

# **Bachelor of Library and Information Science (BLIS)**

(One Year Program)  
2023-24

## **SYLLABUS**



(डॉ. आरती सारंग)

विभागाध्यक्ष  
पुस्तकालय एवं सूचना विज्ञान विभाग  
माखनलाल चतुर्वेदी राष्ट्रीय पत्रकारिता  
एवं संचार विश्वविद्यालय, भोपाल (म.प्र.)

**Department of Library and Information Science  
Makhanlal Chaturvedi National University of Journalism and  
Communication, Bhopal (M.P.)**

## Librarianship as a Career

Libraries are now universally recognized as important social Institutions, no community is considered Complete without a Library. The rapid increase in production of recorded knowledge, have led to the expansion of Libraries and the development of their services. A Library is an important element of community; an academic Library is an essential part of me Education Institution School, College or University; a business house and industrial organization .

Librarianship is a growing field, which has by now attained the status of a separate discipline in the Universe of Knowledge. It presents challenges and interesting situations to Library personnel. The Management of these Libraries needs personnel with good academic and professional qualification, Proficiency in one the Natural Science, Social Science or the Humanities is helpful in the professional Development of Librarian. Librarian work is primarily a social service, and therefore, needs young men and women with a sense of dedication and a spirit of service.

Librarianship as a profession provides a variety of employment opportunities. Persons with a superior record high qualification can achieve high position. The salaries in college, university libraries are comparable to those of teachers.

### OBJECTIVES:

- To enable the student to understand and appreciate the functions and purpose of library in changing social and academic environment.
- To train the student in the techniques and management of Libraries of the 21st Century.
- To train the students in the skill of information knowledge processing organization and retrieval using modern technologies.
- To develop the skills to manage the Electronic Libraries in Digital Environment and to provide the advance skill in Computer and its application in Library and Information activities.

**Duration of the Course:**

- 1 Year (2 Sem.)

**Eligibility**

- Graduation from recognized University

**Seats**

- 20

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**Transcript or Grade Card or Certificate:** Based on the grades earned, a grade certificate shall be issued to all the enrolled students after every semester. The grade certificate will display the course details (code, title, number of credits, grade secured and marks) along with SGPA of that semester and CGPA earned till that semester.

Bachelor of Library and Information Science (BLIS) is after graduation two semester programmes. In each semester, there will be 4 cores compulsory paper of 6 credits each, 1 open elective of 3 credits. In all, entire programme constitute 54 credits, 27 credits each semester.

**Bachelor of Library and Information Science - BLIS Course Code 197 one year full time bachelor course.**

**Course:-**


The Bachelor Degree in Library and Information Science - BLIS of one year (Two Semester) course shall be designated as bachelor of Library and Information Science and abbreviated as BLIS under choice based credit system (CBCS)

**Admissions:-**

1. A candidate seeking admission to BLIS course should be any Graduate from recognized University.
2. A candidate seeking admission to BLIS course shall have to submit his Migration Certificate from previous University for enrollment in the University.
3. Admission shall be offered on the basis of Entrance Test or other method decided by the University from time to time.

**Examinations:**

1. There shall be University Examination at the end of each semester. These examinations shall be named as follows:  
(a) BLIS One Year
  - BLIS - I semester
  - BLIS - II semester

  
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## -: Scheme of Examinations:-

### Bachelor of Library and Information Science (Course Code - 197) SEMESTER - I


S.N	Course of Study	Paper Numerical Unique	Class & Papers	Paper Title	Credit	Th	IA	P	Total
1.	CCC 1	2546	1 BLIS 1	Foundation of Library and Information Science	6	80	20	-	100
2.	CCC 2	2547	1 BLIS 2	Knowledge Organization and Information Processing : Theory (Classification & Cataloguing)	6	80	20	-	100
3.	CCC 3	2548	1 BLIS 3	Knowledge Organization and Information Processing : Classification Practical-1 (DDC)	6	50	20	30	100
4.	CCC 4	2549	1 BLIS 4	Knowledge Organization and Information Processing Cataloguing Practical -2 (AACR 2)	6	50	20	30	100
<b>OPEN ELECTIVE</b>									
5.	OE 1	2550	1 BLIS 5	Project Work	3	-	10	40	50
6.	OE 2	2551	1 BLIS 6	Information Society and Communication	3	25	10	15	50

