

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

**(One Year Program)  
2025-26**

## **SYLLABUS**



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

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

## 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		1 BLIS 1	Foundation of Library and Information Science	6	80	20	-	100
2.	CCC 2		1 BLIS 2	Knowledge Organization and Information Processing : Theory (Classification & Cataloguing)	6	80	20	-	100
3.	CCC 3		1 BLIS 3	Knowledge Organization and Information Processing : Classification Practical-1 (DDC)	6	50	20	30	100
4.	CCC 4		1 BLIS 4	Knowledge Organization and Information Processing Cataloguing Practical -2 (AACR2)	6	50	20	30	100
<b>OPEN ELECTIVE</b>									
5.	OE 1		1 BLIS 5	Project Work	3	-	10	40	50
6.	OE 2		1 BLIS 6	Public Library and Information System	3	25	10	15	50

**SEMESTER – II**

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

  
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## **Semester - I**

## 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**

Library: Concept, meaning, Definition, Need, Purpose and Importance

Social and historical development of Library

Five laws of library science

Committees, Commission on Libraries in India

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

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

Types of Libraries

Functions: Academic, Public and Special Libraries

Govt initiatives: NML, RRRLF

Technology impact in libraries

National library of India

NDL (National Digital Library)

Libraries in Madhya Pradesh: Central Libraries/ Historical Libraries/ Special Organization and Museum Libraries

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

Library Movement in India

Library legislation: Key aspects of Library Legislation

Need for Library legislation

Library Act: Copyright, Press and books registration act, Books delivery act, Information Act, Right to Information

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

Librarianship as a profession

Professional skills and competencies

Library education in India, Library Education in Madhya Pradesh

Professional ethics

Professional associations: National: ILA, IASLIC, ITLIS

State Library Association and

International: ALA, CILIP, IFLA, SLA

Role of UGC RRRLF, UNESCO in promotion and development of Libraries

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

Role of librarians in Promoting Libraries

Extension services and Resource sharing

Library as an agency of mass communication

Types of Users, User studies and User education


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## 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. सुन्देश्वरन, के.एस. पुस्तकालय और समाज. 1988. एस.एस. पब्लिकेशन, नई दिल्ली.
12. सैनी, ओमप्रकाश, ग्रंथालय और समाज. 1999. वाई. के. पब्लिशर्स, आगरा.

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

**Marks : 80+20 = 100**

### OBJECTIVES

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 and Cataloguing are developed.
4. To provide deep knowledge about the principles and techniques mapping subjects and provide notation in Classification and Cataloguing .
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 Document .
7. To deal with various types of entries in Cataloging in Various Schemes ..
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, SLSH, Chain Procedure), OPAC, Web OPAC, online searching.


### **Unit - 5**      **Emerging Trends**

Emerging Trends in Classification and Cataloguing  
Computerization of classification scheme  
Library research circle  
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.,भोपाल.
12. दवे, राजेंद्र कुमार. दविबिंदु वर्गीकरण. 1988. किरण प्रकाशन, जोधपुर.
- 13<sup>th</sup> 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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**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. 19. 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.बी.एस. पब्लिशर्स, जयपुर
4. गौतम, जे.एन.एवं सिंह, निरंजन. ड्यूई द दशमलव वर्गीकरण. 1996. वाई. के. पब्लिशर्स, आगरा
5. ध्यानी, पुष्पा. डी. वी. दशमलव वर्गीकरण : प्रयोगिक क्रिया विधि. 1994. विश्व प्रकाशन, आगरा

  
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**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
  5. To develop skills of Cataloguing
- **Cataloguing of Documents with the help of AACR2R Minimum 25 documents for cataloguing with maximum information.**
  - **Practice of Cataloguing on SOUL and KOHA (Demo Version)  
(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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## 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 and Case Study
5. To train them in preparing Abstracts and Indexes of Documents.

**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, Case Study, Compilation of Bibliography, Indexing, Abstracting, Thesaurus construction etc. by the concerned teacher.



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## OE 2: 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, RRRLF and NML including NKC.

Organizational Structure of Public Libraries as depicted in Public Library Acts of States and Union Territories in India Library Association - ILA, DLA

#### **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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## **Semester - II**



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 and Communication skills
3. To provide knowledge of various library records.
4. To make the students able to manage various type of libraries including Green Library
5. To understand functions and principles of library management

**Unit - 1 Principles of Management**

Concept, Definition and Scope  
Principles, functions and School of thought, POSDCORB  
Library Organization structure and Library Grievance  
Management Vs Administration  
Scientific Management, TQM: Definition, concept and Elements

**Unit - 2 Planning and Human Resource Management**

Planning: Definition, Need, Purpose  
Organizational structure and Library Committee  
Job Description and Analysis : Job evaluation  
Performance, Evaluation and appraisal  
Human Resource Management: Communication Skills, Selection, Recruitment Procedures,  
Training, Development  
Discipline and Grievances, Performance Appraisal, Ethics

