

DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE  
BACHELOR OF LIBRARY AND INFORMATION SCIENCE (BLIS)  
REGULATIONS

**ELIGIBILITY**

A candidate seeking admission to the Bachelor of Library and Information Science shall have passed a Degree examination of this University or and examination of any other university accepted by the Syndicate as equivalent there to.

**DURATION OF THE PROGRAMME:**

The duration of the Programme is one academic year.

**COURSE OF STUDY**

The course of study comprise both theory and practical with the following studies according to the prescribed syllabus:

- I) Information and Society
- II) Library Management
- III) Library Classification (Theory)
- IV) Library Classification (Written Practical)
- V) Library Catalogue (Theory)
- VI) Library Catalogue (Written Practical)
- VII) Information Sources
- VIII) Information Service and System
- IX) Introduction to computer

**MEDIUM OF INSTRUCTION AND EXAMINATION**

The medium of instruction and examinations for the above programme will be English Only.

**PASSING MINIMUM**

Candidate shall be declared to have passed the examination if he/she obtains not less than 40% of the marks in each course

**CLASSIFICATION OF SUCCESSFUL CANDIDATES**

- A) A candidate who obtains not less than 60% and above of the total marks shall be deemed to have passed the examination in First Class.
- B) A candidate who obtains not less than 50% but below 60% of the marks shall be deemed to have passed the examination in second class.
- C) All other Successful candidate shall be deemed to have a passed the examination in Third Class.
- D) A Candidate who obtains not less than 75% of the total marks in the first attempt shall be deemed to have passed with Distinction.

ANNAMALAI UNIVERSITY  
DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE  
DEGREE OF BACHELOR OF LIBRARY AND INFORMATION SCIENCE [BLIS]

Scheme of examinations:

Duration: The duration of the programme is one academic year.

The Scheme of examinations shall be as follows:

Course Title	Hours	Exam Marks	Sessional marks	Total	Minimum marks
I – Semester					
Paper – I Information and Society	3	75	25	100	40
Paper – II Library and Management	3	75	25	100	40
Paper – III Library Classification (Theory)	3	75	25	100	40
Paper – IV Library Classification (Written Practical)	3	75	25	100	40
II – Semester					
Paper – V Library Catalogue (Theory)	3	75	25	100	40
Paper – VI Library Catalogue (Written Practical)	3	75	25	100	40
Paper – VII Information Sources	3	75	25	100	40
Paper – VIII Information Services and System	3	75	25	100	40
Paper – IX Introduction to Computer	3	75	25	100	40

DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE  
BACHELOR OF LIBRARY AND INFORMATION SCIENCE (BLIS)

**SYLLABUS**

Paper – I : INFORMATION AND SOCIETY

Objectives:

1. To explain the activities of library and information centre.
2. To explain basic and modern concept of information.
3. To explain public library system and its various acts.

Unit: I : Library as Information Centre

- Definition and importance of Library and Information centers.
- Impact of Library on the social, cultural, economic, political, scientific and technological environments.
- contemporary views of the five laws of Library Science
- Extension services.

Unit II: Development of Libraries since Post industrial Revolution period

- History of Libraries in India (A detailed study)
- History of Libraries in USA ( A brief outline)
- History of Libraries in U.K (A brief outline)

Unit III Library Legislations

- Model State and Central Library Act (SRR)
- Tamilnadu Public Library Act.
- Comparative Study of Salient Features of the State Library Acts Like:
  - Madras Public Library Act( 1948)
  - Andhra Public Library Act(1960)
  - Karnataka Public Library Act (1965)
- National Depository Libraries in India- Delivery of Books and Newspapers Act - Copy Right Act in India.

Unit – IV Library Systems

- National Policy on Libraries – Functions of National Libraries.
- Public Library Systems
- Academic Library System
- Special Library System

Unit – V : Resource Sharing

- Definition, Need, Advantages and Disadvantages.
- Resource Sharing in India, UK and USA.
- Resource Sharing – National, Regional and State Level.

