

B.L.I.Sc., (Program Code: 80)**Program Structure**

Course code	Course	Internal* assessment	External exams	Max. Marks	credits
Semester - 1					
101BL21	Foundation of Library and Library Management	30	70	100	5
102BL21	Library Classification Theory	30	70	100	5
103BL21	Library Cataloguing theory	30	70	100	5
104BL21	Information Sources and Services	30	70	100	5
Semester – 2					
201BL21	Basics of Information Technology	30	70	100	5
202BL21	Basics of Information Literacy	30	70	100	5
Practical					
203BL21	Library classification – practice (DDC & CC)	30	70	100	5
204BL21	Library Cataloguing Practice (AACR2)	30	70	100	5

SEMESTER - I

101BL21- FOUNDATIONS OF LIBRARY AND LIBRARY MANAGEMENT

Unit-I

SOCIETY AND LIBRARY : Kinds of Libraries, Five Laws of Library Science: Library movement in Andhra Pradesh : Library Legislation in India with Special reference to Andhra Pradesh.

Unit-II

PROFESSIONAL ASSOCIATIONS: Role of International and National Organizations :ILA, ITALIS, FID, IFLA, APLA Contribution of RRRLF and UNESCO: Library Education in India.

Unit-III

MANAGEMENT PRINCIPLES AND FUNCTIONS: Manpower requirements staff formula – Job Analysis

Unit-IV

LIBRARY BUILDING: Furniture and Equipment: Library Budget: Library Statistics and Annual Reports **CIRCULATION AND MAINTENANCE:** Circulation Work and methods- Stock Verification and Weeding.

Text and reference books:

1. Ranganathan, S.R. The Five Laws of Library Science in Bangalore, Sarada Ranganathan Endowment for Library Science, 1993.
2. Singh, Anuradha, Readings in Library Science: 5 Vol.s Set: Jaipur, Print Well, 1996.
3. Mangla, P.B. ed. Library and information Science Education in India, Delhi, Macmillan, 1981.
4. Venkatappaiah, V. Library Legislation in India.
5. Ranganatha, S.R. Library Administration: Bangalore, Sarada Ranganathan Endowment for Library Science, 1983
6. Thompson, James, An Introduction to University Library Administration, 3rd Ed. London, Cklive Bingley
7. Krishnan Kumar, Library Administration and Management, Delhi, Vikas Publishing 1993
8. Milta, R.L. Library Administration 4 Th.ed. Metropolitan Book Company Limited 1978.

102BL21- Library Classification Theory

Unit-I

Theory of Classification: Growth and Structure of Knowledge – Need and Purpose of Library Classification – General Theory of Library Classification – Species and Schemes of General Classification

Unit-II

Postulational Approach: Fundamental Categories: Basic facet, Isolate, Rounds & Levels – Principles of Facet Sequence and Helpful Sequence – Phase Relations – Common Isolates – Canons of Classification

Unit-III

Notational Development: Notation-Need, Types and Functions – Mnemonics and Devices – Call Number, Book Number and Collection Number

Unit-IV

Schemes of Library Classification: Dewey decimal classification – Universal Decimal Classification – Colon Classification – Trends & Developments in Library Classification

Text books:

1. Melvil Dewey: Dewey Decimal Classification, 20th ed., New York.
2. S.R. Ranganathan: Elements of Library Classification, 3rd ed., Bombay, Asia.
3. S.R. Ranganathan: Prolegomena to Library Classification, 3rd ed., Bombay.
4. C.D. Needham: Organizing knowledge in Libraries: An introduction to classification and cataloguing, 2nd ed., London, Andre Deulah, 1971.
5. A.N. Raju: Grandhalaya Vargikarana Siddhantam', Hyderabad, Telugu.
6. Neelameghan, Ed.: Global System for ordering information system, 1978.
7. J.S. Comorami and Satizamp: Dewey Decimal Classification – History and current status, New Delhi, Sterling, 1989.
8. Krishan Kumar: Theory of classification, 4th new ed., New Delhi, Vikas, 1989.

103BL21- Library cataloguing theory

Unit-I

Library Catalogue – Nature and Functions: Library Catalogue – Need, purpose and functions –Physical and Inner forms of Library catalogue –Catalogue codes – Main entry and Added entries

Unit-II

Choice and Rendering of Headings: Personal names – Corporate bodies – Uniform titles – Comparative study of AACR and CCC

Unit-III

Catalogues – Utility and Economy: Cooperative and Centralized cataloguing: CIP – Union catalogues – Simplified and selective cataloguing – Filing of entries

Unit-IV

Subject Cataloguing and Standardization: Subject Headings – Subject Indexing – International Standard Bibliographic Description (ISBD) – Trends and Developments in Library Cataloguing.

