

UNIVERSITY OF RAJASTHAN JAIPUR



FACULTY OF EDUCATION

Syllabus for BACHELOR OF LIBRARY AND INFORMATION SCIENCE (First & Second Semester)

(Under Choice Based Credit System)

National Education Policy (NEP – 2020)

Session-2025-26

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SYLLABUS

BACHELOR OF LIBRARY AND INFORMATION SCIENCE

SEMESTER SCHEME

2025-26

The Bachelor of Library and Information Science (BLIS) is a one-year undergraduate professional Programme consisting two semesters that teaches library administration and management to the students.

Objectives of the Bachelor of Library and Information Science (BLIS) Programme (Semester Scheme) are:

- To provide thorough and comprehensive knowledge about Library and Information Centre management
- To give the students an understanding of the basics of Information Science, concept of librarianship, basic principles, fundamental laws, and professional ethics.
- To train the students for better management of Library and Information Centre.
- To train the students in the skills of information knowledge processing, organization and retrieval.
- To improve organizational, managerial skills of students for future uses in managing Libraries and information centres
- To enable the students to understand and appreciate the functions and purposes of Library and Information Centres in the changing social cultural, technological and economic environment.
- To provide students the basic knowledge of computer and its application in library and information activities.

PROGRAMME OUTCOMES (POS):

PO1: Demonstrate foundational knowledge of library and information science principles, tools, and practices.

PO2: Apply classification, cataloguing, and indexing techniques to systematically organize information resources.

PO3: Operate library management systems and utilize digital tools for effective library operations.

PO4: Explain the ethical, legal, and social responsibilities related to information access, copyright, and intellectual property rights.

PO5: Communicate effectively with library users and colleagues in a professional environment.

PO6: Provide user-centered information services, including reference assistance and information retrieval.

PO7: Analyze library-related challenges and propose appropriate solutions based on LIS principles and practices.

PO8: Demonstrate a commitment to lifelong learning and adaptability to evolving information technologies.

PO9: Collaborate effectively as part of a team to deliver and enhance library and information services.

PO10: Collect, organize, and interpret user data to assess needs and improve library services.

PROGRAMME SPECIFIC OUTCOMES (PSOs):

PSO1: Organize and manage library resources using classification, cataloguing, and indexing methods.

PSO2: Use digital tools and library software to provide efficient library services.

PSO3: Help users find and use information through reference services and information literacy programs.

PSO4: Follow ethical and legal rules like copyright and intellectual property rights in managing information.

PSO5: Communicate clearly and work well with others in a library or information center.

PSO6: Keep learning new skills and technologies to stay updated in the library and information field.

RULES FOR ADMISSION:

O.329 I of the University Hand Book as follows:

The duration of the course will be one academic year consisting of two semesters. First and second semester will commence from July to December and January to June respectively.

O.329-J of the University Hand Book as follows:

A candidate for admission to the Bachelor of Library & Information Science (BLIS) course should possess a Bachelor's degree or Master's degree of the University or of any other University recognized for the purpose by the syndicate with 45% marks in the aggregate either at the Bachelor's degree examination or at the master's degree.

The candidate employed in the recognized Libraries of Rajasthan as whole-time paid worker and possessing at least three years' experience after passing C. Lib. Sc. or Diploma in Library Science recognized by the University of Rajasthan may also be admitted subject to a maximum of 25% of total seats.

SCHEME OF EXAMINATION:

- a) Every candidate who has appeared in First Semester Examination may provisionally permitted to join the Second Semester of BLIS. with or without break provided a candidate must pass 50% of theory papers and 50% practical of first semester. As such, the candidate shall be eligible for appearing at the Second Semester Examination. Such candidates shall also be allowed to appear for due papers/ back papers of First Semester Examination and Second Semester Examinations in the next subsequent Semester Exam. Since BLIS is one year course comprising two semesters, the candidate shall be allowed maximum 3 years to pass the BLIS Examination.
- b) The provisions of revaluation for BLIS examination shall be allowed for 50% of theory papers or as per University rules.
- c) A candidate for the examination shall be required to offer the papers mentioned. The maximum marks shall be noted against each paper. Each theory paper and practical paper shall be of 3 hours duration. Each theory paper and practical paper shall be of 3 hours duration.
- d) Each theory and practical papers of both semesters will be of 100 marks, having Internal Assessment/ Continuous Assessment (CA) of 20 marks and End of Semester Exam (EoSE) of 80 marks from the session 2025-2026 and onwards.**
- e) In case of any mistakes being detected during the preparation of the mark sheet or brought to the notice after wards, the University is fully empowered to correct the same.

BLIS Degree shall be awarded to the candidate on successful completion of both the semesters. A list of successful candidates shall be prepared on the basis of aggregate marks obtained in all the two semester examinations.

Due Paper: The rules and regulations as laid down by the University shall be applicable for keeping the term and subsequent examinations.

SYLLABUS

BACHELOR OF LIBRARY AND INFORMATION SCIENCE

SEMESTER SCHEME

First Semester 2025-26

S. No.	Subject Code	Course Title	Course Category	Credit	Max. Marks		CA+ EoSE = Total
					CA	EoSE	
1.	BLS-701	Foundations of Library and Information Science (Theory)	CCC	4	20	80	100
2.	BLS-702	Library Classification (Theory)	CCC	4	20	80	100
3.	BLS-703	Library Cataloguing (Theory)	CCC	4	20	80	100
4.	BLS-704	ICT Application in Library and Information Science (Theory)	CCC	4	20	80	100
5.	BLS-711	Library Classification - Colon Classification (Practical)	CCC	6	20	80	100
6.	BLS-712	Library Cataloguing - Classified Catalogue Code (Practical)	CCC	6	20	80	100
7.	BLS-713	ICT Application in Library and Information Science (Practical)	CCC	6	20	80	100
			TOTAL	34	140	560	700

BLIS- SEMESTER-I

2025-26

BACHELOR OF LIBRARY AND INFORMATION SCIENCE

Paper: BLS-701: Foundations of Library and Information Science (Theory)

पुस्तकालय और सूचना विज्ञान की आधारशिला

Max. Marks: 80

Course Outcomes:

CO1: Explain the concept of library, information, and society, and outline the historical development of libraries and library education in India.

CO2: Describe the types of libraries and information centres, their objectives, functions, and services.

CO3: Interpret the Five Laws of Library Science and their relevance to library operations.

CO4: Discuss the need for library legislation in India and summarize key related acts and ethical issues.

CO5: Identify major national and international library associations and organizations and explain their role in library development.

SYLLABUS BLS-701:

Unit- I. Introduction - Concept of Library, Information and Society; Historical Development of Libraries in India; Library Education in India: Historical Development, Level of Courses, Present Trends; Library as a Social Institution, Role of Library and Information Centres in the Modern Society.

इकाई- I परिचय - पुस्तकालय, सूचना एवं समाज की अवधारणा; भारत में पुस्तकालयों का ऐतिहासिक विकास; भारत में पुस्तकालय शिक्षा: ऐतिहासिक विकास, पाठ्यक्रमों का स्तर, वर्तमान रुझान; एक सामाजिक संस्था के रूप में पुस्तकालय, आधुनिक समाज में पुस्तकालय और सूचना केंद्रों की भूमिका

Unit- II. Types of Library & Information Centres and Library Philosophy - Five Laws of Library Science and their Implications, Different Types of Libraries: Public, Academic and Special - Their Objectives, Functions, Services and Distinguishing Features; National Library of India, Kolkata- Objectives, Functions and Services.

इकाई- II. पुस्तकालय और सूचना केंद्रों के प्रकार और पुस्तकालय दर्शन - पुस्तकालय विज्ञान के पांच नियम और उनके निहितार्थ, पुस्तकालयों के विभिन्न प्रकार: सार्वजनिक, शैक्षणिक और विशेष - उनके उद्देश्य, कार्य, सेवाएँ और विशिष्ट विशेषताएं; भारतीय राष्ट्रीय पुस्तकालय, कोलकाता- उद्देश्य, कार्य और सेवाएँ

Unit- III. Library Legislation - Library Legislation: Need and Essential Features; Library Legislation in India: Need, Purpose, Functions and Essential Features; The Press and Registration Act; Delivery of Books (Public Libraries) Act; IPR: Copyright Act; Right to Information Act; Plagiarism

इकाई- III. पुस्तकालय विधान - पुस्तकालय विधान: आवश्यकता एवं आवश्यक विशेषताएँ; भारत में पुस्तकालय विधान: आवश्यकता, उद्देश्य, कार्य और आवश्यक विशेषताएँ; प्रेस और पंजीकरण अधिनियम; पुस्तकों का वितरण (सार्वजनिक पुस्तकालय) अधिनियम; आईपीआर: कॉपीराइट अधिनियम; सूचना का अधिकार अधिनियम; साहित्यिक चोरी

Unit- IV. Library Associations and Organisations - Library Associations of India: Indian Library Association (ILA); Indian Association of Special Library & Information Centres (IASLIC); International Associations: American Library Association (ALA), Chartered Institute of Library and Information Professionals (CILIP), Association for Information Management (ASLIB), and Special Library Association (SLA); National and International Organisations: Raja Rammohun Roy Library Foundation (RRRLF), United Nations Educational, Scientific and Cultural Organisation (UNESCO), and International Federation of Library Associations and Institutions (IFLA) in Promotion and Development of Libraries.