Unit – VI: Library Associations and International Bodies

- Role and Structure of Library Association: India, UK and USA.
- International Bodies – , FID, IFLA, UNESCO, UNISIST.

## Text Books

1. Ranganathan, S.R. [1975]. Five Laws of Library Science, Calcutta: Allied Publishers.
2. White, C.M. [1964]. Basis of Modern Librarianship.
3. Ranganathan, S.R. [1975]. Library Legislation: Hand Book of Madras Library Act, Bombay: Vikas Publishing House.
4. Landher, B. [1975]. Social Function of Libraries, New Delhi: Allied Publishers.
5. Kaula, B.C. [1958]. Library Movement in India, Bombay: McGraw Hill Publishers.

## Reference Books:

1. Benge, R.C. [1978]. Libraries and Cultural Change, London: Clive Bing Ley.
2. Hossel, A. [1955]. History of Libraries, Tr by Reuhan Press.
3. Rosa, G. [1985]. Scientific Information and Society.
4. Ncelamegham, A. [1972]. Public Library System, New Delhi: Asia Publishing House.
5. Harrison, K.C. [1977]. Library and Community, Bombay: McGraw Hill Pvt Ltd.

## Paper – II : LIBRARY MANAGEMENT

### Objectives:

1. To explain the different types of libraries.
2. To explain the process to be followed in various sections.
3. To explain the functions or process of management in libraries.
4. To discuss the sources of library finance and budget.
5. To study the routine work of various sections of library.

### Unit – I Library Management

- Definition
- Theories of Management
- Function of Management –POSDCORB
- Scientific Management
- System and sub-System

### Unit – II Various Sections of Library

- Acquisition Section
- Technical Section
- Maintenance Section
- Circulation Section
- Periodical Section
- Reference Section

### Unit III – Personnel Management

- Selection
- Recruitment
- Training
- Placement

- Standards
- Job analysis
- Ranganathan Staff Formula

Unit – IV : Policy Making

- Library Authorities and various types of committees – Public and Academic library systems.
- Statistics
- Annual Reports

Unit – V

- Financing and Budgeting – Types : Budgeting Method – Line, PPBS, and Zero Based Budget.

Unit – VI: Library Building

- Principles of Planning; Library Buildings.
- Library Furniture and Equipments

**Text Books:**

1. Ranganathan, S.R. [1960]. Library Administration, Bombay, Asia Publishing House.
2. Mittal, R.L. [1984]. Library Administration: Theory and Practice, Ed.5, New Delhi, Metropolitan Book Co.,
3. Dougherty, R.M. and Heiurity, E.J. [1966]. Scientific Management of Library Operation.
4. Evans [1983]. Management Techniques for Librarians.
5. Krishna Kumar [1982]. Library Manual.

**Reference Books:**

1. Needham, C.D. [1971]. Organizing Knowledge in Libraries.
2. Raju, A.A. [1984]. Decimal Universal Decimal and Colon Classification.
3. Gangadhara Rao, P. [1983]. Synthesis in DDC, 18<sup>th</sup> Ed.
4. Parkhi, R.S. [1985]. Decimal Classification and Colon Classification Perspective.
5. Sri Vastava, A.P. [1984]. Theory of Knowledge Classification in Libraries, New Delhi.

Paper – III : LIBRARY CLASSIFICATION (Theory)

Objectives:

1. To explain meaning, need and purpose of library classifications.
2. To explain the structure and the development of universe of subjects for understanding the design of various schemes of library classifications.
3. To explain how different subject are formed.
4. To explain the importance of notation in library classification.

Unit – I : General Classification

- Definition
- Basic Concepts – Terminology

Unit – II: Knowledge Classification

- Universe of Subjects – Knowledge structure and Development of Universe of Subjects.
- Modes of Formation of Subjects.