Suggested Text books:

1. Needham, C.D.: Organising knowledge in libraries, 2nd ed., London, Andre Deulsch, 1977.
2. Tripathi, S.M.: Modern cataloguing – Theory and Practice, 2nd rev. & enl. Ed. Agram Shivahal Agarwala and Co., 1978.
3. Hunter, Eric, J. and Bakewell, K.G.D.: Cataloguing, 2nd rev. London, Clive Bingley, C1983.
4. Chan, Lois Mai : Cataloguing and Classification: An introduction, New York, McGraw Hill, 1985.

Text and Reference Books:

1. Anglo-American Cataloguing rules, 2nd ed. Prepared by the American Library Association, the British Library, the Canadian Committee on Cataloguing, the Library Association, the Library of Congress, Chicago, American Library Association, 1978.
2. Hunter, Eric, J. and Fox, Nicholas, J.: Examples illustrating AACR-2, LA, C1980 (distributed in India by Oxford and IBH Pub.).
3. Coates, E.J.: Subject catalogues: Readings and structure, London, LA, 1981.
4. Sears, M.E.: Sear's List of Subject headings, 11th ed., NY, H.W. Wilson, 1977.
5. Kumar, P.S.G. and Riaz, M. Cataloguing Theory and practice, New Delhi, S. Chand, 1999.
6. Girija Kumar and Krishan Kumar: Theory of cataloguing, 5th ed., New Delhi, Vikas, 199
7. Riaz, Muhammad: Advanced Indexing & Abstracting practice, New Delhi, Atlantic Publishers & Distributors, 1989.

104BL21- Information Sources and Services

Unit-I

Bibliographies and Bibliographic Control: Bibliographies-Need and Functions – Types of Bibliographies-Universal, National and Subject –Bibliographic control and organization

Unit-II

Reference / Information Sources: Reference Sources – Nature, Types & Utility; Reference Service – Dictionaries and Encyclopedias – Yearbooks, Directories – Almanacs, Statistical sources – Biographical and Geographical information sources – Current event sources, Serials and Guides to sources

Unit-III

Documentation Techniques & Services: Indexing and Abstracting Techniques – Indexing and Abstracting Services – Current Awareness Service (CAS), Selective Dissemination of Information (SDI)– Literature search and Referral service –Document delivery and Translation services

Unit-IV

Information centers and Systems: Information and Documentation centers – Types and Functions – National and International Information Systems – Databanks and Databases; Online services

Text and Reference Books:

1. Katz, A.: An introduction to reference work, Vol. II, New York, McGraw Hill. Guha, B.: Documentation and Information, 2nd Ed., Calcutta, World Press, 1982.
2. Krishan Kumar: Reference service, 3rd Rev. Ed., New Delhi, Vikas Pub. House, 1987.
3. Rowley, J.E. and Turner, M.D.: The Dissemination of Information, London, Andre Deutsch, 1978.
4. Kemp, D.A.: Current Awareness Service, London, Clive Bingley, 1979.
5. Rowley, J.E: Abstracting and Indexing, London, Clive Bingley, 1982.
6. Lancaster, F.W.: Information Retrieval Systems: Characteristics testing and evaluation, London, Butterworth.
7. Vickery, B.C.: Techniques of Information Retrieval, 1970.
8. Atherton, Pauline, Ed.: Handbook of Information Systems and Services, Paris, UNESCO, 1981.
9. Wilson, T.D.: Guidelines for Developing and implementing a national plan for Training and education in Information Use, UNESCO, 1981.
10. Ching-Chi-Chen and Peter Heron: Information seeking; Asserting and Anticipating user needs, New York, Neal Schuman, 1982.

SEMESTER - II

201BL21- *BASICS OF INFORMATION TECHNOLOGY*

Unit-I

Basic of Information Technology: Information Technology in Daily Life – What Comprises Information Technology? – How Computers Work – The Software

Unit-II

Application Areas of Information Technology: Information Technology in Office and Workplace– Information Technology and Multimedia –Information Technology and New Applications –Information Technology and Career Opportunities

Unit-III

Internet and World Wide Web: Internet Basics – Browsing and Internet – Websites and Search Engines – Internet Applications

Unit-IV

Library Automation: Introduction to Library Automation – Software for Library Automation – Network – Digital Libraries

Text and Reference books:

1. Page, E.S. and Wilson, L.B.: Information Representation and Manipulation in a computer, New Delhi, Affiliated East-West Press Pvt. Ltd., 1989.
2. Hanson, Owen: Design of Computer Data Files, New Delhi, Affiliated East-West Press Pvt. Ltd., 1989.
3. Waterman, D.A.: A guide to Expert Systems, Mass-Addison Wesley, 1985.
4. Rich, Elaine: Artificial Intelligence, Singapore, McGraw Hill Book Co., 1983.
5. Davis, Gordon B.: Computers and Information processing, Tokyo, McGraw Hill, Kogakusha Ltd., 1978.
6. Tremblay, Jean-Paul and Bunt, Richard B.: Introduction to Computer Science, New York, McGraw Hill Book Company, 1989.
7. Sanders, Donald H.: Computers Today, New York, McGraw Hill Book Company, 1988.
8. Leventhel, L.A.: Introduction to Microprocessors: Software, Hardware, Programming New Delhi, Prentice-Hall, 1991.
9. Mathur, Aditya P.: Introduction to microprocessors, New Delhi, Tata-McGraw Hill, 1992.
10. Darley, Deuton J.: Small computers, theory and applications, New York, McGraw Hill Book Company, 1988.
11. Balaguruswamy, E.: Selecting and Managing a small computer, New Delhi, Tata McGraw Hill, 1992.