**Unit - 3 Financial Management**


Library Finance: Concept, Definition, Purpose and Sources of Finance  
Library Budget: Techniques for preparation  
Budgeting and Accounting, Income and expenditure  
Budget Management: Cost effective and cost benefit analysis

**Unit - 4 Library Records and Statistics**

Library Rules and Regulations  
Reporting, Types of Reports - Annual Report - Compilation, Contents and Style, Staff Manual, Library  
Statistics, Weeding out Policies and procedure, Stock Verification


**Unit - 5 Infrastructures and Resource Management**

Library Building, Furniture and equipment's, Green Library Building, Security and Safety  
Collection development, Acquisition of Periodical and Serials  
Various Sections of Library & Information Centre and their functions  
Technical Processing of Documents  
Preservation, Maintenance, shelving  
Library Service, Reference and Information Services

  
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## SUGGESTED READINGS:

1. KRISHAN KUMAR. Library Management in electronic environment. 2007. HarAnand Publications, New Delhi.
6. MITTAL (R). Library administration: theory and practice. 2007. Ess Ess, New Delhi.
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.
5. GUPTA (C.B.). Management: Theory and Practice. 1990. Sultan Chand & Co., New Delhi.
6. KRISHAN KUMAR. Library Administration and Management. 1987. Vikas Publishing House, New Delhi.
7. SENGUPTA(B). Book Selection. 1975. Word Press, Culcutta.
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11. बनर्जी, प्रशांत कुमार. पुस्तकालय व्यवस्थापन तथा प्रशासन. 1972. हि.ग्र. अ., भोपाल
12. शर्मा, बी. एन. पुस्तकालय सिद्धांत एवम व्यवहार. 1977. पंचशील प्रकाशन, जयपुर.

  
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## CCC 6: Information Applications in Libraries

**Marks : 80+20 = 100**

### OBJECTIVES

1. To familiar with computer generation and applications
2. To Understand the Role of IT in Libraries
3. To be familiar with Library Software and Internet
4. To Understand Automation of Library Functions
5. To understand the Database management system

#### **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.

#### **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, KOHA

#### **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

### 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. पूर्वाचल प्रकाशन, दिल्ली.
6. लाल सी एवम कुमार के. प्रलेखन एवम सूचना विज्ञान. 2001. एस.एस. प्रकाशन, दिल्ली.



## CCC 7 : Information Technology: Practice

**Marks : 50+30+20 = 100**

### OBJECTIVES

1. To understand about different operating systems
2. Practical skills of word applications
3. Practical Skills Development of Library Softwares
4. To make the students able to practice of searching Documents and Resources
5. Ethical Use of Technology

#### 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  
WordPress

#### 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.  
**KOHA (Demo Version)**: Installation, Configuration and Functions Database Creation and Library Software, Installation and Creating of Databases : Import, Export, Printing of Records

#### Unit – 4

Online and Offline Searching  
Web Searching, OAR(Open Access Resources)  
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: DrillBil and freely available software

### 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. डी.एस.एस. प्रकाशन, दिल्ली.

Paper - 2 BLIS 4  
**CCC 8: Information Sources, Systems and Services**

**Marks: 50+20+30 = 100**

**OBJECTIVES**

1. To Understand, Identify And Explore The Different Types Of Information Sources
2. To Understand The Function Of Reference Sources And Electronic Sources
3. To understand Library Services and Information Services
4. Understand The Concept Of Library Networks And Consortia
- 5.

**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, NEWS Paper Clipping Services  
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 : NIC, NICNET, ERNET, NASSDOC,  
DESIDOC, SENDOC, NIScPR,, DELNET  
National Knowledge Network (NKN), INFLIBNET and  
its services.  
Global Information Systems and Network: MEDLARS, AGRIS, INIS, INSPEC, BIOSIS, ERIC,  
Patent Information System (PIS), Biotechnology  
Information System (BIS)

**Unit - 5 Information Literacy Programmes**

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


  
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## 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.(996). 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.
14. उशा ;पवन एवं गुप्ता, पवन संदर्भ सेवा एवं सूचना स्रोत. 1998. आर. बी. एस. ए. पब्लिकेशन, जयपुर.
15. त्रिपाठी ;एस. एम. संदर्भ एवं सूचना सेवा के नवीन आयाम. 1993. वाई. के. पब्लिशर्स, आगरा.
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## OE 3: Indian Knowledge System

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

### OBJECTIVES:

1. To introduce the concept and scope of Indian Knowledge System (IKS).
2. To explore traditional Indian libraries and education systems.
3. To understand classical knowledge organization in Indian texts.
4. To relate IKS with modern Library and Information Science practices.
5. To promote appreciation for indigenous knowledge and its preservation.