Unit – III Document Classification

- Universe of Document - Features – Canons
- Notations
- Canons
- Mnemonics
- Devices

Unit – IV : Scheme of Library Classification

- Layout and General Features of Major Schemes like DC
- UDC
- CC
- Enumerative to Analytico – Synthetic Scheme of Classification
- Comparative study of CC and DC.

Unit – V : General Theory of Classification

- Normative Principles
- Fundamental Categories
- Facet analysis – Principles of Inversion and Facet sequence.
- Postulates and Postulational Procedures

Unit – VI : Other aspect of Classification

- Zone Analysis
- Systems and Specials
- Phase Analysis
- Common Isolates.

Text Books:

1. Ranganathan, S.R. [1967]. Prolegomera to Library Classification. Ed.3, New Delhi: Asia Publishing House.
2. Ranganathan, S.R. [1962]. Elements of Library Classification, Madras: Allied Publishers.
3. Krishan Kumar [1981]. Theory of Library Classification Ed.2, New Delhi: Asia Publishing House.
4. Maltby, A [1987]. Manuals of Library Classification. Bombay: Asia Publishing House.
5. Palmer, S.I. [1989]. Fundamentals of Library Classification, Calcutta, McGraw Hill.

Reference Books:

1. Needham, C.D. [1971]. Organizing Knowledge in Libraries, Madras: Allied Publishers.
2. Raju, A.A. [1984]. Decimal Universal Decimal and Colon Classification, New Delhi, Asia Publishing House.
3. Gangadhara Rao, P. [1983]. Synthesis in DDC, Ed.18.

4. Parkhi, R.S. [1985]. Decimal Classification and Colon Classification Perspective, New Delhi: Asia Publishers.
5. Srivastava, A.P. [1984]. Theory of Knowledge Classification in Libraries. Bombay: Vikas Publishers Pvt Ltd.

Paper – IV : **LIBRARY CLASSIFICATION** (Written Practical)

Objectives:

1. To understand the meaning, need and purpose of classification.
2. To know the different types of classification system.

Unit – I : Colon Classification (CC)

Unit II : Dewey Decimal Classification (DDC)

The Classification of Books and periodicals adopting the code DDC 19<sup>th</sup> Ed., and CC 6<sup>th</sup> Ed.,

Text Books:

1. Mann [1943]. Introduction to Cataloguing and Classification of Books. Chicago: American Library Association.
2. Chan. [1981]. Cataloguing and Classification An Introduction. New York: McGraw Hill.
3. Shera. [1956]. Classified Catalogue. Chicago: ALA.
4. Wynan. [1976]. Introduction to Cataloguing and Classification. Ed.3, New York: Libraries Unlimited.

SECOND SEMESTER

Paper- V : **LIBRARY CATALOGUE** (Theory)

Objectives:

1. To understand the principles of cataloguing.
2. To know the different entries of cataloguing.
3. To know the various forms of cataloguing.

Unit - I : Library catalogue

- Definition - Need – Functions
- Physical Forms – Various Types
- Inner form – Various Types

Unit – II : Subject Catalogue

- Classified Catalogue
- Dictionary Catalogue
- Alphabetico –subject
- Alphabetico – Classified
- Comparative study of Different Types of subject Catalogue.

Unit – III: Subject Headings and Indexing

- Tools and Methods
- Sears list of Subject Headings
- Chain Procedure –Its Application
- Indexing – PRECIS, POPSI

Unit –IV: AACR and CCC - Comparative Study

- Rules for Rendering of Headings.
- Single Authorship
- Shared Authorship
- Corporate Names

Unit –V: Other Aspects of Cataloguing

- Centralized and Co-operative catalogue
- Library of Congress Service
  - CIP
  - NPAC
  - MARC
- Centralized Cataloguing in India – Present Situation and Prospects – The need for it.
- Descriptive Cataloguing and limited Cataloguing.
- Arrangement of Entries.
- Symbiosis between Classification and Cataloguing.

Unit-VI: Normative Principles

- Canons
- Laws and their Implication.