इकाई- IV. पुस्तकालय संघ और संगठन - भारत के पुस्तकालय संघ: भारतीय पुस्तकालय संघ (आईएलए); इंडियन एसोसिएशन ऑफ स्पेशल लाइब्रेरी एंड इंफॉर्मेशन सेंटर्स (IASLIC); अंतर्राष्ट्रीय संघ: अमेरिकन लाइब्रेरी एसोसिएशन (एएलए), चार्टर्ड इंस्टीट्यूट ऑफ लाइब्रेरी एंड इंफॉर्मेशन प्रोफेशनल्स (सीआईएलआईपी), एसोसिएशन फॉर इंफॉर्मेशन मैनेजमेंट (एसएलआईबी), और स्पेशल लाइब्रेरी एसोसिएशन (एसएलए); राष्ट्रीय और अंतर्राष्ट्रीय संगठन: पुस्तकालयों के प्रचार और विकास में राजा राममोहन रॉय लाइब्रेरी फाउंडेशन (आरआरआरएलएफ), संयुक्त राष्ट्र शैक्षिक, वैज्ञानिक और सांस्कृतिक संगठन (यूनेस्को), और इंटरनेशनल फेडरेशन ऑफ लाइब्रेरी एसोसिएशन एंड इंस्टीट्यूशंस (आईएफएलए)।

RECOMMENDED BOOKS

Paper: BLS-701- Foundations of Library and Information Science (Theory)

1. BAWDEN (D) and ROBINSON (L). Introduction to information science. 2013. Neal Schuman, Chicago.
2. CHAPMAN (Elizabeth A) and LYNDEN (Frederick). Advances in librarianship. 24 V. 2000. Academic Press, San Diego.
3. DAVIES (DL). Library and information science. 2013. Random Exports, New Delhi.
4. ISAAC (KA). Library legislation in India: A critical and comparative study of state library acts. 2004. Ess Ess Publications, New Delhi.
5. KHANNA (JK). Library and Society. 1987. Research Publication, Kurukshetra.
6. KRISHAN KUMAR. Library Organisation. 1993. Vikas Publishing House, New Delhi.
7. KUMAR (PSG). Fundamentals of information science. 1998, S Chand, New Delhi.

8. LECKIE (GJ), GIVEN (LM) and BUSCHMAN (J). Critical theory for library and information science: Exploring the social from across the disciplines. 2010. Libraries Unlimited, Santa Barbara, Calif.
9. MCINTOSH (J). Library and information science: Parameters and perspectives. 2011. Apple Academic Press, Oakville, Ont.
10. PEDLEY (Paul). Copyright for library and information service profession. Ed 2. 2000. Library Association, London.
11. PRAJAPATI (BG). Library and information science. 2013. Discovery Pub. House, New Delhi.
12. PRASHER (RG). Information and its communication. 1991. Medallion Press, New Delhi.
13. PRAJAPATI (RS). Foundations of library and information science. 2013. Discovery Publishing House, New Delhi.
14. RANGANATHAN (SR). Five laws of library science. Ed. 2. 1989. Sarda Ranganathan Endowment for Library Science, Bangalore.
15. RANGANATHAN (SR). Pustakalaya Vigyan Ke Panch Sutra. Translated by CL Sharma. 1977. Rajasthan Hindi Granth Academy, Jaipur.
16. RUBIN (Richard E). Foundation of library and inf. science. 1998. Neal Schuman, New York.
17. SINGH (SP). Special libraries in the electronic environment. 2005. Book well, New Delhi.
18. VENKATAPPAIAH (VELAGA) AND MADHUSUDHAN (M). Public library legislation in the new millennium: A new model public library acts for the union, states and union territories. 2006. Book well, New Delhi.
19. VISWANATHAN (CG). Introduction to Public Library Organization. 1996. Anand Publication, Calcutta.

Paper: BLS-702: Library Classification (Theory)

पुस्तकालय वर्गीकरण (सैद्धांतिक)

Max. Marks: 80

Course Outcomes

CO1: Explain the meaning, need, and purpose of library classification, including the concepts of notation and laws of library science.

CO2: Describe various species of classification schemes such as Enumerative, Faceted, Dewey Decimal, and Colon Classification.

CO3: Identify and apply the fundamental categories of classification, including PMEST, isolates, devices, and call number components.

CO4: Analyze the principles of facet analysis, classification sequence, and recent trends in knowledge organization systems like SKOS, taxonomy, and social bookmarking.

SYLLABUS BLS-702:

Unit- I. Library classification: Meaning, Need and Purpose of classification; Notation: Definition, types and qualities; Canon for characteristics and canons for Succession of characteristics; Laws of Library Science; Basic Laws: Law of interpretation, Law of impartiality, Law of symmetry, law of Parsimony, O Law of Local variation and Law of osmosis.

इकाई- I. पुस्तकालय वर्गीकरण : पुस्तकालय वर्गीकरण का अर्थ, आवश्यकता एवं उद्देश्य अंकन : परिभाषा, प्रकार एवं गुण, विशेषताओं के उपसूत्र, विशेषताओं के क्रमिक प्रयोग का उपसूत्र, पुस्तकालय विज्ञान के पाँच नियम; मौलिक नियम : निवर्चन का नियम, निष्पक्षता का नियम, प्रतिसाम्यता का -नियम, मितव्ययिता का नियम, स्थानीय विभिन्नता का नियम, परासरणता का नियम

Unit- II. Species classification schemes: Enumerative Classification (EC), Almost enumerative classification (AEC), Almost faceted classification (AFC), Rigidly faceted classification (RFC), Freely Faceted classification (FFC); Salient features of- Dewey Decimal classification (DDC); Colon Classification (cc)

इकाई- II. वर्गीकरण पद्धतियों के प्रकार : परिणामात्मक वर्गीकरण (EC), लगभग परिणामात्मक वर्गीकरण (AEC), लगभग पभात्मक वर्गीकरण (AFC), अपरिवर्तनीय पक्षात्मक वर्गीकरण (RFC), मुक्त पभात्मक वर्गीकरण (FFC), डीवी डेसीमल और कोलन वर्गीकरण पद्धति की मुख्य विशेषताएँ

Unit- III. Main class; Canonical class and Basic class; Five fundamental Categories: PMEST; Isolate: common Isolate, Special Isolate; Rounds and levels, Devices: Chronological Device, Geographical Device, Subject Device, Alphabetical Device, Mnemonic Device, Super Imposition Device; Call Number: class Number; collection Number; Book Number.

इकाई- III. मुख्य वर्ग: प्रमाणिक वर्ग, आंधार वर्ग एकल; पाँच मूलभूत श्रेणियाँ: PMEST; सामान्य एकल, विशिष्ट एकल; आवर्तन एवं स्तर; विधियाँ : कालक्रम विधि, भौगोलिक विधि, विषय विधि, वर्णक्रम विधि, स्मृति सहायक अंक विधि, अध्यारोपण विधि; क्रमक संख्या: वर्गांक, ग्रंथांक, संग्रहांक.

Unit- IV. facet Analysis: Postulates Pertaining to fundamental categories; Postylational Approach to classification with steps in systematic classification; Principles of facet sequence; Principles of Helpful Sequence: Evolutionary sequence, spatial sequence, Quantitative measures sequence, complexity measures sequence, canonical sequence, Literary warrant sequence. and Alphabetical sequence.

Recent Trends and developments: Simple Knowledge Organization Systems (SKOS); Taxonomy, folksonomy, Tagging and social Bookmarking, Web Dewey, OCLC classify, Functions and activities of DRTC and ISKO

इकाई- IV. पक्ष विलक्षण: मूलभूत श्रेणियों की अभिधारणा; व्यवस्थित वर्गीकरण में अभिधारणा अभिगम : सोपान विधि, पक्ष अनुक्रम के सिद्धान्त; सहायक अनुक्रम के सिद्धान्त : परवर्ती विकास का सिद्धान्त- स्थानीय समीपता का सिद्धान्त, परिमाण, संख्या या मात्रा का सिद्धान्त, जटिलता-माप सिद्धान्त, प्रमाणिक अनुक्रम का सिद्धान्त, साहित्यिक मांग का सिद्धान्त और वर्णानुक्रम का सिद्धान्त.

आधुनिक प्रचलन एवं विकास : सरल जान संगठन प्रणाली (एस के ओ एस), टैक्सोनोमी; फॉक्सोनोमी; टैगिंग और सांगल बुक मार्किंग, वेब डेवी, ओसीएलसी क्लासीफाई; डीआरटीसी और आई एस के ओ

RECOMMENDED BOOKS

Paper: BLS- 702 & 711 - Library Classification (Theory and Practical)

1. RANGANATHAN (SR). Elements of library classification. Ed 3. 1962. Asia, Bombay.
2. RANGANATHAN (SR). Prolegomena to library classification. Ed 3. 1989. Sarada Ranganathan Endowment for Library Science, Bangalore.
3. PALMER (BI) and WELLS (AJ). Fundamentals of Library Classification. 1961.
4. SAYERS (WCB). Manual of Classification for librarians. Rev. by Arthur Maltby Ed 5. 1975. Andre Deutsch, London.
5. SAYERS (WCB). Introduction to library classification. Rev. by Arthur Maltby. Ed 9. 1958. Grafton, London.
6. KRISHAN KUMAR. Theory of classification. 1993. Vikas, New Delhi.
7. BHARGAVA (GD). Granthalaya Vargikaran. 1972. M.P. Hindi Granth Academy, Bhopal.
8. MILLS (J). A modern outline of library classification. 1962. Asia Publishing House, Bombay.
9. RANGANATHAN (SR). Preview of Colon Classification. Ed 7
10. SHRIVASTAVA (AP). Theory of knowledge classification. 1972. Laxmi Book Depot, Delhi.
11. RANGANATHAN (SR). Colon Classification. Ed 6. 1966. Asia Publishing House, Bombay.
12. DEWEY (Melvil). Dewey Decimal Classification. Ed 19. 1979. Forest Press, New York.

