



## **Dibrugarh University**

Dibrugarh -786004, Assam

### **Centre for Library and Information Science Studies (CLISS)**

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

Modified Syllabus

(Modified by BOS held on 08/04/2019, at CLISS)

With effect from 2019-2020

To be approved by PG Board

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

One year Academic Session –two semester course-CBCS

Eligibilit: Graduation in any Stream or equivalent having minimum 45 % marks for general category and 5 % relaxation for reserved category.

Intake: Twenty Nine (29)

Academic calendar: As per University Academic Calendar

Course structure:

- B.Lib.I.Sc curriculum consists of 38 credits distributed in 10 courses in one academic session i.e. two semesters. Each student requires completing 32 credits of this curriculum and 6 credits from open courses offered by other departments under Dibrugarh University. (The curriculum contains 1 open course (AEC) of 2 credits in 1<sup>st</sup> semester and 1 open course (GE) of 4 credits in 2<sup>ND</sup> Semester offered by other departments.)
- Each credit (of 25 marks) will have 20 contact hours (12 contact hours for theory and 8 contact hours for practical) for core papers and elective papers. Therefore each course having 4 credits will have 48 contact hours for theory and 16 practical class (of 2 hours duration).
- For papers under AEC, each credit will have 20 contact hours.
- 4 credits are assigned to each core paper and elective papers, and 2 credits are assigned to AEC papers. First Semester will have 3 core papers, 1 elective paper (DSE) and 1 AEC paper. The second semester will have 3 core papers and 2 elective papers (one DSE and one GE paper).
- B.Lib.I.Sc. course has a total of 950 marks (600 marks from core courses and 200 marks from elective courses (DSE) + 100 marks elective (GE) +50 from AEC courses). The courses from GE and AEC should be taken from the other departments.
- Internal Assessment (IA) marks (40 %) of a course each either Continuous evaluation (CE) and/ or Project (PRJ) and /or Practical (PRC) OR Combinations.

- If IA of practice paper is based on CE , then it will be based on practical tests.

## Course Structure

SEM	COURSE CODE	COURSE TITLE	CREDIT	COURSE TYPE	MARKS DISTRIBUTION		
					Semester Examination	Internal Assessment	Total Marks
<b>I</b>	BLIS-C-101	<b>Library, Information and Society</b>	4	Core	60	40	100
	BLIS-C-102	<b>Organization of Knowledge: Classification &amp; Cataloguing (Theory</b>	4	Core	60	40	100
	BLIS-C-103	<b>Reference and Information Sources and Services.</b>	4	Core	60	40	100
	BLIS-DSE - 104	<b>Fundamentals of Information Technology</b>	4	Core	60	40	100
	BLIS-AECC-105	<b>Computer Applications (Practice)</b>	2	Elective	30	20	50
<b>II</b>	BLIS-C-201	<b>Library Management</b>	4	Core	60	40	100
	BLIS-C-202	<b>Organization Of Knowledge: Classification Practice</b>	4	Core	60	40	100
	BLIS-C -203	<b>Organization Of Knowledge: Cataloguing Practice</b>	4	Core	60	40	100
	BLIS-DSE-204	<b>Documentation Project, Job Diary and Field Visit</b>	4	Core	60	40	100
	BLIS-GE-205	<b>Knowledge Management, Basics of Digital Library, E-Resources</b>	4	Elective	60	40	100
		<b>Grand Total</b>	<b>38</b>		<b>570</b>	<b>380</b>	<b>950</b>

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

### **FIRST SEMESTER**

#### **BLIS-C-101: LIBRARY, INFORMATION AND SOCIETY (4 credit)**

##### **Unit 1:**

1. Library: Concept, Objectives, Types. 2. Academic libraries, Public libraries and Special libraries: Role, Function and Services, 3. Library extension services, 4. Library as a social institution. 5. Librarianship as a profession: Professional skills & competencies, seven lamps of Professional ethics. 6. Five laws of Library Science.

##### **Unit 2:**

1. Historical Perspective of Libraries in India with special reference to North East and Assam, 2. National Libraries of India, UK and USA: A Descriptive account with role and functions, 3. Library and Information Science education in India, 4. Committees and Commissions on Libraries in India: National Knowledge Commission (NKC), National Mission on Libraries, 5. Library Legislation/Acts/Statutory Provisions in Indian states, 6. Public Libraries Act (1954), 7. RTI Act 2005.