Text Books:

1. Ranganathan, S. R. [1967]. Prolegomena to Library Classification, Ed.3.
2. Ranganathan, S. R. [1902]. Elements of Library Classification
3. Gangadhara Rao, P. [1983]. Synthesis in DDC, 18<sup>th</sup> Ed.
4. Ragu, A.A.N [1984]. Decimal, Universal Decimal and Colon Classification
5. Krishnakumar, [1979]. New Delhi: Vikas Publication

Reference Books:

1. Hornor, John [1970]. Cataloguing.
2. Backwell, K.G.B. [1972]. Manual of Cataloguing Practice.
3. Coats, E.J. [1960]. Subject Cataloguing Heading and Structure.
4. Anglo – American cataloguing Rules [1978] Ed. 2

Paper VI : **LIBRARY CATALOGUE** (Written Practicals)

Objectives:

1. To understand the meaning, need and purpose of cataloguing entries.
2. To State the method of such entries.
3. To know the different types of books.



4. To prepare the subjects, class index entries, book index entries, cross reference entries and cross reference index entries etc.
  - Cataloguing of Books  
Adopting the AACR 2 and CCC 5<sup>th</sup> Ed. Rules and using Sears List of Subject Headings.
  - Cataloguing of Periodicals  
Adopting the AACR 2 and CCC 5<sup>th</sup> Ed. Rules and using Sears List of Subject Headings.

### **Text Books:**

1. Mann [1943]. Introduction to Cataloguing and Classification of Books. Chicagao: American Library Association.
2. Chan. [1981]. Cataloguing and Classification An Introduction. New York: McGraw Hill.
3. Shera. [1956]. Classified Catalogue. Chicagao: ALA.
4. Wynan. [1976]. Introduction to Cataloguing and Classification. Ed.3, New York: Libraries Unlimited.
5. Ranganathan [1938]. Theory of Library Cataloguing Madras: Madras Library Association.
6. Sharp. [1935] Cataloguing, London: Grafton.

### **Reference Books:**

1. Girijakumar, [1982] steps in cataloguing. New Delhi: Allied Publishers
2. Adopting the AACR 2 and CCC 5<sup>th</sup> Ed. Rules using sear's list of subject heading.
3. Gorman and Winkler, [1973]. Anglo American Cataloguing Rules 2. Ed. 2, London: Library Association
4. Ranganathan, S.R [1961]. Classified Catalogue Code [1965] Ed. 2. Bombay: Asia Publishing House
5. Backwell, K.G [1972]. Manual of Cataloguing Practice. New Delhi: Asia Publishing House

## **Paper- VII : INFORMATION SOURCES**

### Objectives:

1. To understand the meaning, need and purpose of information sources
2. To state the method of information sources.
3. To know the types and characteristics of information sources.
4. To know the various reference documents.

### Unit -I : Information Sources General

- Definition - Importance
- Information Sources in various formats

### Unit –II : Types of Information Sources

- Primary, Secondary and Tertiary

### Unit-III : Characteristics of Information Sources

- Reference Values of Primary, Secondary and Tertiary Sources

Unit-IV : Evaluation of Information Sources

- Authority, Scope, Arrangements and Treatments.

Unit- V : Secondary Sources Providing Surrogation Type of Information

- Bibliographic
- Indexes
- Abstracts

Unit- VI: Secondary Sources Providing Repackaging Type of information

- Dictionaries
- Encyclopedias
- Directories
- Handbooks and Manuals
- Almanacs, year books
- Biographical sources
- Geographical sources.

**Text Books:**

1. Girija Kumar and Krishna Kumar. [1979]. Bibliography, Ed.
2. Grogan, Denin. J [1979]. Science and Technology: Introduction to literature, Ed. 3.
3. Winchel, C.M [1959]. Guide to Reference Books.
4. Bunch, [1984]. The basics of information, London: Clive Bingley.
5. Sheethy, [1959]. Guide to Reference Books, Chicago: American Library Association

**Reference Books:**

1. Shores, L. [1960]]. Basic Reference Source
2. Walford, A.J [1973]. Guide to Reference Material
3. Katz, W.A [1973]. Introduction to Reference Work, Vol. 1.