### Bachelor of Library and Information Science (Course Code - 197) SEMESTER - II

S.N	Course of Study	Paper Numerical Unique	Class & Papers	Paper Title	Credit	Th	IA	P	Total
1.	CCC 5	2568	2 BLIS 1	Management of Libraries and Information Centers	6	80	20	-	100
2.	CCC 6	2569	2 BLIS 2	Information Technology : Theory	6	80	20	-	100
3.	CCC 7	2570	2 BLIS 3	Information Technology : Practice	6	50	20	30	100
4.	CCC 8	2571	2 BLIS 4	Information Sources, Systems and Services	6	50	20	30	100
<b>OPEN ELECTIVE</b>									
5.	OE 1	2572	2 BLIS 5	Public Library and Information System	3	25	10	15	50
6.	OE 2	2573	2 BLIS 5	Academic Library and Media and Archives Library	3	25	10	15	50

  
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## Semester - I

  
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Paper - 1 BLIS 1

CCC 1 : Foundation of Library and Information Science

Marks : 80+20 = 100

**OBJECTIVES**

1. To understand about the origin and development of libraries.
2. To acquaint students with the library as a social institution for knowledge generation, creation and dissemination
3. To make understanding of the philosophical and social foundations of Library and information centers
4. To understand details about library legislation
5. To get knowledge about professionalism and professional ethics

**Unit-1: Library as a social institution**

Social and historical development of Library

Library movement

Concepts of libraries

Contribution of Dr. S.R. Ranganathan (the father of Library Science)

Five laws of library science

**Unit-2: State of libraries in India**

Functions and types of libraries (Academic, Public, Special etc.)

Technology impact in libraries

National library of India


NDL (National Digital Library), WDL (World Digital Library)

**Unit-3: library legislation and Act**

Library Movement in India

Library legislation and Library Act in India

Copyright act

  
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Press and books registration act

Books delivery act, Information Act

Right to Information

**Unit-4: library and information Science Profession**

Library education in India

Attribution of profession

Professional ethics

Library authorities

Professional associations (National and International): RRRLF, UNESCO, ILA, IASLIC, ALA, LA, Media Library Association, CILIP, ASLIB, SLA

**Unit-5: Public Relations and Extension Activities**

Role of librarians as Public Relation Officer


Extension services and Resource sharing

Library Networking and their role in Library

Library as an agency of mass communication

**SUGGESTED READINGS:**

1. BHATT (R K). History and development of libraries in India. 1995. Mittal Publications, New Delhi.
2. KHANNA (J K). Library and society. 1955. Research Publication, Kurukshetra.
3. KRISHAN KUMAR. Library organisation. 1993. Vikas, New Delhi.
5. PRASHER (R G). Information and its communication. 1991. Medallion Press, New Delhi.
6. RANGANATHAN (S R). Five laws of library science. Ed. 2. 1989. Sarada Ranganathan Endowment for Library Science, Bangalore.
7. VENKTAPPAIAH (V) and MADHUSUDHAN (M). Public library legislation in the new millennium. 2006. Bookwell, New Delhi.
8. अग्रवाल, श्याम सुंदर. पुस्तकालय और समाज. 1994. आर.बी.एस. पब्लिशर्स, आगरा.
9. शर्मा, पाण्डेय. पुस्तकालय और समाज. 1995. ग्रंथ अकादमी, नई दिल्ली.
10. शर्मा, पाण्डेय. पुस्तकालय और समाज. 1998
11. सुन्दरेश्वरन, के.एस. पुस्तकालय और समाज. 1988. एस.एस. पब्लिकेशन, नई दिल्ली.
12. सेनी, ओमप्रकाश, ग्रंथालय और समाज. 1999. वाई. के. पब्लिशर्स, आगरा.

  
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Paper - 1 BLIS 2

CCC 2: Knowledge Organization and Information Processing: Theory (Classification & Cataloguing)

OBJECTIVES

Marks : 80+20 = 100

1. To aware the students with world of knowledge.
2. To provide knowledge how subjects emerge and formed.
3. To provide how various schemes of classification are developed.
4. To provide deep knowledge about the principles and techniques mapping subjects and provide notation.
5. To teach how various devices have been used and how is the future of information processing.
6. To find out the sources of the entries.
7. To deal in with various type of entries in cataloging.
8. To provide knowledge of modern approach to cataloging and make aware through with latest trends.