##### **Unit 3:**

1. Information: Definitions and characteristics, 2. Information and Knowledge Society, 3. Library Cooperation and Resource sharing: Concept, Need and Requirements, 4. Library

Networks and Consortia: Concept, types, functions at National and International level: INFLIBNET, DELNET, ERNET, BLAISE, JANET, CeRA, FORSA, E-ShodhSindhu, DBT-DeLCON etc.

#### **Unit 4:**

1. Professional Associations: National (ILA, IASLIC, IATLIS, SIS) 2. International (IFLA, CILIP, ALA, ASLIB, SLA) 3. Regional/Local (ALA and ACLA), Role of UGC for development of academic libraries of Higher Educational Institutions, 3. RRRLF and Public Library Development of India, 4. UNESCO: Role and Functions in the development of Library & Information Sector, Public Library Manifesto.

#### **Recommended Reading:**

1. Agarwal, U. K. (1999). Twentieth century: Library legislation in India, Udaipur, Shiva Publishers.
2. Chopra, Hans Raj. (1989). Librarianship: As a profession, Jodhpur: Jain Brothers.
3. Kesselman, Martin. Alan, & Weintraub, Irwin (Eds.) (2010). Global librarianship, New York, Marcel Dekker Inc.
4. Panella, Deborah, & Mount, Ellis (2012). Basics of law librarianship, New York, Routledge.
5. Ranganathan, S. R. (1988). The five laws of library science. New Delhi: Sarada Ranganathan Endowment for Library Science.
6. UNESCO. (1960). National libraries: Their problems and prospects, Paris.
7. Venkatappaiah, Velaga. (1994). Model library legislation: Model Public Library Act and rules made therein for the constituents States and Union Territories, New Delhi, Concept Publishing Co.

**BLIS-C-102: ORGANIZATION OF KNOWLEDGE: CLASSIFICATION &  
CATALOGUING (THEORY) 4 CREDIT**

**Unit 1**

1. Library Classification: Need, purpose & functions, 2. Kinds of Classification schemes: Enumerative & Faceted, 3. Major schemes of Library Classification: DDC, UDC, CC etc. 4. Universe of Knowledge: Structure and Attributes, Modes of Formation of subjects, 5. Phase Relations. 6. Common Isolates and Standard Divisions.

**Unit 2**

1. Normative Principles in Library Classification: laws, canons, principles and postulates, 2. Fundamental Categories, Round & Level, 3. Facet analysis and Facet sequence, 4. Postulation approach. 5. Notation: Need and Functions, Mnemonics, Devices, Hospitality in Array and chain. 6. Call Number and its structure. 7. Current Trends in Library Classification.

**Unit 3**

1. Library Catalogue: Objectives, Purpose and Functions. 2. Types and Physical Forms of Catalogue: book, sheaf, card and machine-readable (MARC, OPAC/Web-OPAC); 3. Rules, Principles & Codes: ICP, AACR 2, CCC; 4. Union Catalogue: Centralized

catalogue,(IndCat,Worldcat)5.Entries: Types, Formats and their Functions; 6. Cataloguing Networks: Objective & functions. 6. Current Trends in Library Catalogue.

#### **Unit 4**

1.Rendering of Personal Author(s) (Western Names and Indic Names), Corporate Authors, Pseudonyms, Anonymous work and Uniform Titles; 2. Thesaurus: Structure functions and Construction. 3.Subject Headings: Needs and Importance, SLISH and LCSH. 4. Non-Print Materials

#### **Recommended Reading:**

1. Buchanan, Brian (1979). Theory of library classification: an introduction. New York: McGraw Hill.
2. Dhiman, A.K. &Yashoda Rani. (2005). Learn library classification. New Delhi: EssEss
3. Kao, Mary L. (2003). Cataloguing and classification for library personnel. Mumbai: Jaico.
4. Krishan Kumar (2000). Theory of cataloguing. New Delhi: Vikas Publication.
5. Krishan Kumar (2000). Theory of classification. New Delhi: Vikas Publication.
6. Kumar, P.S.G. (2003). Knowledge organisation, information processing and retrieval theory. Delhi: B.R. Publishing.
7. Ranganathan, S.R. (1989). Elements of library classification. (3rd.ed.). Bangalore: SaradaRanganathan Endowment. 10.
8. Ranganathan, S.R. (1989). Prolegomena to library classification. (3rd. Ed.). Bangalore: SaradaRanganathan Endowment.
9. Singh, Sonal. (1998). Universe of knowledge: Structure and development. Jaipur: Raj Publishing.
10. Taylor, A.G. (2007). Introduction to cataloguing and classification (10th edition). New Delhi: Atlantic.