**Paper –VIII: INFORMATION SERVICE AND SYSTEM**

**Objectives:**

1. To study the different types of services provided by the library.
2. To study the functions and activities of documentations.

Unit -I : Information Service

- Need for Information Service
- Type of Information Service
  - Initiation
  - User Education
  - Ready Reference Service
  - Long Range Reference Service

Unit –II : Documentation Service

- Documentation List
- Kinds of Documentation Services
  - Current Awareness Service [CAS]

- Selective Dissemination of Information [SDI]
- Bibliographical Service - History of Bibliography.
- Types of Bibliographies – Planning and Preparation of Bibliographies.

Unit –III: Special Service

- Translation Service –What? Why? and How?
- Reprography Service- What? Why? and How?
- Modern Trends in information Service

Unit – IV : Organization and Function of Documentation Centres

- National Documentation Centre
- Regional Documentation Centre.
- Local Documentation Centre
- Function of National Documentation Centre – SSDC - NISCAIR – DESIDOC

Unit – V : Information System

- |                             |          |
|-----------------------------|----------|
| ▪ Definition – Need – Types | ▪ AGRIS  |
| ▪ NISSAT                    | ▪ DEVSIS |
| ▪ UNISIST                   | ▪ INIS   |

Unit – VI : Qualities and Qualifications of Reference Librarian.

Text Books:

1. Krishna Kumar [1980]. Reference Service.
2. Ranganathan, S.R. [1989] Documentation and its facts.
3. Ranganathan, S.R. [1973] Documentation, Genesis and Development.
4. Ranganathan, S.R. [1961] Reference Service. New Delhi: Allied Publishers
5. Mittal, R.L. [1989] Library Administration. New Delhi: Vikas Publication

Reference Books:

1. Shera, J. [1951] Bibliographic Organization
2. Guha, B. [1979]. Documentation
3. Katz, W.A. [1982]. Introduction to Reference work, Vol. 2.

**Paper – IX : INTRODUCTION TO COMPUTER**

Objectives:

1. To understand the library automation.
2. To know the functions and technical activities of various sections of library.
3. To state the various library softwares
4. To know the library networks.

Unit – I : Computer Systems

Introduction to computer systems Historical development of Computer – Peripherals – Hardware and software – Operating systems.

Unit – II Library Automation

Planning, Implementation and Management of Library Automation – Automation of In-house Operation – Acquisition, Cataloguing, Circulation, Serials Control, Online

Public Access Catalogue, Management of Computerized Library – Computerized Information Services.

Unit – III: Application Software

Introduction to Application Software – Library Automation Software Packages – their study and composition – Features of Indian Software Packages.

Unit IV: Networks

Network Based Services – Computer Networks – Internet and Its services – Internet Based Library and Information Services.

Unit V: Digital Libraries

Genesis, Definition, Objectives and Scope of Digital Libraries.

Text Books:

1. Tavembevam, A.S. [1983]. Computer Networks, New Jersey: Prentice Hall
2. Rao, G.C. [1978]. Microprocessor and microcomputer system, New York: Van Nostrand.
3. Raman, S. [1971]. Text Book on Computer Programming Delhi: CBS Publication
4. Ravichandra Rao, I.K. [1992] Library Automation, New Delhi: Wiley Eastern
5. Broadley, J. [1973] File and Database Techniques, New York: Richard.

Reference Books:

1. Thompson, Alan [1985]. Understanding d Base III, Delhi: BPB Publication
2. IBM, PC/AT user's handbook, Delhi: BPC Publications
3. Holmes, B.J. [1985]. A complete text. BASIC Programming, Ed. 2, Delhi: Gangolia Publication
4. Davis, G.B. [1973]. Computer Data Processing, New York: McGraw Hill.
5. Hunter, E.J. [1985]. Computerized Cataloguing, London: Bingley.