**Unit - 1** Universe of Knowledge & Methods of Information Organization

Structure and Attributes of knowledge, modes of formation of subjects, different types of subjects and future trends, universe of subjects as mapped in various type of classification systems. Impact of one subject on others. General theory of classification, normative principles, phase relation and common isolates, fundamental categories. division of subjects in classification schemes.

**Unit - 2** Library Classification: Types, Schemes

Types of library classification, Various Schemes of library classification and their features - CC, DDC, UDC (basic information). Devices in library classification, notation : types, canons, call number, facet analysis (CC and DDC).

**Unit - 3** Cataloguing: Catalogue Entries and various formats of documents

Catalogue: Definition, Concept, Need, Purpose, Objectives, definition, function etc.  
History and development of library catalogue codes, physical forms of Catalogue, Types of catalogues, and normative principles of cataloguing.  
Various formats of documents, Types of Entries. Author(s), corporate authors, pseudonymous, uniform titles, on print documents.

**Unit - 4** Subject Cataloguing & Computerized Cataloguing


Definition, Concepts and principles of subject cataloguing  
Techniques of deriving subject headings, study of Standard lists (LCSH, SLISH, Chain Procedure), OPAC, Web OPAC, online searching.

**Unit - 5** Emerging Trends

Emerging Trends in Classification and Cataloguing

Computerization of classification scheme

Library research circle

  
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Classification Research Group

DRTC, ISKO

UNISIST & BSO

RDA, BIBFRAME, FRBR

#### SUGGESTED READINGS:

1. KRISHAN KUMAR. Theory of classification. 1993. Vikas, New Delhi.
2. RANGANATHAN (S R). Descriptive account of the colon classification. 1990. Sarada Ranganathan Endowment for Library Science, Bangalore.
3. RANGANATHAN (S R). Prolegomena to library classification. Ed 3. 1989. Sarada Ranganathan Endowment for Library Science, Bangalore.
4. SAYERS (W C B). Manual of classification for librarians. Rev. by Arthur Maltby. Ed. 5. 1975. Andre Deutsch, London.
5. SAYERS (W C B). Introduction to library classification. Rev. by Arthur Maltby. Ed.9. 1958. Grafton, London.
6. PARKHI(R.S.). Library Classification, The Evolution of a Dynamic Theory. 1972. Vikas Publishing House, New Delhi.
7. PARKHI (R.S.). Decimal Classification and Colon Classification in Perspective. 1964. Sagar Publication, New Delhi.
8. ध्यानी, पुष्पा. पुस्तकालय वर्गीकरण. 1999. एस. एस. पब्लिशर्स, नई दिल्ली.
9. त्रिपाठी, एस.एम. आधुनिक पुस्तकालय वर्गीकरण सैद्धान्तिक विवेचना. 1976. श्रीराम मेहरा एंड कं., आगरा.
10. चंपावत, जी. एस. पुस्तकालय वर्गीकरण. 1993. आर.बी.एस. ए. पब्लिशर्स, जयपुर
11. भार्गव जी.डी. ग्रंथालय वर्गीकरण. 1998. म.प्र.हि.ग्र.अ.,मोपाल.
12. दवे, राजेंद्र कुमार. दविबिंदु वर्गीकरण. 1988. किरण प्रकाशन, जोधपुर.
13. AMERICAN LIBRARY ASSOCIATION, et al. Anglo-american cataloguing rules. Rev. Ed. 1998. Library Association, London.
14. KUMAR (G) and KUMAR (K). Theory of cataloguing. Rev. Ed.5. 1993. South Asia Books, New Delhi.
15. RANGANATHAN (S R). Classified catalogue code with additional rules for dictionary catalogue code. Ed. 5 (with amendments). 1989. Sarada Ranganathan Endowment for Library Science, Bangalore.
16. सूद, एस. पी.एवं रावतानी, एम आर. क्रियात्मक ड्यूई दशमलव वर्गीकरण. 1987. आर.बी.एस. पब्लिशर्स, जयपुर
17. गौतम, जे.एन. एवं सिंह, निरंजन. ड्यूई दशमलव वर्गीकरण. 1996. वाई. के. पब्लिशर्स, आगरा
18. ध्यानी, पुष्पा. डी. वी. दशमलव वर्गीकरण : प्रयोगिक क्रिया विधि. 1994. विश्व प्रकाशन, आगरा