## **BLIS-C-103 REFERENCE AND INFORMATION SOURCES AND SERVICES.**

**(4 CREDIT)**

### **Unit 1.**

1. Reference and Information sources: Concept, Needs, kinds and Use; 2. Types of Reference and Information Sources: Documentary & Non-Documentary; 3. Documentary Sources: Primary, Secondary & Tertiary; 4. Non-Documentary: Formal & Informal; 5. Evaluation of Reference & Information sources. 6. Bibliography: Concept, Types: INB, BNB, Subject Bibliography 7. Biographical & Geographical Sources.

### **Unit 2.**

1. Digital and Virtual Reference Sources: Concept, Need, Types, Scope; 2. Application Tools of Digital Reference Source: Instant Messaging, SNS, VoIP, e-mail, Question point, Omni Reference, Library H3lp etc. 3. Reference 2.0: Concept & features and Model

### **Unit 3.**

1. Reference Service: Concept, Need, Types and Scope; 2. Theories of Reference Service; 3. Information Products: Newsletter, House Bulletins, State-of-the Art Reports, Trend Reports, and Technical Digests, Handbooks etc. 4. Information Analysis, 5. Consolidation & Repackaging.

#### **Unit 4.**

1. Documentation Services: CAS, SDI, DDS; 2. Indexing and Abstracting services. 3. Translation services: Tools & Pools, 4. Reprographic Services; 5. Literature Search and Databases. 6. Concept of Computer based Information Services.

#### **Recommended Reading:**

1. Chowdhury, G. G. (2011). *Information users and usability in the digital age*. New York: Neal-Schuman Publishers, Inc.
2. Connor, E. (Ed.). (2006). *An introduction to reference services in academic libraries*. New York: Haworth Information Press.
3. Dalston, T., & Columbus, M.P. (Eds.). (2008). *Virtual reference on a budget: Case studies*. Ohio: LinworthPu
4. Mabry, C.H. (Ed.). (2003). *Cooperative reference: Social interaction in the workplace*. Binghamton, NY: Haworth Information Press.
5. Nicholas, D. (2000). *Accessing information needs: Tools, techniques and concepts for the internet age* (2nd ed). London: ASLIB.
6. Novotny, E. (Ed.). (2006). *Assessing reference and user services in a digital age*. Binghamton, NY: Haworth Information Press.

## **BLIS-C - 104 FUNDAMENTALS OF INFORMATION TECHNOLOGY (4 credit)**

### **Unit 1.**

1. Evolution& Generation of Computers.2. Computer Taxonomies.3. Computer Software & Hardware;4. ComputerNetwork & Communication Channels: Types: Mode, Media, LAN, MAN, WAN, Wireless Communication(Wi-Fi, Li-fi, Satellite Communication, Mobile Communication)5.Internet: Hypertext, Web browsers, World Wide Web, E-mail;6. Search Engines; 7.Internet Protocols and Standards.

### **Unit 2.**

1. Information Technology: Concept & Current Trends. 2. Information Management: Need & Importance.3. Database: Concept, Definition & Types.4. MIS. 5. Internet: Concept, History & Development of Internet in India, 6.Internet Security &Cyber Crime: Concept, Types.7. Information Technology Act, 8.Netiquette. 9. Ten Commandments of Computer Ethics.

### **Unit 3.**

1. Library Automation: Need and Purpose, 2. Planning and Designing of Library Automation.3. Application of Computers in Libraries for different House Keeping Operations. 4. Office Automation: Office Productivity Tools.