13. WELLER (K). Knowledge representation in the social semantic web. 2010. De-Gruyter Saur, Berlin.
14. BROUGHTON (V). Essential classification. Ed 2. 2015. Neal-Schuman, Chicago.
15. BATLEY (S). Classification in theory and practice. Ed 2. 2014. Chandos Pub., London.
16. BROUGHTON (V). Facet Analysis. 2020. Facet Pub., London.
17. STOCK (S) & STOCK (WG). Handbook of Information Science. 2013. De-Gruyter Saur, Berlin.
18. PETERS (I). Folksonomies, indexing and retrieval in Web 2.0. 2009. De-Gruyter Saur, Berlin.
19. STAAB (S) & STUDER (R), eds. Handbook on Ontologies. 2009. Springer, Dordrecht.
20. STUART (D). Practical ontologies for information professionals. 2016. Facet Pub., London.

Paper: BLS-703: Library Cataloguing (Theory)

पुस्तकालय सूचीकरण (सैद्धांतिक)

Max. Marks: 80

Course Outcomes:

CO1: Understand the concept, need, objectives, and functions of the library catalogue and its physical forms including OPAC.

CO2: Explain different types of catalogue entries and their data elements as per Classified Catalogue Code (CCC) and Anglo-American Cataloguing Rules-II (AACR-II).

CO3: Analyze the choice and rendering of headings for personal, corporate authors, pseudonyms, anonymous works, and periodicals, and understand normative principles and subject cataloguing methods.

CO4: Describe recent trends and developments in library cataloguing including centralized and cooperative cataloguing, and standards such as ISBD, FRBR, RDA, and MARC-21.

SYLLABUS BLS-703:

Unit- I. Fundamental Concepts and Historical Development of Library Catalogue: Library Catalogue: Concept, Need, Objectives and Functions; Brief History and Development of Library Catalogue Codes; Physical Forms of Catalogue: Conventional Form and Non-conventional Form (including OPAC, Web OPAC); Card Catalogue Vs OPAC; Types of Catalogues: Dictionary Catalogue, Classified Catalogue, Alphabetic-classed Catalogue; Dictionary Vs Classified Catalogue.

इकाई- I. पुस्तकालय सूची की मौलिक अवधारणाएँ एवं ऐतिहासिक विकास: पुस्तकालय सूची: अवधारणा, आवश्यकता, उद्देश्य एवं कार्य; पुस्तकालय सूची संहिताओं का संक्षिप्त इतिहास एवं विकास; सूची के भौतिक स्वरूप: पारंपरिक स्वरूप एवं गैर-पारंपरिक स्वरूप (ओपेक एवं वेब ओपेक सहित); कार्ड कैटलॉग बनाम ओपेक; सूची के प्रकार: शब्दकोश प्रसूची, वर्गीकृत सूची, वर्णमाला-वर्गीकृत सूची; शब्दकोश बनाम वर्गीकृत सूची।

Unit- II. Types of Catalogue Entries: Kinds of Entries and their functions according to Classified Catalogue Code (CCC) and Anglo-American Cataloguing Rules-II (AACR-II): Main Entry and Added Entries. Data Elements in Different Types of Entries: CCC and AACR-II.

इकाई- II. सूची प्रविष्टियों के प्रकार: क्लासिफाइड कैटलॉग कोड (CCC) एवं एंग्लो-अमेरिकन कैटलॉगिंग रूल्स-II (AACR-II) के अनुसार प्रविष्टियों के प्रकार एवं उनके कार्य: मुख्य प्रविष्टि एवं इतर प्रविष्टियाँ। विभिन्न प्रकार की प्रविष्टियों में डेटा तत्व: CCC एवं AACR-II.

Unit- III. Choice and Rendering of Headings: Personal Authors (Western and Indic Names); Corporate Authors: Government, Institutions, Conference; Pseudonyms; Anonymous Works and Uniform Titles; Periodicals in CCC and AACR-II.

Normative Principles of Cataloguing and Subject Cataloguing: Laws, Principles and Canons; Concept, Purpose, Functions and Problems of Subject Cataloguing; Methods for Derivation of Subject Headings: Chain Indexing; Sear's List of Subject Headings (SLSH).

इकाई- III. शीर्षकों का चयन एवं प्रतिपादन: व्यक्तिगत लेखक (पाश्चात्य एवं भारतीय नाम); समष्टि लेखक: शासन, संस्थाएँ, सम्मेलन; छद्म नामधारी; अज्ञात रचनाएँ एवं एकरूप आख्या; CCC एवं AACR-II में पत्रिकाएँ।

सूचीकरण के मानकीय सिद्धांत एवं विषय सूचीकरण: नियम, सिद्धांत एवं उपसूत्र; विषय सूचीकरण की अवधारणा, उद्देश्य, कार्य एवं समस्याएँ; विषय शीर्षकों की व्युत्पत्ति की विधियाँ: श्रृंखला अनुक्रमणीकरण; सीयर्स लिस्ट ऑफ सबजेक्ट हैडिंग्स (SLSH).

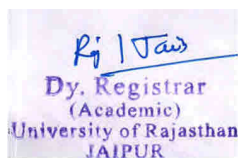
Unit- IV. Recent Trends and Developments in Library Cataloguing: Centralized Cataloguing; Cooperative Cataloguing; Standards for Bibliographic Description: ISBD, CCF, FRBR; Resource Description and Access (RDA), Bibliographic Record Format: MARC-21.

इकाई- IV. पुस्तकालय सूचीकरण में आधुनिक प्रचलन एवं विकास: केंद्रीकृत सूचीकरण; सहकारी सूचीकरण; ग्रंथसूची विवरण के लिए मानक: रिसोर्स डिस्क्रिप्शन एंड एक्सेस (RDA), ISBD, CCF, FRBR; ग्रंथसूची रिकॉर्ड प्रारूप: MARC-21.

RECOMMENDED BOOKS

Paper: BLS - 703 & 712- Library Cataloguing (Theory and Practical)

1. AMERICAN LIBRARY ASSOCIATION, et al. Anglo-American cataloguing rules. Rev. Ed. 1998. Library Association, London.
2. BOWMAN (JH). Essential cataloguing. 2003. Facet Publishing, London.
3. BRISTOW (BARBARA A). Sears List of Subject Headings. Ed. 22. 2018. Grey House Publishing, New York.
4. CHAN (LM) AND HODGES (T). Cataloging and classification: An introduction. Ed. 3. 2007. Scarecrow Press, Lanham.



5. GIRJA KUMAR AND KRISHAN KUMAR. Theory of cataloguing. Ed. 5. 2011. Vikas Publishing House, Delhi.
6. KRISHAN KUMAR. An introduction to AACR-2. 1990. Vikas Publishing House, New Delhi
7. KRISHAN, (G). Library online cataloguing in digital way. 2000. Authors Press, Delhi.
8. LAZARINIS (FOTIS). Cataloguing and classification: An introduction to AACR2, RDA, DDC, LCC, LCSH and MARC 21 Standards. 2014. Chandos Publishing, London.
9. RANGANATHAN (SR). Classified catalogue code: with additional rules for dictionary catalogue. Ed. 5 (with amendments). 1989. Sarada Ranganathan Endowment for Library Science, Bangalore.
10. RANGANTHAN (SR). Cataloguing Practice. Ed 2. 1974. Asia Publishing House, Bombay.
11. TAYLOR (AG) AND MILLER (David P). Introduction to cataloging and classification. Ed. 10. 2007. Atlantic Publishers, New Delhi.
12. TAYLOR (ARLENE G). Wynar's introduction to cataloging and classification Ed. 9. 2000. Libraries Unlimited Inc.
13. WELSH (A) AND BATLEY (S). Practical cataloguing: AACR, RDA and MARC 21. 2012. Facet Publishing, London.

**Paper: BLS-704: ICT Application in Library and Information Science
(Theory)**

पुस्तकालय एवं सूचना विज्ञान में आईसीटी अनुप्रयोग (सैद्धांतिक)

Max. Marks: 80

Course Outcomes:

CO1: Describe the basics of computers, their types, and the role of ICT in libraries.

CO2: Explain different operating systems and software applications commonly used in libraries.

CO3: Understand the fundamentals of computer networks, including network topologies and types.

CO4: Explore the Internet, its services, web protocols, and use of search engines effectively.

CO5: Understand the concept of library automation and evaluate various Library Management Software (LMS) including proprietary and open-source options.

SYLLABUS BLS-704:

Unit- I. Fundamentals of Information & Communication Technology: Historical development of computer, Generation of computers; Definition, Need, Components, scope; Objectives of Computer, Classification of computers: Super, Mainframe, Mini & Micro; Basic Components of computer: Input-Output device, CPU, Storage Device; Need and purpose of ICT in libraries.