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### Paper - 1 BLIS 3

CCC 3 : Knowledge Organization and Information Processing : Classification Practical-1 (DDC)

Marks : 50+20+30 = 100

#### OBJECTIVES

1. To understand the formation and expansion of universe of knowledge with a need to understand its organization.
2. To understand the basic concept and importance the organization of knowledge
3. To be acquainted with major schemes of classification and develop skills in subject analysis and synthesis.
4. To develop proficiency in using Dewey Decimal Classification to construct Class Numbers for documents of different disciplines/subjects.
5. To develop skills of classification

#### • Classification of Documents with DDC latest Edition

1. The students will prepare a register for 100 Titles for classification by the schemes.
  2. Search and Print 100 Titles from Library of Congress
- This will be basis of internal Assessment.

#### SUGGESTED READINGS:

1. DEWEY (Melvil). Dewey decimal classification. Ed. 21. 1996. Forest Press, Dublin, USA.
2. SATIJA (M P). The theory and practice of the Dewey Decimal Classification system. 2007. Chandos Publishing, Oxford.
3. सूद, एस. पी. एवं रावतानी, एम आर. क्रियात्मक ड्यूई दशमलव वर्गीकरण. 1987. आर.वी.एस. पब्लिशर्स, जयपुर
4. गौतम, जे.एन.एवं सिंह ;निरंजन. ड्यूई द शमलव वर्गीकरण. 1996. वाई. के. पब्लिशर्स, आगरा
5. ध्यानी, पुष्पा. डी. वी. दशमलव वर्गीकरण : प्रयोगिक क्रिया विधि. 1994. विश्व प्रकाशन, आगरा

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Paper - 1 BLIS 4

CCC 4 : Knowledge Organization and Information Processing : Cataloguing Practical -2 (AACR 2)

Marks : 50+20+30 = 100

**OBJECTIVES**

1. To acquaint and equip students with the principles, standards, techniques of knowledge retrieval tools in libraries and information centers especially with reference to cataloguing of documents and digital objects.
  2. To know about different physical forms of library catalogue
  3. To understand the concept of catalogue entry to access the reading material
  4. To acquaint with various entries of library catalogue as per types of material
- Cataloguing of Documents with the help of AACR2R Minimum 10 documents for cataloguing with maximum information.
  - Practice of Cataloguing on SOUL  
(Minimum 50 documents entries and there printed copy to be presented for internal evaluation)

**SUGGESTED READINGS:**

1. AMERICAN LIBRARY ASSOCIATION. Anglo-American Cataloguing rules. Rev Ed. 2. 1998. Library Association, London.
2. MILLER (Joseph), Ed. Sears list of subject headings. Ed 15. 1994. Wilson, New York.

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Paper: 1 BLIS 5

OE 1: Project work

**Marks : 10+40 = 50**

**OBJECTIVES**

1. To train the students in literature searching using print and online sources on the assigned area of study
2. To train the students in preparing bibliography and documentation list on the assigned area of study
3. To expose the students with the real working environment of a library by assigning them a topic related with the library operations, and
4. To train them in preparing the state-of-the-art report on the assigned area of study.

**Note:** The work for this paper shall start in the beginning of the semester for which each student will be allotted a topic for Literature Survey/Field Work, Compilation of Bibliography, Indexing, Abstracting, Thesaurus construction etc. by the concerned teacher.



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Paper - 1 BLIS 6

## OE 2: Information Society and Communication

**Marks : 25+10+15 = 50**

### OBJECTIVES

1. To understand the basic information about news and information.
2. To understand the Information generating agency.
3. To understand the process of Communication.
4. To understand the various format of Communication

#### Unit - 1

Basic of information, Information and news, misinformation, Disinformation, Propaganda.

#### Unit - 2

Information generating Agencies. Newspapers, Magazines, Journals, TV, Radio, Blogs, Whatsapp, Facebook, Instagram, Twitter, Google etc.

