2001.
2. Foskett,Information service in libraries Chennai allied publishers 1994.
3. Agarval,S.N. and others. Perspective in library and information service Vol.1&2,1982.

Reference Books:

1. Kaula,P.N. Library management in India,1958.
2. Sharma Pandey,S.K. library and society,ed.2,1992.
3. Mittal,R.C. Public Law,1971.
4. Kumar, P.S.G. Foundations of Library and Information Science. New Delhi: B.R. World of Books, 2012.

Objectives:

1. To understand the Concept of Library Management.
2. To enable the students to understand the fundamentals of management.
3. To enable them to realize the routines of various sections of Library
4. To enable the students to understand the Budget system and basis of Computer applications.

UNIT I: Fundamentals of Management

Definition: Administration, Management – Organizational Structure – Various theories of Management including Scientific Management.

UNIT II: Library Routine of Different Sections

Acquisition Section – Technical Section – Maintenance Section – Circulation Section – Reference Section – Periodical Section

UNIT III: Personal Management

Human Resource Management – Planning – Recruitment – Selection – Induction and Orientation – Training and Development – Performance Appraisal – Transfer, Promotion and Demotion – Separation.

UNIT IV: Budgetary Control system

Types of Budget – Steps or Process of Budgeting System – Line Budget – PPBS – Zero Based Budgeting – Library Rules – Statistics and Annual Reports.

UNIT V: Computer Applications

Application to Managerial Activities – Budget Control – Accounting – Preparation of Statistics and Reports.

Text Books:

1. Scammell: Hand book of information management, Chennai allied publishers, 2001.
2. Wiqqing, Effective document management: Unlocking corporate knowledge Chennai allied publishers, 2000.

Reference Books:

1. Egge; Elementary statistics for effective library and information service management. Chennai allied publishers, 2001.
2. Correll: Strategic management of information services: Planning hand book Chennai allied publishers, 2000.
3. Blackmore: Intranet: A guide to their design implementation and management, Chennai allied publishers, 2001.
4. Callacher: Managing change in libraries and information services. Chennai allied publishers, 2000.
5. Ramareddy. E, Yadadiri. S, Prafulla. T.V., Etc. Information Management Today And Tomorrow. New Delhi: B.R. World of Books, 2013
6. Vyas, S.D Management of Technical Services in Libraries. New Delhi: B.R. World of Books, 1990.

INTRODUCTION TO DOCUMENT PROCESSING- BLST13 5/6**Objectives:**

1. To understand the concept of Information Processing Systems.
2. To enable the students to get familiarity with Indexing System.
3. To enable the students to understand notations.
4. To enable the students to understand the Classification System and recent developments.

UNIT - I: Concept of Information Processing

Modes of formations of subject - Basic Concepts in Document and Information Organization – Concepts in Classification – Feature and Benefits of Systematic Arrangement.

UNIT - II: Indexing System

Document Representation – Natural Language System – Indexing: PRECIS – Chain Indexing: Keyword Indexing.

UNIT - III: Principles of Notation

Document Classification – Artificial Languages System: Notation, Concepts – Types – Feature – Qualities – Theory of Classification – General and other Aspects of Classification – Normative Principles – Fundamental Categories – Facet Analysis – Postulate and Postulational Approach – System and Special – Common Isolate.

UNIT - IV: Overview of Classification System

Colon Classification System – Their Structure and Organization. Decimal and Universal Decimal Classification System – Their Structure and Organization.

UNIT - V: Recent Development

Recent development in Classification and Processing – Computerized Classification.

Text Books:

1. Raju,A.A.N: Colon classification theory and practice: A self instruction manual New Delhi: ESS ESS publication, 2001.
2. Singh,Sewa: Colon classification: practice; New Delhi: ESS ESS publication, 1999.
3. Sharma,S.K: Colon classification made ; New Delhi: ESS ESS publication, 1999.
4. Fosket,A.C: Subject approach to information London: Clive Bingley,1982.

Reference Books:

1. Khannan,J.K.Colon classification ;Theoretical information schedules ; New Delhi: ESS ESS publication, 2000.
2. Seghal,R.C. Hand book of classification ; New Delhi: ESS ESS publication, 1998.
3. Singh sewa and singh, sukhbir: Colon classification: A select bibliography; New Delhi: ESS ESS publication 1994.
5. Kumar, P.S.G. Knowledge Organization Information Processing and Retrieval Theory. New Delhi: B.R. World of Books, 2003.