इकाई- I. सूचना एवं संचार प्रौद्योगिकी के मूल तत्व: कंप्यूटर का ऐतिहासिक विकास, कंप्यूटर की पीढ़ियाँ; परिभाषा, आवश्यकता, घटक, क्षेत्र; कंप्यूटर के उद्देश्य, कंप्यूटरों का वर्गीकरण: सुपर, मेनफ्रेम, मिनी और माइक्रो; कंप्यूटर के मूल घटक: इनपुट-आउटपुट डिवाइस, सीपीयू, स्टोरेज डिवाइस; पुस्तकालयों में आईसीटी की आवश्यकता एवं उद्देश्य।

Unit- II. Software and Operating Systems: Introduction, Concept, Definition, Needs and Types; Features of Operating Systems; Basic Components of Operating Systems; System Software, Operating Systems- MS-Windows, UNIX and LINUX; Utility Software; Application Software - MS-Word, MS-Excel, MS-Power point; and MS-Access; Introduction to Open Office Package.

इकाई- II. सॉफ्टवेयर एवं ऑपरेटिंग सिस्टम: परिचय, अवधारणा, परिभाषा, आवश्यकताएँ एवं प्रकार; ऑपरेटिंग सिस्टम की विशेषताएँ; ऑपरेटिंग सिस्टम के मूल घटक; सिस्टम सॉफ्टवेयर, ऑपरेटिंग सिस्टम - MS-Windows, UNIX एवं LINUX; यूटिलिटी सॉफ्टवेयर; एप्लिकेशन सॉफ्टवेयर - MS-Word, MS-Excel, MS-PowerPoint, एवं MS-Access; ओपन ऑफिस पैकेज का परिचय।

Unit- III. Networking of Computers: Concept and need of Computer Networks, Network Topology, Type of Network: LAN, MAN, WAN; Basic Components of Computer Networks, Switching Techniques: Circuit switching, Packet switching, and Cell switching.

The Internet: Definition, Evolution of Internet, Web Browsers; Search Engines; World Wide Web (WWW), HTML, Networking/ Internet Protocols and Standards: Definition, Concept, Types-TCP/IP, and other protocols: HTTP, SHTTP, FTP, SMTP, URI, URL; TELNET, IRC, Bulletin Board,

Search Strategies; Internet Applications and Services: Email, Mailing List and Listserv, Chats, Instant Messaging, E-Commerce, Online Surveys, Online Discussion Forums and Benefits of Internet.

इकाई- III. इंटरनेट: परिभाषा, इंटरनेट का उद्भव, वेब ब्राउज़र्स; सर्च इंजिन्स; वर्ल्ड वाइड वेब (WWW), HTML, नेटवर्किंग/इंटरनेट प्रोटोकॉल्स एवं मानक: परिभाषा, अवधारणा, प्रकार - TCP/IP, एवं अन्य प्रोटोकॉल्स: HTTP, SHTTP, FTP, SMTP, URI, URL; TELNET, IRC, बुलेटिन बोर्ड, खोज रणनीतियाँ; इंटरनेट अनुप्रयोग एवं सेवाएँ: ईमेल, मेलिंग लिस्ट एवं लिस्टसर्व, चैट, इंस्टेंट मैसेजिंग, ई-कॉमर्स, ऑनलाइन सर्वेक्षण, ऑनलाइन चर्चा फोरम और इंटरनेट के लाभ।

Unit- IV. Library Automation: Meaning, Purpose, Historical Development, Planning and Implementation of Automation in Housekeeping, Standards for Library Automation: MARC, Z39.50 protocols, Library Management Software (LMS): Proprietary, Free and Open-Source Software (FOSS); Evaluation, Basic Features of LMS.

इकाई- IV. पुस्तकालय स्वचालन: अर्थ, उद्देश्य, ऐतिहासिक विकास, स्वचालन की योजना और कार्यान्वयन, पुस्तकालय स्वचालन के मानक: MARC, Z39.50 प्रोटोकॉल, पुस्तकालय प्रबंधन सॉफ्टवेयर (LMS): प्रोप्राइटरी, मुफ्त एवं ओपन-सोर्स सॉफ्टवेयर (FOSS); मूल्यांकन, LMS की मूल विशेषताएँ।

RECOMMENDED BOOKS

Paper: BLS- 704 & 713: ICT Application in Library and Information Science (Theory & Practical)

1. BROPHY (Peter). The library in the 21st century: New series for information age. 2001. Library Association, London.
2. CHOWDHURY (GG) and CHOWDHARY (Sudatta). Searching CD-ROM and online information sources. 2001. Library Association, London.
3. DICKSON (Garg W) and DESANCTIS (Gerardine). Information technology and the future enterprise: New models for managers. 2001. Prentice Hall, New Jersey.
4. JANCZEWSKI (Lech). Internet and intranet security management: Risks and solutions. 2000. Idea, Hershey.
5. RODRIGUEZ (MVR) and FIRRANTE (AJ). Information technology for the 21st Century: managing the change. 1996. MVR Rodviguez, Milano.
6. LESK (Michael). Practical digital libraries: Books, bytes and bucks. 1997. Morgan Kaufonon. San Francisco.
7. WINSHIP (Ian) and McNAB (Alison). The student's guide to the Internet. 1999. Library Association, London.
8. WISE (Richard). Multimedia: A critical introduction. 2000. Routledge, London.
9. SESHAGIRI (N) and AHAPOV (ARAM), Ed. Multimedia Computer and Communication. 1992. McGraw-Hill, New Delhi.

10. SUZANNE (Bahter), Ed. Information transfer, New age, New wasy. 1983. Kluwer Academic Publishers, London.
11. Getting Started Microsoft Windows 98. Ed 2. 1999. Microsoft Corporation, USA.
12. MINASI (Marks). Mastering in Windows NT server. 1999. BPB, New Delhi.
13. Discovering Microsoft Office 2000 premium and professional 1999. Microsoft Corporation, USA.

Paper: BLS-711: Library Classification – Colon Classification (Practical)

पुस्तकालय वर्गीकरण – द्विन्दु वर्गीकरण (प्रायोगिक)

Max. Marks: 80

Course Outcomes:

CO1: Develop skills in subject analysis and the process of classification using Colon Classification.

CO2: Acquire knowledge and skills to classify documents with simple, compound, and complex subjects using Colon Classification (6th Edition).

CO3: Gain proficiency in constructing book numbers for documents of various subjects using Colon Classification.

SYLLABUS BLS-711:

Classification of documents by Colon Classification (6th Ed. reprint)

1. Classification of documents, having simple, compound and complex subjects.
2. Classification of documents using common isolates, phase relations, devices etc.

द्विन्दु वर्गीकरण (छठे संस्करण- पुनःमुद्रित) से प्रलेखों का वर्गीकरण

1. साधारण, यौगिक एवं मिश्रित विषयों के प्रलेखों का वर्गीकरण करना।
2. सामान्य एकल, दशा सम्बन्ध, विधियों इत्यादि का प्रयोग करके प्रलेखों का वर्गीकरण करना।

Q.1 10 out of 12 Titles are to be classified (Based on five fundamental categories, rounds, levels, systems and specials). (3X10 = 30 Marks)

प्रश्न 1. 12 शीर्षकों में से 10 शीर्षकों को वर्गीकृत करना है (पांच मूलभूत श्रेणियों, आवर्तन, स्तर, तंत्र (System) एवं विशिष्ट (Special) पर आधारित) (3x10 = 30 अंक)

Q.2 10 out of 12 Titles to be classified (Titles with certain emphasis on the use of devices, common isolates, phase relation etc.) (5X10 = 50 Marks)

प्रश्न 2. 12 शीर्षकों में से 10 शीर्षकों को वर्गीकृत करना है (शीर्षकों को विधियों, सामान्य एकलों, दशा सम्बन्धों इत्यादि का प्रयोग करके) (5x10 = 50 अंक)

Note: Since the Department will not be in a position to acquire more than 20-25 copies of CC (Ed. 6 reprint), examination of this paper will be conducted in different groups of examinees; each group will consist of 25 examinees only. In case the number of examinees is more than 25 in a session, the number of question papers to be set would be increased accordingly. Different question papers will be prepared for different groups.

टिप्पणी: चूँकि विभाग द्विन्दु वर्गीकरण (छठे संस्करण- पुनःमुद्रित) की 20-25 से अधिक प्रतियाँ प्राप्त करने की स्थिति में नहीं होगा, इसलिए इस पेपर की परीक्षा परीक्षार्थियों के विभिन्न समूहों में आयोजित की जाएगी; प्रत्येक समूह में केवल 25 परीक्षार्थी शामिल होंगे। यदि किसी सत्र में परीक्षार्थियों की संख्या 25 से अधिक है, तो सेट किए जाने वाले प्रश्न पत्रों की संख्या तदनुसार बढ़ाई जाएगी। अलग-अलग ग्रुप के लिए अलग-अलग प्रश्न पत्र तैयार किये जायेंगे।

Paper: BLS-712: Library Cataloguing - Classified Catalogue Code (Practical)

पुस्तकालय सूचीकरण – वर्गीकृत सूची संहिता (प्रायोगिक)

Max. Marks: 80

Course Outcomes:

CO1: Understand and apply the process of cataloguing using the Classified Catalogue Code (CCC).