#### **Unit 4.**

1. Introduction to Library Management Software packages: CDS/ISIS&WINISIS, SOUL, KOHA LIBSYS etc.2. Digital Library Software & IR Software: D-Space & GSDL: Need, features and application in Library Services.

#### **Recommended Reading:**

1. Arora, Ashok & Bansal, Shefali (2000). *Computer Fundamentals*. New Delhi: Excel Books.
8. Damien, Jose (2011). *Introduction to Computers and Application Software*. Jones & Bartlett Learning
9. ITL Education Solutions Limited (2011). *Introduction to Computer Science*. 2nd edition. Pearson Education India
10. Kaliasammal, A. & Thamaraiselvi, G. (2005). *Role of ICTs in Library and Information Science*. New Delhi: Authorpress.
11. Nair, R. Raman. (1999). *Basics of CDS/ISIS for DOS*. New Delhi: EssEss.
12. Patnaik, Srikanta. (2001). *First Textbook on Information technology*. New Delhi: Dhanpat Rai
13. Rowley, J E. (1993). *Computer for Librarians*. London: Clive Bingley
14. Sinha, Pradeep Kumar and Sinha, Priti (2009). *Foundation of Computing*. New Delhi: BPB Publication.

**BLIS-AECC-105 COMPUTER APPLICATIONS (PRACTICE) (2 credits)**

**Unit I** MSDOS, Windows, MS-Word, MS-Excel, PowerPoint, Mail Merge

**Unit II** Creation of Database in CDS/ISIS & WINISIS

**Unit III** Creation of Database in SOUL

**Recommended Reading:**

1. Nair, R. Raman. (1999). *Basics of CDS/ISIS for DOS*. New Delhi: EssEss.
2. SOUL 2.0 Manual by INFIBNET Center.
3. Manual for WINISIS, UNESCO Information and Documentation, Paris.

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

### **SECOND SEMESTER**

#### **BLIS-C-201 LIBRARY MANAGEMENT(4 CREDIT)**

##### **Unit-1**

1. Concept of Management, 2. General Principles of Management and their Application to Library Management; 3. Library Organizational Structure; 4. Library Building: Planning, Architecture, Standards; 5. Library Furniture: Standard. 6. Disaster and Risk Management in Libraries: importance and implementations. 7. Library Committee, 8. Library Rules. 9. Library Finance: Budgeting, Accounting. 10. Statistics and Annual Report.

##### **Unit-2**

1. Library Resources: Concept and Needs. 2. Types of resources. 3. Selection Principles of different resources, 4. Selection tools and importance. 5. Patron Management: User Studies: Scope, Content & User Identification. 6. Types and Techniques of User Studies. 7. User Education: Objectives, Types and Programmes. 8. Information Seeking Behavior: Concept & Models.

##### **Unit 3**

1. Acquisition Procedure, 2. Processing: Books Journals/Periodicals, 3. Collection Development: Policies; 4.Resource Mobilization. 5. Circulation work, Maintenance, Shelving and Stock Verification, 6. Elements of Binding; 7.Preservation and Archiving: Needs, Techniques, 8. Digital Preservation: Tools & Techniques.

#### **Unit 4**

1.Human Resource Management: Concept, Need and Objective.2. Library Personnel- Job Analysis, Job evaluation, in-service Training, staff Manual,Communication.3. Theory of Motivation and Leadership.

#### **Recommended Books:**

1. Beardwell, Ian & Holden, Len. (1996). *Human resource management: A contemporary prespective*. U.K: Longman
2. Beardwell, I., & Holden, L. (1996). *Human resource management: A contemporary perspective*. UK: Longman. Bryson, J. (1999). *Effective library and information management*. Bombay: Jaico Publishing House
3. Bryson, Jo. (1996). *Effective library and information management*. Bombay: Jaico Publishing House.
4. Bryson, Jo. (2011). *Managing information services: A sustainable approach*. England: Ashgate Publishing, Ltd
5. Chabhra, T. N.et al. (2000). *Management and organisation*. New Delhi: Vanity Book International.
6. Chandan, J.S. (1994). *Management theory and practice*. New Delhi: Vikas Publishing House.
7. Krishnamurthy, R. (1997). *Library Management*. Delhi: Commonwealth press

8. Narayan, G.J. (1991). Principles and practice of management. New Delhi: Prentice Hall of India.
9. Prasad, L. M. (1989). *Principles and practice of management*. New Delhi: Sultan Chand.
10. Singh, S K. (2002). *Essentials of integrated library management*. New Delhi: Authorspress
11. Stoner, James. A. F. et al. (1996). *Management* (6th edition). New Delhi: Prentice Hall of India.
12. Weilrich, Heinz & Koontz, Harold. (1994). *Management: A global prespective* (10th edition). New York: McGraw Hill Inc.