#### Unit - 3

Structure of Society - Economic, Social, Psychological, Educational, Cultural, Political

#### Unit - 4

Process of Communication - Communicator, message, medium, audience, its application in library.

#### Unit - 5

Various formats of Communications - Intra personal, Inter personal, Group and Mass Communication.  
Various Print and TV Formats.

### SUGGESTED READINGS:

1. PARASHER (R.G.). Information and its Communication.1991.Medallion, New Delhi.
2. BOSE (H). Information Science: Principle and practice. Ed.2.1993. Sterling Publishing House, New Delhi.
3. GUHA(B). Documentation and Information. Ed.2. 1983. World Press, New Delhi.
4. PARASHER(RG). Library and Information Science: parameter and perspective, Ed.2. Concept Publishing Co., New Delhi.
5. DHYANI(PUSPA). Information Science and Library.1990. Atlantica, New Delhi.
6. सूद एस.पी. संपादक, प्रलेखन एवम सूचना विज्ञान. सं. 2. 1998. प्रिंटवेल, जयपुर



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## Semester - II



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Paper - 2 BLIS 1

CCC 5: Management of Libraries and Information Centers

Marks : 80+20 = 100

**OBJECTIVES**

1. To clarify the basics of management & administration of the students.
2. To aware various sections and operations with library.
3. To provide knowledge of various library, records.
4. To make the students able to manage various type of libraries
5. To understand functions and principles of library management

**Unit - 1 Principles of Management**

Management Vs Administration  
Concept, Definition and Scope  
Library Organization structure and Library Grievance  
Functions and General Principles of Management, POSDCORB  
Planning: Need, Objective and Procedures  
Basics of Total Quality Management

**Unit - 2 Human Resource Management**

Human Resource Management: Basic  
Job Description and Analysis : Job evaluation  
Selection, Recruitment Procedures, Training, Development  
Discipline and Grievances  
Performance Appraisal  
Ethics

**Unit - 3 Financial Management**


Library Finance and Sources of Finance  
Library Budget, Budgeting and Accounting  
Income and expenditure

**Unit - 4 Library Records and Statistics**

Reporting, Types of Reports - Annual Report - Compilation, Contents and Style, Staff Manual, Library Statistics, Library Rules and Regulations


**Unit - 5 Infrastructures and Resource Management**

Library Building, Collection development, Acquisition of Periodical and Serials  
Various Sections of Library & Information Centre and their functions  
Technical Processing of Documents  
Maintenance, shelving and Stock Verification  
Preservation

  
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एवं संचार विश्वविद्यालय, भोपाल (म.प्र.)

**SUGGESTED READINGS:**

1. KRISHAN KUMAR. Library Management in electronic environment. 2007. HarAnand Publications, New Delhi.
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3. RANGANATHAN (S R). Library Administration. 2006. Ess Ess, New Delhi.
4. SEETHARAMA (S). Guidelines for planning of libraries and information centers. 1990. IASLIC, Calcutta.
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6. KRISHAN KUMAR. Library Administration and Management. 1987. Vikas Publishing House, New Delhi.
7. SENGUPTA(B). Book Selection. 1975. Word Press, Colcutta.
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10. शर्मा, संदीप. पुस्तक चयन एवं रचना. 1988. साहित्य भवन, इलाहाबाद.
11. बनर्जी, प्रसाद कुमार. पुस्तकालय व्यवस्थापन तथा प्रशासन. 1972. हि. प्र. अ. भोपाल.
12. शर्मा, बी. एन. पुस्तकालय सिद्धांत एवं व्यवहार. 1977. पंथरील प्रकाशन, जयपुर.

  
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संस्कृत विश्वविद्यालय, राष्ट्रीय निकाय  
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**Paper – 2 BLIS 2**  
**CCC 6: Information Technology: Theory**

**Marks : 80+20 = 100**

**OBJECTIVES**

1. The student will be able to demonstrate an understanding of the organization and maintenance of library collection in retrieval effective manner.
2. The student will be able to use standard classification tools in the effective organization— of the collection holdings.