INTRODUCTION TO DOCUMENT RETRIEVAL- BLST14 5/6

Objectives:

1. To understand the process of Information Processing and retrieval towards cataloguing.
2. To enable the students to know about the various inner forms of catalogues.
3. To enable the students to understand the available rules for the entries.
4. To enable the students to know about the different forms of subject headings and major types of cataloguing systems.

UNIT - I: Fundamental of Catalogue

Library Catalogue: Definition – Need – Purpose - Physical Forms.

UNIT - II: Inner Forms of Catalogue

Classified Catalogue – Dictionary Catalogue – Comparison – Computerized Catalogue.

UNIT - III: Rules for Entries

Comparison of Rules of CCC and AACR2 for Choice and Rendering of Shared Authors, Works under Editorial Direction, Pseudonyms.

UNIT - IV: Subject Headings

Sears List of Subject Headings and Library of Congress Subject Headings

UNIT - V: Types of Catalogue

Centralized and Co-operative Cataloguing – Limited Cataloguing.

Text Books:

1. Girija Kumar & Krishna: Theory of Cataloguing Delhi Vikas, Kumar 1982.
2. Gorman and Winkler Ed; Anglo American Cataloguing Rules. Ed. 2 London, Library Association. 1978.
3. Ramanathan: Classified Catalogue Code, Ed. 5 Bombay Asia Publishing House 1961
4. Westby: Sears List of Subject Headings Ed. 11 New York, Willgon 1972

Reference Books:

1. Bole Introduction to Cataloguing 2 New York, Megraw Hill, 1970 Chamman: How to Catalogue: A practice Hand Book Using AACR2 and Library If Congress London Clive Bingle. 1983
2. Chan: Cataloguing and Classification in Introduction New York, Mcgraw, 1981
3. Wyran Introduction to Cataloguing and Classification Ed 3 New York, Libraries Unlimited, 1967.
4. Kumar, P.S.G. Knowledge Organization Information Processing and Retrieval Theory. New Delhi: B.R. World of Books, 2003.

USER STUDIES – BLST15

5/6

Objectives

1. To understand information seeking behaviours and User information need and thus to design library services
2. To understand the techniques of assessing user needs and behaviours
3. To teach how to evaluate information literacy programme
4. To teach the method of user education

UNIT - I

User Studies – Concept, definition, need and purpose – Types and Techniques.

UNIT - II

Information needs – Types - Information seeking behavior - Models.

UNIT - III

Information Literacy - Concept - definition - need – methods, Models and sources used - evaluation of Information Literacy programmes.

UNIT - IV

User education – Need – Purpose – Methods - online user education - Evaluation of user education programmes.

UNIT V

Evaluation of user studies - criteria - Techniques of evaluation – Questionnaire, Interview and record analysis.

Text Books

1. Kumar, PSG. Use and User studies Publication. New Delhi: BR Publication.2006.
2. Deverajan. User studies, New Delhi :Allied publishers, 1987.
3. Kumar, PSG. A student's Manual of Library and Information Science. New Delhi: BR. Publishers, 2002.
4. Kumar, PSG. Library and Users: Theory and Practice. New Delhi: BR. Publishers, 2004.

Reference Books

1. Sridhar, MS. Library use and user research (with twenty case studies). New Delhi: Concept Publishing Company, 2002.
2. <http://portal.unesco.org/edu>
3. <http://www.ifla.org>

II SEMESTER

INFORMATION SOURCES AND CHANNELS- - BLST21

5/6

Objectives:

1. To understand the existing information sources and channels.
2. To understand the various types of information
3. To enable students to get familiarity on primary, secondary and tertiary sources.
4. To enable the students to know the features of E-resources.

UNIT I: Basis in Information Sources and Channels

Information Generation-Transfer and Channels – Documentary Information and Types

UNIT II: Primary Sources

Characteristics and Values: Periodicals – Research Reports – Conference Proceeding – Scientific Reports – Patents – Standard – Trade Literature – Unpublished Documents – Printed and Electronic.

UNIT III: Secondary Sources:

Characteristics and Values: Abstracting and Indexing Periodicals – Review of Progress - Trend Reports – Reference Books: Encyclopedia – Dictionary – Hand Books – Monographs – Text Books - Bibliographical Sources – Geographical Sources.

UNIT IV: Tertiary Sources:

Characteristics and Values: Bibliography of Bibliography – Guide to Literature – Directories and Year Books – Abstracts and Indexes.

Unit V: Electronic Resources:

E- Journals – E-Books – CD-Rom Databases – Online Databases – Internet – WWW.