## **BLIS-C-202 ORGANIZATION OF KNOWLEDGE: CLASSIFICATION PRACTICE**

**(4 CREDIT)**

### **Unit1.**

**DEWEY DECIMAL CLASSIFICATION:** Classification of Documents according to DDC (22<sup>nd</sup> edition) having Basic, Compound and Complex Subjects.

### **Unit 2:**

**COLON CLASSIFICATION:** Classification of Documents according to Colon Classification (6<sup>th</sup> rev edition) having Basic, Compound and Complex subject.

### **Recommended Reading:**



1. Comaromi, J.P., Warren, M.J. & Dewey, Melvil. (1982). *Manual on the use of the Dewey decimal classification*. Forest Press
2. Dewey, Melvil. (1996). *Dewey decimal classification*. Ed. 22. USA: Forest Press
3. Dhyani, Pushpa. (2006). *Classifying with Dewey decimal classification*. New Delhi: EssEss.
4. Kaula, P N. (1985). *A treatise on colon classification*. New Delhi: Sterling Publishers,
5. Kaula, P.N. (1985). *A treatise on colon classification*. New Delhi: Sterling Publishers.
6. Khan, M.T.M. (2005). *Dewey decimal classification*. New Delhi: Shree Publishers.
7. Ranganathan, S R. (1960). *Colon classification*. Ed.6. Bangalore: SaradaRanganathan Endowment for Library Science.
8. Ranganathan, S R. (1989). *Elements of library classification*. Bangalore: SardaRanganathan Endowment for Library Science.
9. Satija ,M P. (2007). *The theory and practice of the Dewey decimal classification system*. Oxford: Chandos Publishing.
10. Satija, M P. (1995.) *Manual for practical colon classification*. Rev. Ed.3. New Delhi: Sterling

**BLIS-C-203 ORGANIZATION OF KNOWLEDGE: CATALOGUING PRACTICE**  
**(4 CREDIT)**

Unit 1

**Cataloguing:** AACR II, SEARS LIST OF SUBJECT HEADING (SLSH), MARC,  
 LCSH

Unit 2

**Classified Catalogue Code (CCC)**

#### Recommended Readings:

1. Krishan Kumar (1986). An introduction to cataloguing practice. (3rd Rev. ed.). New Delhi: Vikas Publishing.
2. Ranganathan, S R. (2000). Cataloguing practice. Bangalore: SardaRanganathan Endowment for Library Science.
3. Sehgal, R.L (1996). Cataloguing practice: classified catalogue code. New Delhi: EssEss.
4. Singh, S.N. & Prasad, H.N. (1985). *Cataloguing manual AACR-II*. Delhi: B.R. Publishing.
- 5.

### **BLIS-DSE -204 DOCUMENTATION PROJECT, JOB DIARY and FIELD VISIT (4 CREDIT)**

#### **i. DOCUMENTATION PROJECT**

Each student has to prepare project report on any one of the following on a particular topic/ area to be assigned by the center

- a) Bibliographic project on a selected topic/ area;
- b) Newspaper clipping on a selected topic/ area;
- c) Description of Few selected Library websites;

#### **ii. JOB DIARY**

Students are required to work in every section of the Lakshminath Bezbaroa Library, Dibrugarh University or any other well organized library specified by the Centre. During the work, the students need to gain practical knowledge under the guidance of a Teacher. The students should have to maintain a diary and later on have to prepare a report on the basis of their practical works in the library. The report has to submit for the purpose, to be signed by the concerned teacher and countersigned by The Chairperson of the Centre. The Diary is to be evaluated jointly by both the external and internal examiners followed by Viva-voce.