**Unit - 1 Introduction to Computer**

Historical Background: Evolution and Generation of Computers  
Functions of the computer in libraries. Configuration of modern Computers, Desktop, Laptop  
Mobile and their use in library  
Input and Output device, Computer architecture  
Data presentation and Storage  
Introduction to Word processing, Power Point Presentation

**Unit - 2 Introduction to Software**

Operating System - Windows 7 & 10, Windows Server, Linux  
Types of Software- Application and System Software  
Library Software's, Open Source Software, Multimedia Softwares and its use in Library and Information Services.  
Basics of Plagiarism Software

**Unit - 3 Introduction to Internet**

Basics of Internet, Search Engines and Meta Search Engines, Internet Search Techniques, E resources and Online Database  
Networking: Types of Network (LAN, WAN, MAN) Networking Concepts & Topologies  
Digital Library, Virtual Library

**Unit - 4 Library Automation**

Library Automation: Planning and Implementation  
In- house Operations: Acquisition, Cataloguing, Circulation, Serial Control, OPAC, etc.  
Bibliographic Standards: CCF and MARC 21  
Introduction to Metadata: Types of Metadata, Dublin Core  
Introduction to Library automation software: SOUL, E-Granthalaya

**Unit - 5 Database Management System**

Database: Concepts and Components  
Database structures, file organization and Physical Design.  
Database management System: Basic functions, Potential Uses  
Data Security

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**SUGGESTED READINGS:**

1. RAJARAMAN (V). Introduction to Information Technology. 2007. Prentice-Hall of India, New Delhi.
2. RAMLINGAM. Library Information Technology: Concept to Application. 2000. Kalkoz, Delhi.
3. SHARMA (Pandey SK). Fundamental of Library Automatin. 1995. Ess Publication, New Delhi.
4. पाण्डेय एस. के. कंप्यूटर और पुस्तकालय. 1996. ग्रंथ आकादमी. दिल्ली.
5. शंकर सिंह. कंप्यूटर और सूचना तकनीक. 2000. पूर्वांचल प्रकाशन, दिल्ली.
6. लाल सी एवम कुमार के. प्रलेखन एवम सूचना विज्ञान. 2001. एस.एस. प्रकाशन, दिल्ली.

## OBJECTIVES

1. To impart practical, know-how of different Operating Systems, word processors, Spreadsheets and developing bibliographic databases using select packages.

### Unit – 1

Installation and Functions of Different Operating systems: Windows NT & Windows Server, Linux, Windows 7 & 10

Creating presentation with Power Point, Working on Excel

Editing and Formatting word document.

### Unit – 2

Database creation in Library Software: Installation and creation of database

Import and export, Hyperlink

Printing of record using Library Software

### Unit – 3

SOUL : Installation, Configuration and Functions , Database Creation and Library Software, Installation and Creating of Databases : Import, Export, Printing of Records

E-Granthalaya : Installation, Configuration and Functions , Database Creation and Library Software, Installation and Creating of Databases : Import, Export, Printing of Records and Other Library Management software preferred by concerned teacher.

### Unit – 4

Online and Offline Searching

Web Searching

Advanced Internet Searching

Search through Meta Search Engines

Offline Database

Internet and E- mail usage.

### Unit – 5

Practice of Open Source Software: Dspace and Greenstone

Practice of Plagiarism Software: Urkund and freely available software

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एवं संचार विश्वविद्यालय, मोपाल (म.प्र.)

## SUGGESTED READINGS:

1. RAJARAMAN (V). Introduction to Information Technology. 2007. Prentice-Hall of India, New Delhi.
2. Library Automation Software practice (SOUL)
3. पाण्डेय एस. के. कंप्यूटर और पुस्तकालय. 1996. ग्रंथ आकादमी. दिल्ली.
4. शंकर सिंह. कंप्यूटर और सूचना तकनीक. 2000. पूर्वांचल प्रकाशन, दिल्ली.
5. लाल सी एवम कुमार के. प्रलेखन एवम सूचना विज्ञान. 2001. ई.एस.एस. प्रकाशन, दिल्ली.

Paper - 2 BLIS 4

CCC 8 : Information Sources, Systems and Services

Marks : 50+20+30 = 100

**OBJECTIVES**

1. Understand, identify and explore the different types of information sources
2. Evaluate various types of information sources
3. Explore, collate and facilitate access to the electronic resources, such as e-journals, e-books, databases and institutional repositories
4. Provide library services using sources such as blogs, portals, wikis, subject gateway, digital libraries
5. Understand the concept of library resource sharing and consortia
6. Comprehend the nature and functions of various information systems and networks.