CO2: Identify and prepare various sections and skeleton cards of Main and Added Entries as per CCC.

CO3: Analyze and interpret different parts of catalogue entries including title and entry elements.

CO4: Prepare Main Entries, Class Index Entries (CIE), Book Index Entries (BIE), Cross Reference Index Entries (CRIE), and Cross Reference Entries (CRE) for different types of documents using CCC.

SYLLABUS BLS-712:

Practical Cataloguing (Prepare Catalogue Entries– Main Entry, Class Index Entries (CIE), Book Index Entries (BIE), Cross Reference Index Entry (CRIE) and Cross Reference Entry (CRE)) of the following types of documents for a Classified Catalogue by using 'Classified Catalogue Code' (5th edition with amendments):

वर्गीकृत सूची के लिए निम्नलिखित प्रकार के प्रलेखों की प्रायोगिक सूचीकरण (सूची प्रविष्टियाँ तैयार करना - मुख्य प्रविष्टि, वर्ग निर्देशी प्रविष्टियाँ (CIE), ग्रन्थ निर्देशी प्रविष्टियाँ (BIE), नामान्तर निर्देशी प्रविष्टियाँ (CRIE) और अंतर्विषयी प्रविष्टियाँ (CRE) क्लासिफाइड कैटलॉग कोड' (संशोधनों के साथ 5वां संस्करण) का उपयोग करते हुए:

Unit- I. Books involving personal authorship with shared responsibilities and series in note. Books requiring titles as heading: Uniform Titles; Sacred Scripture; Anonymous Works

इकाई- I. व्यक्तिगत लेखक, सहलेखक और टिप्पणी ग्रंथमाला से संबंधित पुस्तकों की सूची बनाना, आख्यानान्तर्गत शीर्षक: एकरूप आख्या ; धार्मिक ग्रंथ; अनामक ग्रंथ

Unit- II. Books involving corporate authorship: Government, Institutions, Conference.

इकाई- II. समष्टि लेखकत्व से संबंधित पुस्तकों की सूची बनाना: शासन, संस्थाएँ, सम्मेलन

Unit- III. Books involving pseudonymous authors, Composite books, multi-volume books.

इकाई- III. छद्म नाम वाले लेखकों की पुस्तकें, सम्मिश्र ग्रन्थ, बहुखंडीय ग्रन्थ

Unit- IV. Periodical publication.

इकाई- IV. आवधिक प्रकाशन

Note: Complicated periodicals, pseudo series and author merged title are to be excluded.

The paper shall have 7 titles out of which 5 titles are to be compulsorily answered.

(16X5 = 80 Marks).

**Paper: BLS-713: ICT Application in Library and Information Science
(Practical)**

पुस्तकालय और सूचना विज्ञान में आईसीटी अनुप्रयोग (प्रायोगिक)

Max. Marks: 80

Course Outcomes:

CO1: Demonstrate the ability to manage files and folders, and create, edit, and format documents, spreadsheets, and presentations using Windows and MS Office tools.

CO2: Utilize MS Access to design and manage simple library databases.

CO3: Design and format basic web pages using HTML for presenting library-related information.

CO4: Perform effective internet searches to locate and retrieve relevant library information.

SYLLABUS BLS-713:

Unit- I. Operating System: Windows- Basic features. Creating, editing, copying, moving, and deleting files and folders. MS Word; MS Excel; Power Point Presentation.

इकाई- I. ऑपरेटिंग सिस्टम: विंडोज- मूल विशेषताएँ, फ़ाइलों और फ़ोल्डरों को बनाना, संपादित करना, कॉपी करना, स्थानांतरित करना और हटाना, एम एस वर्ड; एम एस एक्सेल; पावर प्वाइंट प्रस्तुतिकरणा

Unit- II. Database Management System (DBMS): MS- Access (Basics)

इकाई- II. डाटाबेस प्रबंधन प्रणाली (DBMS): एम एस एक्सेस (आधारभूत)

Unit- III. Web Page Designing using HTML

इकाई- III. HTML का उपयोग करके वेब पेज डिजाइनिंग ।

Unit- IV. Internet Searching

इकाई- IV. इंटरनेट खोज

- Viva – Voce
- मौखिक परीक्षा

Note: The examination of this paper will be conducted in different groups of examinees; each group will consist of 20 examinees only. In case the number of examinees is more than 20, the number of question papers to be set would be increased accordingly.

टिप्पणी: इस प्रश्नपत्र की परीक्षा अलग-अलग समूहों में आयोजित की जाएगी; प्रत्येक समूह में केवल 20 परीक्षार्थी होंगे। यदि परीक्षार्थियों की संख्या 20 से अधिक होती है, तो प्रश्नपत्रों की संख्या को तदनुसार बढ़ाया जाएगा।

R. Jais
Dy. Registrar
(Academic)
University of Rajasthan
JAIPUR

SYLLABUS
BACHELOR OF LIBRARY AND INFORMATION SCIENCE
SEMESTER SCHEME

Second Semester
2025-26

S. No.	Subject Code	Course Title	Course Category	Credit	Max. Marks		CA+EoSE = Total
					CA	EoSE	
1.	BLS-801	Library and Information Centre Management (Theory)	CCC	4	20	80	100
2.	BLS-802	Information Sources and Services (Theory)	CCC	4	20	80	100
3.	BLS-803	Information Storage and Retrieval (Theory)	CCC	4	20	80	100
4.	BLS-811	Library Classification (DDC) (Practical)	CCC	6	20	80	100
5.	BLS-812	Library Cataloguing (AACR-2) (Practical)	CCC	6	20	80	100
6.	BLS-813	ICT Application in Library and Information Science (Practical)	CCC	6	20	80	100
			TOTAL	30	120	480	600

BLIS- SEMESTER-II
2025-26
BACHELOR OF LIBRARY AND INFORMATION SCIENCE

Paper: BLS-801: Library and Information Centre Management (Theory)
पुस्तकालय एवं सूचना केन्द्र प्रबंधन

Max. Marks: 80

Course Outcomes:

CO1: Explain the fundamental principles of management and their application in libraries and information centers.

CO2: Understand the processes involved in collection development, acquisition, technical processing, circulation, and maintenance of library resources.

CO3: Discuss library authority, committee functions, librarian's role, library records, statistics, rules, and library building management.

CO4: Comprehend the planning process, sources of finance, budgeting techniques, and financial management in libraries.

CO5: Demonstrate knowledge of human resource management including job description and personnel analysis relevant to libraries.

SYLLABUS BLS-801:

Unit- I. Principles of Library Management: Definition, Need and Scope of Management. Scientific Principles of Management and their Applications to Libraries and Information Centers. Schools of Management thought, Management Information System (MIS) and Management by Objectives (MBO).

इकाई- I. पुस्तकालय प्रबंधन के सिद्धांत: प्रबंधन की परिभाषा, आवश्यकता और दायरा। प्रबंधन के वैज्ञानिक सिद्धांत और पुस्तकालयों और सूचना केंद्रों पर उनके अनुप्रयोग। प्रबंधन विचारधारा के स्कूल, प्रबंधन सूचना प्रणाली (एमआईएस) और उद्देश्यों द्वारा प्रबंधन (एमबीओ)।

Unit- II. Library House Keeping Activities: Acquisition: Organization, Purpose and Function, Book Selection: Principles, Sources, Procedure and Methods, Book Ordering, Technical Processing: Routines and Tools, Circulation: Organization, Purpose and Function, Methods of Charging and Discharging Systems: Browne and Newark Systems, Serials Control: Organization, Purpose and Functions, Acquisition and Processing etc., Three Card Systems. Maintenance: Binding, Shelving, Stock Rectification.

इकाई- II. लाइब्रेरी हाउसकीपिंग गतिविधियां: अधिग्रहण: संगठन, उद्देश्य और कार्य, पुस्तक चयन: सिद्धांत, स्रोत, प्रक्रिया और तरीके, पुस्तक ऑर्डरिंग, तकनीकी प्रसंस्करण: दिनचर्या और उपकरण, परिसंचरण: संगठन, उद्देश्य और कार्य, चार्जिंग और डिस्चार्जिंग सिस्टम के तरीके: ब्राउन और नेवार्क सिस्टम, सीरियल नियंत्रण: संगठन, उद्देश्य और कार्य, अधिग्रहण और प्रसंस्करण आदि, तीन कार्ड सिस्टम. रखरखाव: बाइंडिंग, शेल्विंग, स्टॉक सुधार।

Unit- III. Library Authority and Library Committee: Purpose, Functions and Types of Library Committee. Role of the Librarian

Annual Report, Library Statistics and Library Rules and Library building.

इकाई- III. वार्षिक रिपोर्ट, पुस्तकालय सांख्यिकी, पुस्तकालय नियम और पुस्तकालय भवन.

पुस्तकालय प्राधिकरण एवं पुस्तकालय समिति: पुस्तकालय समिति का उद्देश्य, कार्य एवं प्रकार। पुस्तकालय समिति में पुस्तकालयाध्यक्ष की भूमिका, वार्षिक रिपोर्ट, पुस्तकालय सांख्यिकी, पुस्तकालय नियम और पुस्तकालय भवन.