202BL21- Information Literacy

Unit-I

Information literacy – Meaning, definition, and Importance Information Literacy and User Orientation programmes Information literacy in an Information society Information literacy and lifelong learning

Unit-II

Information literacy – Effect on education Information literacy programmes – In schools and higher education institutions including distance education. Information literacy models –

Unit-III

Information literacy standards and guidelines – ACRL, ALA, IFLA, National Forum on Information Literacy, USA ILP

Unit-IV

Information literacy programmes – Planning and implementation – Issues involved Collaboration with Academics, Administration and Public Information literacy curriculum – Components Assessment evaluation of information literacy programmes.

Text and reference books :

1. A.L.A. Final Report of the A.L.A. Presidential Committee on information Literacy. Chicago, A.L.A., 1989
2. Blanchett, Helen. A guide to teach Information Literacy. London, Facet, 2010
3. Corral, Sheila. Information literacy through inquiry. London, Facet, 2010
4. Devine, Jane. Going Beyond Google: The invisible web in learning and teaching. London, Facet, 2009
5. Godwin, Peter and Parker, Jo. Eds. Information literacy meets Library 2.0. London, Facet, 2008
6. Martin, Allan and Rader, Hannelore. Information and IT Literacy: Enabling learning in the 21st century. London, Facet, 2003
7. Information Age. V 3 (3) July 2009
8. Proceedings of the *National Seminar on Information Literacy for Higher Education*, January 29-30, 2007. Organized by Dept. of Library and information Science, University of Madras

PRACTICAL

203BL21- LIBRARY CLASSIFICATION – PRACTICE (D.D.C.)

Part-A

Classification of Documents by DDC (20th Edition) : Introduction to DDC 19th Edition – Ascertain Specific Subject of a document; Use of relative Index – Class number building practices – Use of Table – 1 : Standard Sub-divisions – Use of Table-2 : Areas – Use of Table-3 – Use of Table- 4 to 7 – Multiple Synthesis and Order of Precedence

Part-B

LIBRARY CLASSIFICATION – PRACTICE (C.C.)

Classification of Documents by CC (Ed. 6) : Introduction to Colon Classification (Ed 6) – Rounds and levels; cluttering of connecting Symbols – Devices; Systems and Specials – Common Isolates – Phase Relation – Examples from Main Classes; Generalia, Library Science and Miscellaneous Classes – Examples from Main Classes : Physical Sciences – Examples from Main Classes : Biological Sciences – Examples from Main Classes : Humanities – Examples from Main Classes : Social Sciences

Text and Reference books::

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1. Dewey, Melvil: Decimal Classification and Relative Index, 21st Edition, New York, Forest Press, 1996.
2. S.R. Ranganathan: Colon Classification, 6^d ed., Bombay, Asia

PRACTICAL

204BL21- LIBRARY CATELOGUING PRACTICE (AA CR2)

CATALOGUING OF DOCUMENTS USING ANGLO-AMERICAN CATALOGUING RULES (2nd Edition): Introduction: Structure of AACR2 – Subject Headings – Single Personal Author – Choice of Heading among different names, (Pseudonyms, Title of Nobility, Change of name etc); References – Shared responsibility and works under editorial direction – Corporate Body – Series; and Multipart items; Uniform Titles, etc – Serials – Explanation of AACR2 Rules.

LIBRARY CATELOGUING PRACTICE (AACR2 (N.B.M))

CATALOGUING OF DOCUMENTS USING ANGLO-AMERICAN CATALOGUING RULES (2nd Edition): NON-BOOK MATERIALS: Introduction to Cataloguing of Non-Book Materials – Cartographic Materials – Manuscripts – Graphic Materials – Sound Recordings – Motion Pictures and Video Recordings – Microforms – Computer Files

Text and Reference books::

- 1.Hunter, Eric J. and Bakewell, K.G.G.: Cataloguing, 3rd ed., London, Clive Bingley, 1991.
- 2.Hunter, Eric J.: Computerized Cataloguing, London, Clive Bingley, 1985.
- 3.Haglar, Ronald: The bibliographic record and information technology, American Library Association, 1982.
4. Library of Congress: LC List of Subject Headings (Latest ed.), Washington, LC, DC.
5. Kumar, P.S.G. and M. Riaz: Cataloguing Theory and Practice, New Delhi, S. Chand, 1999.