Text Books:

1. Bunch: The Basis of Introduction: London Clive Bingley. 1984.
2. Gragam. Science and Technology. London Clive Bingley. 1976.
3. Sleedy: Guide to Reference Books (Chicago Ala 1980)
4. Walford: Guide to Reference Material Cols (London La 1980)

Reference Books

1. Donald. Introduction to Indexing and Abstracting. London European, 1983.
2. Galuin. Reference Books: How to select and use them. New York: Ranoom House, 1969.
3. Higgins. Printed Reference Materials. New Delhi: Oxford & IBH Publishing Co., 1980.

4. Senguptha, Indian Reference and Information Sources
5. Kumar, P.S.G. Information Sources and Services: Theory and Practice. New Delhi: B.R. World of Books, 2008

INFORMATION SYSTEMS AND SERVICES – BLST22

5/6

Objectives:

1. To know the various information systems and their functioning.
2. To train the students on various Library and Information services in different library environments.
3. To enable the students to know about the existing information system at national and international level
4. To enable the students to know more on various information services offered by the libraries

Unit-I

Information systems: Concept, purpose, types and levels: Open, Closed, Local, national and International.

Unit –II

Information Services; Reference Service, Information Alert, News Clippings, CAS, SDI, Abstracting and Indexing Services.

Unit-III

Digital Information Services; Institutional Repository, Web OPAC, EDDS, Citation and Indexing Services; Digital Reference Services

Unit –IV

Global Information System: UNISIST -AGRIIS – INIS- ENVIS

National Information Systems; NISCAIR, DESIDOC, NASSDOC

Unit – V

Library consortia: National and International; Library Networks: National and International

Text Books

1. Gorman. Digital Feature in Information and Library services, Chennai: Allied Publishers, 2002
2. Egghe. Elementary Statistics for effective library and Information services, Chennai: Allied Publishers, 2001
3. Webb. Fee based services in Library and Information Centre, Chennai: Allied Publishers, 2003

4. Broptty. The Library is the First Century: New services for the information age, Chennai: Allied Publishers.

Reference Books

1. Choudhary, G. G. and Choudhary, S. Searching CD-ROM and online information sources, 2001
2. Gupta, B.M. et.al. Handbook of Libraries, Archives, Information Centres in India. New Delhi, Aditya Prakashan, 1991. Related volumes
3. Gurdev Singh Information Sources Services and Systems PHI, New Delhi, 2013
4. Prashant Kaushik Library Information Services and Systems Anmol Publisher, New Delhi, 2006,
5. U.S. Jadhav and Suresh Jange Library and Information Sources and Services Regency Publications A Division of Astral International (P) Ltd. New Delhi, 2013
6. Sewa Singh. Handbook of International sources on reference and information, 2001
7. Sherman, C. and Price, G. The invisible web: uncovering Information Sources Search engines can't see. 2001

WEB TECHNOLOGIES – BLST23

5/6

Objectives:

1. To know the concepts of Web Technology, web tools used to organize and access web based information resources.
2. To know the methods and practices involved in Web Technology.
3. To familiarize the need and the concept of web designing
4. To make the students to understand library services through WWW

Unit - I

Web Technologies: Concepts, WWW, Internet Protocols, Web Server. Search Engines: General, Meta, Federated Search Engines. Browsers: IE, Mozilla, Google Chrome.

Unit - II

Web Designing and Web Hosting: Markup Language, Scripting Languages, CSS, Web Blogs, and Websites.

Unit - III

Emerging Web 2.0 Tools: Social Book Marking: Connotea, Digg, Reference Management: Endnote Web, Reference Manager; Virtual Learning, Mashup,

Unit - IV

Web 3.0 Tools: Semantic Web, Cloud Computing, Neural Network, and Artificial Intelligence.

UNIT - V

Multimedia Technology: YouTube, NPTEL, FLICKR, Virtual Interaction Tools: Skype, Meebo, Google Talk, Yahoo Messenger, Ajax Chat and Webinar.

Text Books

1. Venugopal, M.V. and Murthy, G.N. Vistas in Library Information: System and Networks, New Delhi: Ess Ess Publications, 2001
2. Jeevan, V.K.J. E-resources and Digital services, New Delhi: : Ess Ess Publications, 2011
3. Nair, Raman. Computer Application to Library and Information Services, New Delhi: Ess Ess Publications, 1992

Reference Books

1. Powell, A.Thomas. Web design : The complete reference, New Delhi: Tata McGraw-Hill, 2000
2. John, McCoy. Mastering Web Design: McMillan Publishers, 1996

COLON CLASSIFICATION & DEWEY DECIMAL CLASSIFICATION (PRACTICAL) – BLSP21

5/6

Objectives

1. To understand the importance of “Information Retrieval System” by various classification methods
2. To enable the students to know about the knowledge organisation
3. To understand the fundamentals of CC and DDC systems.
4. To train the students to get more practice in both the classification systems.