Unit- IV. Planning and Financial Management: Sources of Finance, Financial and Budget estimation and Budgeting Techniques and Library Statistics, Library Personnel: Job Description and Analysis

इकाई- IV. योजना और वित्तीय प्रबंधन: वित्त के स्रोत, वित्तीय और बजट अनुमान और बजट तकनीक, पुस्तकालय कार्मिक: नौकरी विवरण और विश्लेषण

RECOMMENDED BOOKS

BLS-801 - Library and Information Centre Management (Theory)

1. RANGANATHAN (SR). Library administration. Ed 2. 1989. Sarada Ranganathan Endowment for Library Science, Bangalore.
2. LOCK (RN). Library administration. Ed 3. 1973. Philosophical Library, New York.
3. KRISHAN KUMAR. Library administration and management. 1993. Vikas, New Delhi.
4. SPILLER (Davide). Providing materials for library users. 2000. Library Association, London.
5. URWICK (L). Elements of administration. Ed 2. 1947. Pitman, London.
6. METCALF (KD). Planning academic and research library building. Rev. ed. 1986. McGraw-Hill, New York.
7. LANCASTER (FW) and SANDORE (Beth). Technology and management in library and information service. 1997. Library Association, London.
8. KREIZMAN (Karen). Establishing an information centre: A practical guide. 1999. Bowker-Saur, London.
9. GALLIMORE (Alec). Developing an IT strategy for your library. 1997. Library Association, London.
10. RANGANATHAN (SR). Library book selection. 1966. Asia Publishing House, Bombay.
11. KAULA (PN). Library buildings: Planning and design. 1971. Vikas Publication, New Delhi.
12. NARAYANA (GJ). Library and information management. 1991. Prentice-Hall, New Delhi.

13. STANDARDS (Indian-Institution). Code for library building etc. 1960. ISI, Bangalore.
14. SHARMA, (B K) and SINGH, (DV), Academic library system (Hindi) 2012. Y K Publisher Agra.
15. GARG, (R) AND TAMRAKAR, (A). Modern Library Management (H) 2011. Medallion press, Ludhiana.
16. AGARWAL, (SS). Fundamental of library management (Hindi) 2004. Raj Publishing houses, Jaipur.
17. MITTAL, (RL) Library Administration Theory and Practice. 2007. Ess Ess Publications, Delhi.

Paper: BLS-802: Information Sources and Services
सूचना स्रोत एवं सेवाएँ

Max. Marks: 80

Course Outcomes:

CO1: Categorize and evaluate different types of information sources including documentary, non-documentary, primary, secondary, tertiary, and electronic sources.

CO2: Describe various reference services provided by librarians, their need, types, and the role of reference librarians in both traditional and electronic/virtual environments.

CO3: Explain different library information services such as Current Awareness Service (CAS), Selective Dissemination of Information (SDI), indexing, abstracting, bibliographical, translation, document delivery, and inter-library loan services.

CO4: Identify various user types in libraries, analyze their specific information needs, and understand user education and studies.

CO5: Explore the purpose and impact of library networks and resource-sharing initiatives at National and International level.

SYLLABUS BLS-802:

Unit- I. Sources of Information: Documentary & Non-Documentary, Primary, Secondary and Tertiary. Evaluation of Reference Sources. Institutional & Human sources. Electronic Sources of Information

इकाई- I. सूचनाओं के स्रोत: दस्तावेजी और गैर-दस्तावेजी, प्राथमिक, द्वितीयक और तृतीयक। संदर्भ स्रोतों का मूल्यांकन। संस्थागत और मानव स्रोत। इलेक्ट्रॉनिक सूचनाएँ।

Unit- II. Reference Service: Concept, Need, Types: Ready and Long-Range Reference Service, Enquiry Techniques, Role of Reference Librarian and Information Officer in Electronic Environment, Virtual Reference Service.

इकाई- II. संदर्भ सेवा: अवधारणा, आवश्यकता, प्रकार: तात्कालिक और दीर्घकालिक संदर्भ सेवा, पूछताछ तकनीकें, इलेक्ट्रॉनिक वातावरण में संदर्भ पुस्तकालयाध्यक्ष और सूचना अधिकारी की भूमिका, आभासी संदर्भ सेवा।

Unit- III. Information Services: Concept, Need, Types: Current Awareness Service (CAS), Selective Dissemination of Information (SDI), Indexing and Abstracting Services, Bibliographical Services, Translation Services, Document Delivery Services (DDS), Inter Library Loan (ILL) Service, Literature Search Service. Bibliographic Control: Basic concept.

इकाई- III. सूचना सेवाएँ: अवधारणा, आवश्यकता, प्रकार: सामयिक जागरूकता सेवा (CAS), चयनित सूचना प्रसार सेवा (SDI), अनुक्रमनिकरण और सारकरण सेवाएँ, बिबलियोग्राफिकल सेवाएँ, अनुवाद सेवाएँ, प्रलेख वितरण सेवाएँ (DDS), अंतर-पुस्तकालय उधार (ILL) सेवा, साहित्य खोज सेवा, बिबलियोग्राफिक नियंत्रण: बुनियादी अवधारणा।

Unit- IV. Information Users: Types, Information Needs, Users studies and User education, Library Networks and Resource Sharing: Concept, Purpose, National and International Initiatives: INFLIBNET, DELNET and OCLC.

इकाई- IV. सूचना उपयोक्ता: प्रकार, सूचना की आवश्यकताएँ, उपयोक्ता अध्ययन और उपयोक्ता शिक्षा।

पुस्तकालय नेटवर्क और संसाधन साझाकरण: अवधारणा, उद्देश्य, राष्ट्रीय और अंतर्राष्ट्रीय पहल: इनफ्लिबनेट, डेलनेट और ओसीएलसी .

RECOMMENDED BOOKS

Paper: BLS-802: Information Sources and Services (Theory)

1. BIDDISCOMBE (Richard), Ed. The end-user revolution. 1996. Library Association, London.
2. BOPP (RE) & Smith (L C) (Eds.). Reference and information services: An introduction. 2011. ABC-CLIO Publishing, Santa Barbara.
3. CASSELL (KA) & HIREMATH (U) Reference and information services: An introduction. 2013. American Library Association, Chicago.
4. CHENEY (FN) & WILLIAMS, (WJ). Fundamentals of reference sources. 2000. American Library Association, Chicago.
5. CHOWDHURY (G) & CHOWDHURY (S). Information sources and searching on the World Wide Web. 2001. Facet Publishing, London.
6. CRAWFORD (John). Evaluation of Library and Information services. 2000. ASLIB, London.
7. FOSKETT (DJ). Information service in libraries. Ed 2. 1967. Archon Book Hamden, Connecticut.
8. GATES (Jean Key). Guide to the use of libraries and information sources. Ed 6. 1989. McGraw-Hill Books, New York.
9. GUHA, (B). Documentation and Information Services (2nd Ed.). 1999. Kolkata: World Press.
10. HIGGENS (C) (Ed.). Printed reference materials. 1980. The Library Association, London.
11. HUTCHINS (M). Introduction to reference work. 1944. A.L.A., Chicago.
12. KATZ (Bill), Ed. New Technologies and reference service. 2000. The Haworth Information Press, New York.
13. KATZ (William A). Introduction to Reference work. 2000. Butterworths, London,
14. KRISHAN KUMAR. Reference Service. Ed 5. 1996. Vikas, New Delhi.
15. MUKERJEE (AJ). Reference works and its tools. 1964. World Press, Calcutta.
16. PENFOLD (Sharan). Change management for information service. 1999. Bowker-Saur, London.
17. RANGANATHAN (SR). Reference Service. Ed 3. 1991, Ranganathan Endowment for Library Science, Bangalore.
18. Rowley (JE). The basics of information systems. 1996. London: Facet Publishing.
19. SHORES (Louis). Basic reference sources. 1954. A.L.A., Chicago.

20. SHUMAN (Bruce A). Issues for libraries and information science in the internet age. 2004. Libraries Unlimited Inc, London.
21. SMITH (Linda C) & Wong (MELISSA A) (Eds.) Reference and Information Services: An Introduction, 5th Edition: An Introduction. 2016. Libraries Unlimited, California.
22. WALFORD (AJ). Guide to reference book. Ed 4. 3V. 1980. Library Association, London.
23. WILSON (TD) and STEPHENSON (J). Dissemination of Information. Ed 2. 1979. Clive Bingley, London.

Paper: BLS-803: Information Storage and Retrieval (Theory)

सूचना भंडारण और पुनर्प्राप्ति (सिद्धांत)

Max. Marks: 80

Course Outcomes

CO1: Understand the concepts, tools, and structure of information storage and databases.

CO2: Master various indexing and abstracting techniques including traditional and automated methods.

CO3: Explore information retrieval systems, features of search engines, advanced search techniques, and data mining.

CO4: Evaluate information storage and retrieval systems using criteria like recall, precision, fall out, and time cost.

SYLLABUS BLS-803:

Unit- I. Information storage: concept, need, purpose, function and brief history of Information storage; Information Storage tools/media. Database: definition, purpose, types, structure and characteristics.