### Unit I: Introduction to Indian Knowledge System

- Concept and nature of Indian Knowledge System (IKS)
- Major branches of Indian knowledge: Vedas, Vedāṅgas, Darśhanas, Ayurveda, Arthashastra, etc.
- Oral tradition and manuscript culture
- Knowledge traditions in ancient universities: Nalanda, Takshashila, Vikramshila

### Unit-II: Sources of Knowledge

- Sources of Ancient Knowledge: Sources of Indian knowledge system Vedas, Brāhmaṇas, Āraṇyakas, Upanishads, Six Vedāṅgas, Six Systems of Indian Philosophy, Rāmāyaṇa, Mahābhārata, Purāṇas, and Dharmaśāstra;
- The Vedic Scheme of Classes, postulates four Main Classes of Knowledge - Dharma, Artha, Kāma, and Moksha.
- Universe of Knowledge and present-day Knowledge Classification of Commentaries on the ancient literature
- Ranganathan's Scheme of Classification of Indian Classics

### Unit III: Libraries in Ancient and Medieval India

- Libraries in Gurukuls, Temples, Monasteries, and Pathshalas
- Development of manuscript libraries: Palm leaf and birch bark manuscripts
- Script, language, and documentation traditions: Sanskrit, Pali, Prakrit
- Contribution of ancient scholars: Panini, Patanjali, Charaka, Aryabhata, etc.

### Unit IV: Knowledge Organization in Indian Tradition

- Classification and indexing in Indian context (e.g., Chandaḥ, Nighaṇṭu, Kosha)
- Indigenous methods of information recording and preservation
- Contribution of Indian logic (Nyaya) to information analysis
- Role of oral memory and traditional metadata

### Unit V: Relevance of IKS to Modern LIS

- Application of IKS principles to modern LIS
- Digitization and preservation of Indian manuscripts
- Role of libraries in conserving indigenous knowledge
- Integration of IKS in library services and user education



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एवं संचार विश्वविद्यालय, भोपाल (म.प्र.)

### Recommended Readings:

1. AICTE, Indian Knowledge System, available at: <https://iksindia.org/>
2. Center for Indian Knowledge System, available at: <https://ciks.org/>
3. Ferrante, M. (2020). Indian Perspectives on Consciousness, Language and Self: The School of Recognition on Linguistics and Philosophy of Mind. Routledge.
4. IIM (Bangalore), Management lessons from Bhagwad Gita, available at: <https://repository.iimb.ac.in/handle/2074/15054>
5. IIM (Bangalore), Practical Vedanta, available at: <https://repository.iimb.ac.in/handle/2074/15054>
6. IIM (Calcutta), Management Center for Human Values at: <https://www.iimcal.ac.in/faculty/centers-of-excellence/management-center-for-humanvalues/management-center-for-human-values>
7. IIT (Gandhinagar), Indian Knowledge System, available at: <https://iks.iitgn.ac.in/>
8. IIT (Indore), Center for Indian Scientific Knowledge System, available at: <http://ciks.iiti.ac.in/>
9. IIT (Kanpur),
10. IIT (Khadagpur) Center for Excellent for Indian Knowledge System, available at: <http://www.iitkgp.ac.in/departments/KS>
11. Indian Institute of technology (Kanpur), Heritage, available at: <https://www.heritage.iitk.ac.in/>
12. Kapoor, K and Singh, A. K. Eds. Indian Knowledge System, vol.1, DK Print World, available at: Indian-Knowledge-Systems-Kapil-Kapoor.pdf (iitgn.ac.in)
13. Pollock, S. (2001), The New Intellectuals in Seventeenth-Century India." Indian Economic and Social History Review 38;1 (2001): 3-31, available at: [https://dsal.uchicago.edu/sanskrit/papers/Indian\\_Knowledge\\_Systems.pdf](https://dsal.uchicago.edu/sanskrit/papers/Indian_Knowledge_Systems.pdf)
14. Tilak, B. G. (2021). The Orion or Researches into the Antiquity of the Vedas: 1916. (n.p.): Independently Published.

1. Satya Prakash – Ancient Indian Education
2. Kapil Kapoor – Text and Interpretation: The Indian Tradition
3. S.R. Ranganathan – Library Classification and Indian Logic
4. IGNCA Publications – Bharatiya Gyan Parampara Series
5. Rajiv Malhotra – The Battle for Sanskrit (for contemporary debates)

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## OE 4: Academic Library and Media Library

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

### OBJECTIVES

1. To provide an overview of principles and practices in Academic and Media Libraries .
2. To understand the challenging roles of Academic and Media Library
3. Collection and Management of Academic and Media Library
4. Finanacial Management of Academic and Media Library
5. Services of Academic and Media Library

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

Academic and Media Library: Definition, Objectives, Functions

Development of Academic Libraries and Media Libraries in India

Types of Users Academic and Media Library: Their Reading Habits, and Information Needs

Role of Academic Library and Media Libraries

#### **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, Newspaper Clippings

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

Electronic Information Sources: Selection, Acquisition, Evaluation

Audio-Video Collection, Internet Resources, Websites, Subject Portals, Digital Library Resources.

Digital Newspaper clippings

#### **Unit - 4 Finanacial 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

#### **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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