Unit - I

Classification of - Books

- Periodicals
- Non-Book Material using CC(6th Edition)

Unit - II

Classification of - Books

- Periodicals
- Non-Book Material using Dewey Decimal Classification (19th Edition)

Text Books

1. Dewey Decimal Classification:Ed.19 (New York, Lake Placed Education Foundation,1979)
2. Ranganathan,S.R. Colon Classification Ed.6 Bombay Asia Publishing House 1960)
3. Bagavathi. A, Manorama Srinath. Colon Classification Simplified Approach. New Delhi: B.R. World of Books, 2013.
4. Anglo-American Cataloguing Rules. (1988). 2nd rev. ed. Chicago: American Library Association.
5. Bhattacharyya, G.(1981). Elements of POPSI. In: Rajan T.N., (ed.). Subject Indexing System. Calcutta:.. IASLIC.

6. Coates, E.J. (1988). Subject Catalogues. London: Library Association.
7. Kishan Kumar (1993). Theory of Cataloguing. New Delhi: Har-Anand.
8. Ranganathan, S.R. (1962). Elements of Library Classification. 3rd ed. Bombay: Asia Publishing.
9. Ranganathan, S.R. (1992). Classified Catalogue Code with Additional Rules for Dictionary-Catalogue. 5th ed. reprint. Bangalore: Sarada Ranganathan Endowment for Library Science.
10. Sen Gupta, B. (1974). Cataloguing: Its Theory and Practice. 3 rd ed. Calcutta: World Press.

Reference Books

1. Austin, D. (1984). PRECIS. A Manual of Concept Analysis. 2nd Ed. London: British Library. p
2. Austin, D. and Digger, J. (1985). PRECIS: The Preserved Context Index System. In: Chan, L.M., (ed.). Theory of Subject Analysis. Littleton Col.: Libraries Unlimited. pp. 369-89.
3. Chan, Lois Mai (1986). Library of Congress Subject Headings. 7th ed. Colorado: Libraries Unlimited.
4. Chan, Lois Mai (1994). Cataloguing and Classification: An Introduction. 2nd ed. New York : McGraw-Hill.
5. Chan, Lois Mai [et al.] (1996). Dewey Decimal Classification: A Practical Guide. 2nd ed. revision for DDC-21. Albany, New York: Forest Press/OCLC, pp. 1-24.
6. Library Association. Comaromi, John P. and Satija, M.P. (1990). Exercises in the 20th Edition of the Dewey Decimal Classification. New Delhi: Sterling.
7. Foskett, A.C. (1996). The Subject Approach to Information. 5th ed. London : Library Association Publishing.
8. Hunter, E.J. and K.G.B. Bakewell. (1993). Cataloguing 2nd ed. London :Clive Bingley.

CLASSIFIED CATALOGUING CODE (CCC) AND ANGLO AMERICAN CATALOGUING RULES (AACR - II) (PRACTICAL) – BLSP22

5/6

Objectives:

1. To understand the fundamentals of CCC and AACR II in Information Processing.
2. To train the students in order to get more practice in both areas.
3. To enable the students to know about various cataloguing techniques
4. To understand the importance of Information Retrieval System by CCC and AACR-II

Unit - I

Cataloguing of -Books
 -Periodicals
 -Non-Book Materials according to CCC (6th Edition)

Unit - II

Cataloguing of -Books
 -Periodicals
 -Non-Book Materials according to AACR - II

Unit - III

Sears List of Subject Headings

Text books

1. Ranganathan, S.R. Classified Catalogue Code with Additional Rules for Dictionary Catalogue Code, New delhi: Ess Ess Publications, 2006
2. Anglo-American Cataloguing Rules. (1988). 2nd rev. ed. Chicago: American Library Association
3. Lal, C and Kumar, K. Practical Cataloguing AACR-2. ESS Publications, New Delhi. 2006.

Reference Books

1. Gandhi, T.M.K. Cataloguing: Theory and Practice, (Delhi Pradeep Publication,1995)
2. Balakrishnan,S.Edal Library Cataloguing and Multimedia Libraries (New Delhi Pradeep Publishing, 2001)
3. Balakrishnan,S. Edal Online Cataloguing New Delhi, Pradeep Publication 2001)
4. Sewa Singh. Colon Classification: New Practical Manual. New Delhi: B.R. World of Books, 2006
5. Bagavathi, A. Manorama Srinath. Colon Classification Simplified Approach. New Delhi: B.R. World of Books, 2013.