इकाई- I. सूचना संग्रहण: अवधारणा, आवश्यकता, उद्देश्य कार्य एवं सूचना संग्रहण का संक्षिप्त इतिहास; सूचना संग्रहण के उपकरण | माध्यम; डेटाबेस : परिभाषा, उद्देश्य, प्रकार, संरचना एवं विशेषताएँ

Unit- II. Indexing and Abstracting Techniques: Indexing Techniques Index: need, purpose, function and types: Pre Precoordinated and post coordinate Indexing system; chain Indexing, PRECIS, POPSI, UNITERM, KWIC and KWOC; citation Indexing; Auto Indexing. Abstracting Techniques: Abstract: Need, purpose, function and types of abstract characteristics of Abstract; Canons of Abstracting: Automated Abstracting system Information analysis, consolidation and Repackaging

इकाई- II. अनुक्रमणीकरण एवं सारकरण तकनीक: अनुक्रमणीकरण तकनीक : अनुक्रमणिका : आवश्यकता, उद्देश्य, कार्य तथा प्रकार, पूर्व समन्वय अनुक्रमणीकरण एवं पश्च समन्वय अनुक्रमणीकरण प्रणाली; शृंखला अनुक्रमणीकरण प्रक्रिया, प्रेसीज, पॉप्सी, एक पदीय अनुक्रमणीकरण पद्धति, क्विक, क्वांक; उद्धरण अनुक्रमणीकरण, स्वचालित- अनुक्रमणीकरण; सारकरण तकनीक : सार आवश्यकता, उद्देश्य, कार्य और सार के प्रकार; सार की विशेषताएँ; सार के उपसूत्र; स्वचालित सारकरण प्रणाली; सूचना विश्लेषण, समेकन और सम्बेष्टन

Unit- III. Information Retrieval system: concept, feature, function, Basic components and types; Modern trend in Information Retrieval system, Web Browsers, Search Engine, Discovery Tool, Data Ware house. and Data Mining; Advance search techniques: Boolean, Proximity, Phrose and Trunction.

इकाई- III. सूचना पुनर्प्राप्ति प्रक्रिया : अवधारणा, विशेषताएँ, फार्म, मुख्य घटक और प्रकार; सूचना पुनर्प्राप्ति प्रणाली की आधुनिक अवधारणा, वेब ब्राउज़र्स; सर्च इंजन; डिसकवरी टूल; डेटा वेयर हाउस; डेटा माइनिंग, खोज की उन्नत तकनीक : बुलियन, प्रॉक्सीमिती, फ्रेज़ एवं ट्रेंक्शन

Unit- IV. Evaluation of Information storage and Retrieval system: Need and Advantage of evaluation, criteria for evaluation: Recall, Precision, fall out, time cost; Important test result: Cranfield, MEDLARS/ SMART

इकाई- IV. सूचना संग्रहण और पुनर्प्राप्ति प्रक्रिया का मूल्यांकन: मूल्यांकन की आवश्यकता एवं उपयोगिता, मूल्यांकन के मानदंड: स्मरण, यथार्थता, फॉल आउट, समय - कीमत; महत्वपूर्ण टेस्ट परिणाम: क्रेनफील्ड, मेडलर्स एवं स्मार्ट

RECOMMENDED BOOKS

BLS-803: Information Storage and Retrieval (Theory)

1. BATES (MJ). Understanding information retrieval systems: management, types and standards. 2012. CRC press, Boca Raton.
2. KOWALSKI (GJ) and MAYBURY (MT). Information Storage and Retrieval System: theory and implementation. Ed 2. 2002. Kluwer, New York.
3. CLEVELAND (D) and CLEVELAND (A). Introduction to indexing and Abstracting. Ed 4. 2013. Libraries Unlimited, Englewood.
4. AITCHISON (J), GILCHRIST (A) and BAWDEN (D). Thesaurus construction and use: a practical manual. Ed 4. 2005. Taylor and Francis, London.
5. FRANSSON (J). Efficient Information searching on the web: a handbook in the art of searching for information. 2009. Fransson, Sweden.
6. MANNING (CD), RAGHAVAN (P), and SCHÜTZE (H). Evaluation in information retrieval. Introduction to information retrieval, 151-175. 2008. Cambridge University Press, Cambridge, UK.
7. BAJPAI (SK). Modern information retrieval. 1999. Ess Ess Pub, New Delhi.
8. CHOWDHARY (CG). Text retrieval systems in information management. 1996. New Age International Pub, New Delhi.
9. ELLIS (David). Progress and problems in information retrieval. 1996. The Library Association, London.
10. LANCASTER (FW). Indexing and abstracting in theory and practice. Ed 2. 1998. The Library Association, London.
11. RIAZ (M). Advanced indexing and abstracting practices. 1989. Atlantic Pub, New Delhi.
12. ROWLEY (J E). Abstracting and indexing. Ed 2. 1988. LA, London.

**Paper: BLS- 811 - Library Classification- Dewey Decimal Classification
(Practical)**

पुस्तकालय वर्गीकरण – डीवी दशमलव वर्गीकरण (प्रायोगिक)

Max. Marks: 80

Course Outcomes:

CO1: Understand the process and principles of classifying documents using Dewey Decimal Classification.

CO2: Develop skills in subject analysis and classification of simple, compound, and complex subjects using DDC 19th edition.

CO3: Apply tables and devices (Tables 3 to 7 and add devices) effectively to classify documents accurately.

SYLLABUS BLS-811:

**Classification of documents by Dewey Decimal Classification (DDC)
(19th Ed.).**

1. Classification of documents, having simple, compound and complex subjects.
2. Classification of documents requiring use of seven tables and devices.

डीवी दशमलव वर्गीकरण (19वां संस्करण) से प्रलेखों का वर्गीकरण

1. साधारण, यौगिक एवं मिश्रित विषयों के प्रलेखों का वर्गीकरण करना।
2. सात तालिकाओं एवं विधियों का प्रयोग करके प्रलेखों का वर्गीकरण करना।

Q. 1. 10 out of 12 Titles are to be classified (Based on enumerated number, standard sub division, area table and add device). (3X10= 30 Marks)

प्रश्न 1: 12 शीर्षकों में से 10 शीर्षकों को वर्गीकृत करना है (परिगणनात्मक अंक, मानक उपविभाजन, क्षेत्र तालिका और योग विधि पर आधारित) (3x10= 30 अंक)

Q. 2. 10 out of 12 Titles are to be classified on the basis of use of tables 3 to 7 and add device. (5X10= 50 Marks)

प्रश्न 2: 12 में से 10 शीर्षकों को तालिका 3 से 7 और योग विधि का उपयोग करके वर्गीकृत किया जाना है। (5x10= 50 अंक)

Note: Since the Department will not be in a position to acquire more than 20-25 sets of DDC (Ed. 19), examination of this paper will be conducted in different groups of examinees; each group will

consist of 25 examinees only. In case the number of examinees is more than 25 in a session, the number of question papers to be set would be increased accordingly.

टिप्पणी: चूंकि विभाग डीडीसी (संस्करण 19) के 20-25 से अधिक सेट प्राप्त करने की स्थिति में नहीं होगा, इसलिए इस पेपर की परीक्षा परीक्षार्थियों के विभिन्न समूहों में आयोजित की जाएगी; प्रत्येक समूह में केवल 25 परीक्षार्थी शामिल होंगे। यदि एक सत्र में परीक्षार्थियों की संख्या 25 से अधिक है, तो सेट किए जाने वाले प्रश्न पत्रों की संख्या तदनुसार बढ़ाई जाएगी।

RECOMMENDED BOOKS

Paper: BLS- 811 - Library Classification- Dewey Decimal Classification (Practical)

1. RANGANATHAN (SR). Elements of library classification. Ed 3. 1962. Asia, Bombay.
2. RANGANATHAN (SR). Prolegomena to library classification. Ed 3. 1989. Sarada Ranganathan Endowment for Library Science, Bangalore.
3. SAYERS (WCB). Manual of Classification for librarians. Rev. by Arthur Maltby Ed 5. 1975. Andre Deutsch, London.
4. SAYERS (WCB). Introduction to library classification. Rev. by Arthur Maltby. Ed 9. 1958. Grafton, London.
5. KRISHAN KUMAR. Theory of classification. 1993. Vikas, New Delhi.
6. BHARGAVA (GD). Granthalaya Vargikaran. 1972. M.P. Hindi Granth Academy, Bhopal.
7. MILLS (J). A modern outline of library classification. 1962. Asia Publishing House, Bombay.
8. RANGANATHAN (SR). Preview of Colon Classification. Ed 7
9. SHRIVASTAVA (AP). Theory of knowledge classification. 1972. Laxmi Book Depot, Delhi.
10. RANGANATHAN (SR). Colon Classification. Ed 6. 1966. Asia Publishing House, Bombay.
11. DEWEY (Melvil). Dewey Decimal Classification. Ed 19. 1979. Forest Press, New York.
12. WELLER (K). Knowledge representation in the social semantic web. 2010. De-Gruyter Saur, Berlin.
13. BROUGHTON (V). Essential classification. Ed 2. 2015. Neal-Schuman, Chicago.
14. BURKE (P). What is the history of knowledge? What is history? 2015. Polity Press, Cambridge.
15. BATLEY (S). Classification in theory and practice. Ed 2. 2014. Chandos Pub., London.
16. BROUGHTON (V). Facet Analysis. 2020. Facet Pub., London.
17. STOCK (S) & STOCK (WG). Handbook of Information Science. 2013. De-Gruyter Saur, Berlin.
18. PETERS (I). Folksonomies, indexing and retrieval in Web 2.0. 2009. De-Gruyter Saur, Berlin.
19. STAAB (S) & STUDER (R), eds. Handbook on Ontologies. 2009. Springer, Dordrecht.
20. STUART (D). Practical ontologies for information professionals. 2016. Facet Pub., London.