**Unit - 1 Information Sources**

Nature, Characteristics, Types and Formats  
Documentary and Non-documentary sources  
Primary, Secondary and Tertiary sources of information  
Human Sources of Information; institutional sources

**Unit - 2 Reference Sources and Electronic Information Sources**

Reference Sources; Characteristics, Types, usefulness  
Electronic sources; E-books, E-journals, ETDs  
Subject gateways, web portals, Bulletin boards, discussion group/forum, Multimedia resources,  
Databases, Institutional repositories  
Evaluation of Reference sources and electronic information sources

**Unit - 3 Reference and Information Services**

Reference service; Concept, purpose, types and theories  
Documentation services; Current Awareness Service (CAS), selective Dissemination of Information (SDI), Translation services, Indexing and Abstracting services, Bibliographical Services  
Document delivery services, Inter Library Loan (ILL) service  
Online service; Instant messaging, RSS feeds, Podcasts, Vodcasts, Ask a Librarian, Mobile based services and tools; Collaborative services: Social networks, Social bookmarking; Community Information Services

**Unit - 4 Information Systems and Networks**

Information Systems; Characteristics, functions  
National Information Systems and Networks: NISCAIR, NASSDOC, DESIDOC, SENDOC, ENVIS, NICNET, ERNET; National Knowledge Network (NKN)  
Global Information Systems and Network; MEDLARS, AGRIS, INIS, INSPEC, BIOSIS, ERIC, Patent Information System (PIS), Biotechnology Information System (BIS)

**Unit - 5 Information Literacy Programmes**

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एवं संचार विश्वविद्यालय, भोपाल (म.प्र.)

Information Literacy: Concept, Objectives, Initiation of Users  
Users and their information needs: categories of users  
Information needs  
Role of Reference Librarian in electronic environment  
INFLIBNET and its services.

#### SUGGESTED READINGS:

1. Bopp, R.E. & Smith, L.C.(Eds.). (2011). Reference and Information services : an introduction. Santa Barbara : ABC-CLIO Publishing.
2. Cassel, K.A. & Hiremath, U (2013), Reference and information services : an introduction. Chicago: American Library Association.
3. Chowdhury, G & Chowdhury, S (2001). Information sources and searching on the World Wide Web. London : Facet publishing.
4. Cheney, F.N. & Williams, W.J. (2000). Fundamentals of reference sources. Chicago: American Library Association.
5. Grogan, Dennis (1982). Science and technology : and introduction to literature. London : Clive Bingley.
6. Guha, B. (1999). Documentation and information services (2nd ed.). Kolkata : World press.
7. Higgins, C (Ed.) (1980). Printed reference materials. London : Library Association.
8. Katz, W.A. (2000). Introduction to reference work. London : Butterworths .
9. Krishan Kumar (1984). Reference service. New Delhi : Vikas publishing house.
10. Ranganathan, S.R.(1991). Reference service. Bangalore : Sarada Ranganathan Endowment for Library Science.
11. Rowley, J.E.(1996). The basics of information systems. London : Fact publishing.
12. Shuman, Burce A.(2004). Issues for libraries and information science in the internet age. London : Libraries Unlimited Inc.
- 13- सुन्दरवरन ;के.एस. संदर्भ सेवा, सिद्धांत एवं प्रयोग. 1980. म.प्र. हि.ग्र. अकादमी, भोपाल.
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16. सूद ;एस. पी. संपादक, प्रलेखन एवं सूचना विज्ञान. सं. 2.1998. प्रिंटवेल, जयपुर.
17. त्रिपाठी ;एस. एम. प्रलेखन एवं सूचना सेवाएं. 1999. वाई. के. पब्लिशर्स, आगरा.