### **iii. FIELD VISIT:**

Every student are required to visit and prepare a report on the working system and management of selected library and information centre of a place outside the state preferably metropolitan city accompanied by teachers for guidance in the beginning of the Second semester. The report shall have to be submitted to the Centre for evaluation jointly by external and internal examiners. The objective of the practical visit to the library/libraries is/ are curriculum stipulated study tour are to:

- To acquaint the students the organization and management to established/modern libraries and information centers at national level.
- Expose themselves to automated and networked libraries on site.
- Understand the functions discharged and the services provided by these library and information Centre.
- To make a comparative and critical study and evaluation among the libraries visited, and
- Get an overview of the latest trends and development on library and information services provided in the emerging scenario.

**BLIS-GE-205 KNOWLEDGE MANAGEMENT AND BASICS OF DIGITAL LIBRARY AND E-RESOURCES (4 credits)**

**Unit 1**

1. Knowledge: Concept, Meaning and Definitions. 2. Tripartite Theory of Knowledge. 3. Knowledge Management (KM): Meaning, Concept and Genesis. 4. The three Dimensional expansion of KM 5. Tools and Techniques of KM. 6. Knowledge Audit. 7. KM Strategies. 8. Knowledge Preservation & Harvesting.

**Unit 2**

1. Information Explosion: Concept, meaning and Impact. 2. Exponential Growth and Control measures. 3. Theory of Innovation- E.M. Roger's Theory: elements, characteristics, adoption process. 4. Information Management vs. Knowledge Management. 5. KM System and its application in various sectors. 6. Information Entrepreneurship and its Development.

**Unit 3**

Digital Library: Concept, Genesis, Characteristics, Architecture. 2. Types, standards, Formats and Protocols. 3. Digital Library Software: D-Space/Greenstone/Eprint etc. 4. Digitization: Concept, Scope and Need. 5. Planning and Selection of Resources, Hardware & Software,

Manpower, Costs. 6. Workflow: Digitization Process, Formats of Digital documents etc. 7. Virtual Library: Concept and Objective. 8. Digital Library Vs Virtual Library. 9. Institutional Repository: Concept, Characteristics and needs.

#### **Unit 4**

1. Digital Availability of Resources: Concept, Advantage and Disadvantage. 2. Open Internet resources and Subscribe Resources. 3. Research output as E-Resource: Concept, Need, Type and Advantage. 4. Management of E-resource: Publishers, Aggregators, Discovery services etc. 5. Federated Search, Perpetual access etc. 6. E-resource initiatives: Public and Private contributions; INFLIBNET center, National Digital Library of India (NDLI), OCLC etc.

#### **Recommended Reading:**

1. Arora, A. & Bansal, S. (2000). Computer Fundamentals. New Delhi: Excel Books.
2. Breeding, M. (2015). The future of library resource discovery: a white paper commissioned by the NISO Discovery to Delivery (D2D) Topic Committee. Council of Undergraduate Research. Available at: [http://www.cur.org/about\\_cur/frequently\\_asked\\_questions\\_/#](http://www.cur.org/about_cur/frequently_asked_questions_/#)
3. Breeding, M. —APIs Unify Library Services. || Computers in Libraries 34, no. 3. 22–24.
4. Breeding, M., (2015) Discovery product functionality. Library technology reports, 50(1), 5-32.
5. Chad, K. (2012). Specification for a Unified (Next Generation) Library Resource Management System, version 2. Ken Chad Consulting, August 2012. <https://libtechrfp.wikispaces.com/Unified+library+resource+management+specification>.
6. De Smet, Egbert, and S. N. Dhamdhare. (2016). E-discovery tools and applications in modern libraries. IGI Global.
7. Fox, E. A., & Torres, R. S. (2014). Digital library technologies: Complex objects, annotation, ontologies, classification, extraction, and security.
8. Gupta, G. K. (2011) Database Management System. Tata McGraw-Hill Education.

9. Heath, T. & Bizer, C. (2011). Linked data [electronic resource] : Evolving the web into a global data space Morgan & Clypool.
10. Hitzler, P., Krotzsch, M. & Rudolf, S. (2010). Foundations of Semantic Web technologies, Chapman & Hall
11. Shrikantaiah, T. Kanti & Koeing, Micheal E.D (Ed). (2008). Knowledge management in practice: connections and context. New Delhi: Ess Ess.