Paper: BLS-812: Library Cataloguing (AACR-2) (Practical)

पुस्तकालय सूचीकरण – ए.ए.सी.आर.-2 (प्रायोगिक)

Max. Marks: 80

Course Outcomes:

CO1: Understand the principles and process of cataloguing according to AACR-2.

CO2: Analyze and prepare skeleton cards for Main Entries, Added Entries, and Reference Entries using AACR-2 rules.

CO3: Apply AACR-2 rules for cataloguing different types of documents including books with personal and corporate authorship, pseudonymous works, uniform titles, composite and multivolume books.

CO4: Prepare cataloguing entries for simple periodical publications according to AACR-2 standards.

SYLLABUS BLS-812:

Practical Cataloguing (Prepare Catalogue Entries– Main Entry, Added Entries and Reference Entry) of the following types of documents for a Dictionary Catalogue by using Anglo-American Cataloguing Rules-2 (1978) along with 'Sears List of Subject Headings':

एंग्लो-अमेरिकन कैटलॉगिंग रूल्स-2 (1978) के साथ 'सीयर्स लिस्ट ऑफ सब्जेक्ट हेडिंग्स' का उपयोग करके डिक्शनरी कैटलॉग के लिए निम्नलिखित प्रकार के प्रलेखों की व्यावहारिक सूचीकरण (सूची प्रविष्टियाँ तैयार करें - मुख्य प्रविष्टि, इतर प्रविष्टियाँ एवं निर्देश प्रविष्टि):

Unit- I. Cataloguing of Books involving Personal Author(s) with shared responsibilities and series in note.

इकाई- I. साझा उत्तरदायित्व और नोट में शृंखला के साथ व्यक्तिगत लेखक(ओं) को शामिल करने वाली पुस्तकों का सूचीकरण

Unit- II. Cataloguing of Books involving Corporate Authorship: Government, Institutions, Conference.

इकाई- II. समष्टि लेखकत्व वाली पुस्तकों का सूचीकरण: शासन, संस्थाएँ, सम्मेलन

Unit- III. Cataloguing of Books involving Pseudonym Work; Cataloguing of Books requiring Titles as Heading: Uniform Titles; Sacred Scripture; Anonymous Works, Cataloguing of Composite books; Cataloguing of Multivolume documents.

इकाई- III. छद्म नाम वाले लेखकत्व वाली पुस्तकों का सूचीकरण; आख्या के रूप में शीर्षक वाली पुस्तकों का सूचीकरण: एकरूप आख्या; धार्मिक ग्रन्थ; अनामक ग्रन्थ, सम्मिश्र ग्रंथों का सूचीकरण; बहुखंडीय ग्रंथों का सूचीकरण

Unit- IV. Cataloguing of Periodical Publications (Simple Periodical Publications).

इकाई- IV. आवधिक प्रकाशनों का सूचीकरण (सरल आवधिक प्रकाशन)

Note: Complicated periodicals, pseudo series and author merged title are to be excluded.

The paper shall have 7 titles out of which 5 titles are to be compulsorily answered.

(16X5=80 Marks)

टिप्पणी: जटिल आवधिक, छद्म श्रृंखला और लेखक विलय शीर्षक को बाहर रखा जाना है।

पेपर में 7 शीर्षक होंगे जिनमें से 5 शीर्षकों का उत्तर देना अनिवार्य है।

RECOMMENDED BOOKS

Paper: BLS-812: Library Cataloguing (AACR-2) (Practical)

1. AMERICAN LIBRARY ASSOCIATION, et al. Anglo-American cataloguing rules. Rev. Ed. 1998. Library Association, London.
2. BOWMAN (JH). Essential cataloguing. 2003. Facet Publishing, London.
3. BRISTOW (BARBARA A). Sears List of Subject Headings. Ed. 22. 2018. Grey House Publishing, New York.
4. CHAN (LM) AND HODGES (T). Cataloging and classification: An introduction. Ed. 3. 2007. Scarecrow Press, Lanham.
5. COATES (EJ). Subject Catalogue: Headings and structure. 1960. Library Association, London.
6. FRITZ, D. A. 2009. Cataloging with AACR2: Anglo American cataloging rules and MARC 21 for books, electronic resources, sound recordings, video recordings, and serials. (2nd ed.). New Delhi: Pentagon Press.
7. GIRJA KUMAR AND KRISHAN KUMAR. Theory of cataloguing. Ed. 5. 2011. Vikas Publishing House, Delhi.
8. KRISHAN KUMAR. An introduction to AACR-2. 1990. Vikas Publishing House, New Delhi
9. KRISHAN, (G). Library online cataloguing in digital way. 2000. Authors Press, Delhi.
10. LAZARINIS (FOTIS). Cataloguing and classification: An introduction to AACR2, RDA, DDC, LCC, LCSH and MARC 21 Standards. 2014. Chandos Publishing, London.
11. TAYLOR (AG) AND MILLER (David P). Introduction to cataloging and classification. Ed. 10. 2007. Atlantic Publishers, New Delhi.
12. TAYLOR (ARLENE G). Wynar's introduction to cataloging and classification Ed. 9. 2000. Libraries Unlimited Inc.
13. WELSH (A) AND BATLEY (S). Practical cataloguing: AACR, RDA and MARC 21. 2012. Facet Publishing, London.

**Paper: BLS-813: ICT Application in Library and Information Science
(Practical)**

पुस्तकालय एवं सूचना विज्ञान में आईसीटी अनुप्रयोग (प्रायोगिक)

Max. Marks: 80

Course Outcomes:

CO1: Use integrated library management systems like KOHA or e-Granthalaya for efficient library operations.

CO2: Create and manage blogs and websites using Google applications.

CO3: Design and create digital graphics including infographics, banners, posters, and video clips.

CO4: Perform effective online searches using tools such as Google Scholar, LISTA, DOAJ, and DOAB.

SYLLABUS BLS-813:

Unit- I. Integrated Library Management System: KOHA/ e-Granthalaya

इकाई- I. एकीकृत पुस्तकालय प्रबंधन प्रणाली: कोहा / ई-ग्रंथालय

Unit- II. Creation of Blog and website using Google applications

इकाई- II. गूगल एप्लिकेशन का उपयोग करके ब्लॉग एवं वेबसाइट का निर्माण

Unit- III. Design and Creation infographics; Banner; Chart; Poster; Video Clips

इकाई- III. इन्फोग्राफिक्स, बैनर, चार्ट, पोस्टर, एवं वीडियो क्लिप्स का डिजाइन और निर्माण

Unit- IV. Online searching using Google Scholar, LISTA, DOAJ, DOAB.

इकाई- IV. गूगल स्कॉलर LISTA, DOAJ, DOAB का उपयोग करके ऑनलाइन खोज

- Viva – Voce
- मौखिक परीक्षा

Note: The examination of this paper will be conducted in different groups of examinees; each group will consist of 20 examinees only. In case the number of examinees is more than 20, the number of question papers to be set would be increased accordingly.

टिप्पणी: इस पेपर की परीक्षा विभिन्न समूहों में आयोजित की जाएगी; प्रत्येक समूह में केवल 20 परीक्षार्थी होंगे। यदि परीक्षार्थियों की संख्या 20 से अधिक होती है, तो प्रश्नपत्रों की संख्या को तदनुसार बढ़ा दिया जाएगा।

RECOMMENDED BOOKS

Paper: BLS-813: ICT Application in Library and Information Science (Practical)

1. HUNT (Reger) and JOHN (Shelly). Computer and Commonsense. 1982. Prentice Hall, Delhi.
2. REWLEY (JE). Computers for libraries. 1980. Clive Bingley, London.
3. TEDD (LA). Introduction to Computer-based library system. Ed 2. 1984. Hyden, London.
4. MAYNARD (J). Computer programming - made simple. 1983. ELBS, London.
5. FOSDICK (Howard). Computer basics for librarians and information scientists. 1985. Information Resources Press, Arlington.
6. LEVEY (Ian). Automating library procedure. 1984. Library Association, London.
7. KAUL (HK). Library network: An Indian experience. 1992. Virgo, New Delhi.
8. BROPHY (Peter). The library in the 21st century: New series for information age. 2001. Library Association, London.
9. CHOWDHURY (GG) and CHOWDHARY (S). Searching CD-ROM and online information sources. 2001. Library Association, London.
10. RODRIGUEZ (MVR) and FIRRANTE (AJ). Information technology for the 21st Century: managing the change. 1996. MVR Rodviguez, Milano.
11. LESK (Michael). Practical digital libraries: Books, bytes and bucks. 1997. Morgan Kaufonon. San Francisco.
12. WINSHIP (Ian) and McNAB (Alison). The student's guide to the Internet. 1999. Library Association, London.
13. WISE (Richard). Multimedia: A critical introduction. 2000. Routledge, London.
14. SESHAGIRI (N) and AHAPOV (A), Ed. Multimedia Computer and Communication. 1992. McGraw-Hill, New Delhi.
15. SUZANNE (Bakker), Ed. Information transfer, New age - New ways. 1993. Springer.