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Paper - 2 BLIS 5

OE 3: Public Library and Information System

**Marks : 25+10+15 = 50**

**OBJECTIVES**

1. To foster the development of professional knowledge to successful public librarianship
2. To educate and train about range of professional challenges associated with public library administration and management

**Unit - 1 Role of Public Library and Information System**

Public Library: Definition, purpose, Development of Public Library System in India and their role  
Role of Government and other agencies in the Development of Public Libraries: UNESCO, IFLA, Raja Ram Mohan Roy Library Foundation and National Mission on Libraries including national Knowledge Commission. Organizational Structure of Public Libraries as depicted in Public Library Acts of States and Union Territories in India Library Association - ILA, DLA, MANLIBNET, AMCA, SLA etc.

**Unit - 2 Collection Development and Management (Print)**

Printed Information Sources: Selection, Acquisition, Evaluation  
Information Sources for Special Categories of Users: Children, Young Adults, Senior Citizens, Differently Abled People. Organization and Management of Library Collection.

**Unit - 3 Collection Development and Management (Electronic)**

Electronic Information Sources: Selection, Acquisition, Evaluation. Audio-Video Collection, Internet Resources, Websites, Subject Portals, Digital Library Resources

**Unit - 4 Management of Public Library and Information System**


Library Governance: Composition, and Functions of Library Authority/Library Committee in Public Library Acts of States and Union Territories in India  
Financial Management: Sources of Finance, Financial Provision in Public Library Acts; Budgeting Methods. Human Resource Management. Resource Sharing and Library Networking

**Unit - 5 Services of Public Library and Information Systems**

Circulation Service, Reference service, Reader's Advisory Service  
Information Literacy. Extension Services: Author Talk, Book Clubs, Exhibition, Lectures. Outreach Activities: Mobile Library Services, Online Services

**SUGGESTED READINGS:**

1. Baker, Sharon L. & Wallace, Karen L. (2002). The Responsive public library, 2nd ed. Englewood Colo: Libraries Unlimited.
2. Goulding, Anne (2017). Public libraries in the 21st century: Defining Services and debating the Future. London: Routhledge.
3. Koontz, Christie & Gubbin, Barbara. (2010). IFLA public library service guidelines. 2nd Rev ed. Berlin: Walter de Gruyter & Co.
4. Matthews, Joseph R. (2005). Measuring for results: The dimensions of public library effectiveness. London: Libraries Unlimited.

  
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Paper - 2 BLIS 6

OE 4 : Academic Library and Media and Archives Library

Marks : 25+10+15 = 50

**OBJECTIVES**

1. To provide an overview of principles and practices in school library systems.
2. To understand the challenging roles of school libraries and media specialists

**Unit - 1 Basics of Academic Library and Media Libraries**

Academic Library : Definition, Objectives, Functions  
Development of Academic Libraries in India  
Types of Academic Library Users, their Reading Habits and Information Needs  
Role of Academic Library and Media Libraries in Inculcating Reading Habits

**Unit - 2 Collection Development and Management (Print)**

Print Information Sources: Selection, Acquisition, Evaluation  
Information Sources for Children: Illustrated Books, Literary Journal, Reference Books, Magazine, Comics.  
Organization and Management of Library Collection

**Unit - 3 Collection Development and Management (Electronic)**

Electronic Information Sources: Selection, Acquisition, Evaluation  
Audio-Video Collection, Internet Resources, Websites, Subject Portals, Digital Library Resources.

**Unit - 4 Management of Academic Library and Media Libraries**

Financial Management, Skills and Competencies for Academic Library and Media Libraries staff, Library Automation, Resource Sharing and Library Networking DELNET

**Unit - 5 Services of Academic Library and Media Libraries**

Circulation Service, Reference Service, Storytelling, Read Aloud, Summer Reading Programmes, User Orientation

**SUGGESTED READINGS:**

1. Barr, Catherine & Gillespie, John T. (2009). Best books for high school readers: Grades 9-12. 2nd Westport: Libraries Unlimited.
2. Craver, Kathleen W. (2002). Creating cyber libraries: An instructional guide for school library media specialists. Santa Barbara: Libraries Unlimited.
3. Dickinson, Gail K. & Repman, Judi (2015). School library management, 7th ed. Columbus: Linworth Publishing.
4. Harper, Meghan (2018). Reference sources and services for youth. Chicago: American Library Association.
5. Martin, Barbara Stein & Zannier Marco (2009). Fundamentals of school library media management: A how-to-do-it manual. New York: Neal-schuman publishers, Inc.



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