

DEVI AHILYA VISHWAVIDYALAYA, INDORE (M.P.)
CENTRAL LIBRARY,
FACULTY OF ENGINEERING SCIENCES
BACHELOR OF LIBRARY AND INFORMATION SCIENCE (B. L. I. Sc)

PROSPECTUS: 2011-2012

01. Librarianship as a Career

Libraries are now universally recognized as important social institutions, no community is considered complete without a library. The rapid increase in production of recorded knowledge, have led to the expansion of libraries and the development of their services. A library is an important element of a community; an academic library is an essential part of an educational institution school, college or university; a business and industrial organization.

Librarianship is a growing field, which has by now attained the status of a separate discipline in the universe of knowledge. It presents challenges and interesting situations to library personnel. The management of these libraries needs persons with good academic and professional qualification proficiency in one the natural sciences, social science or the humanities is helpful in the professional development of a librarian. Library work needs young professionals with a sense of dedication and a spirit of service. Those intending to enter the library profession should satisfy themselves that they possess the academic qualification and the sense of vocation that would enable them to work successfully as Librarians and Information Officers.

Librarianship as a profession provides a variety of employment opportunities. In Fact, it is possible to choose the kind of library to suit one's interest and background. Persons with a superior record high qualification can achieve high position.

The School of Library and Information Science, Central Library is organized under the Faculty of Engineering Sciences. It conducts one-year (two semesters) fulltime course leading to the Degree in Bachelor of Library and Information Science.

02. OBJECTIVES:

- To give the student an understanding of the basic principles and fundamental laws of library science.
- To enable the student to understand the functions and purpose of library in changing social and academic environment .
- To train the student in the techniques of librarianship and management of Library .
- To train the students in information knowledge processing, organization and retrieval.
- To provide basic knowledge of computer and its application in LIS activities.

03. Duration of the Course:

The Bachelor of Library and Information Science shall comprise of a course of study spread over a period of **two semesters in one year** duration. The candidates will be full time students of the course.

04. Eligibility:

A candidate seeking admission to the program must have passed a Bachelor's degree examination in any discipline in second division of Devi Ahilya Vishwavidyalaya, Indore or any other Statutory University/Institute recognized as equivalent thereto by DAVV. The candidate must have attained the age at the time of admission as Prescribed by the university from time to time.

05. Admission Procedure:

The admission to the course shall be through written/interview examination as prescribed/decided by the university from time to time.

06. Number of Seats:

The total numbers of seats are 30. The Reservation of seats shall be as per M.P. Government and University Rules.

07. Fees Structure:

The tentative fee structure for the proposed course is as follows:

Fees structure for BLISC Course 2011-12			
	BLISC 1 Year		
Description	First Sem	Second Sem.	Total
Academic Fees	6000	6000	12000
Development Fees	500	500	1000
Miscellaneous Fees	1000	1000	2000
Internet Fees	500	500	1000
Univ.Fees.	1590	900	2490
Caution Money	3000		3000
	12590	8900	21490
Exam Fees	1000	1000	2000
Total:	13590	9900	23490

The fees structure is subject to change by the Executive Council from time to time.

08. Curriculum:

The details of the subjects to be taught during the one year period in two semesters, curriculum pattern and examination scheme for each semester shall be subject to the approval of the concerned board of studies/faculty/other academic bodies of the university. In addition, the students will be required to under take and complete assignments, seminars, etc, as prescribed in the course of study. The detailed Courses of study, credits and syllabus is as follows.

<i>Course</i>	<i>Title</i>	<i>Credits</i>	<i>Hours</i>
BLISC First Year			
FIRST SEMESTER (July-December)			
501	Foundations of Library and Information Science	5	5
502	Knowledge Organisation and Processing(Theory)	6	6
503	Knowledge Organisation and Processing (Lib.Classification Practice)	5	10
504	Knowledge Organisation and Processing (Lib.Cataloguing Practice)	5	10
505	Management of Library and Information Centers	5	5
506	Comprehensive Viva	4	
SECOND SEMESTER (January-May)			
507	Information(Reference) Sources and User Studies(4T+2P)	6	8
508	Information Systems, Centers and Services	5	5
509	Information Technology(Basics)	4	4
510	Information Technology(Practice)	6	12
511	Internship	6	12
512	Comprehensive Viva	4	

09. Eligibility for the Degree:

The candidate shall be eligible for the degree when he/she has undergone the prescribed course of studies for a period of not less than one year in the institution and has passed the requisite examination in all the subjects.

10. Requirement for the Examination and attendance:

The candidate will be permitted to appear in the examination if he/she has put in minimum attendance of the lectures on each subject as prescribed under the rules as applicable from time to time and if he/she fulfils all other eligible conditions for appearing in examination.

11. Examination:

Examination shall be conducted by the university as per the provisions of Ordinance No.31. The general Provisions of examination under the ordinance 5&6 and admission enrollment, etc, shall be applicable unless otherwise specified in this Ordinance. For matters not covered in this ordinance, General rules of the university examination shall be applicable. In other cases, the Executive Council shall be the competent authority to decide.

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FIRST SEMESTER(July-December)

Course No.501: Foundations of Library and Information Science Credits: 05 Hours: 05

Unit-1: Role of Library from ancient period to modern times. Types of Libraries: Functions and services. National Libraries of India, USA and U.K in detail. Five Laws of Library Science and their implications in library and information activities.

Unit-2: History and Development of Libraries with special reference to India, USA and UK. Library movement programs in India after independence. Role of Library in education (formal and non formal).Publicity and extension activities.

Unit-3:Promoters of Library and Information Services. International and National : UNESCO, RRLF. International and National Library Associations: FID,IFLA,ASLIB, SLA, ALA, LA, ILA, IASLIC.

Unit-4: Library legislation; need and essential features. Model Public Library Act. Library Legislation in India . Detailed study of Library Acts of Tamil Nadu, Andhra Pradesh, Karnataka, Maharashtra and West Bengal.

Unit-5: Attributes of Profession: Librarianship as a profession. Philosophy and Ethics of Librarianship. Freedom of access to Information: IPR, Censorship, Press and Registration and Copy Right Act. Delivery of Books (Public Libraries) Act.

Course No.502:Knowledge Organisation and Processing (Theory) Credits:06 Hours:06

Unit-1:Universe of subjects: Structure and attributes, Modes of formation of subjects. History of Knowledge classification and library classification: Library classification, need and purpose. Universe of subjects as mapped in different schemes of classification

Unit-2:General theory of Library classification. Normative principles of classification and their application. Species of Library Classification – Facet analysis, Postulational approach, Devices; Phase relation; Common and special isolates

Unit-3:Standard schemes of classifications and their features ; CC ; DDC ; UDC. Design and development of schemes of library classification. Recent developments in library classification and revision policies. Comparative study of DDC 19th and 22nd editions

Unit-4:History of Library Cataloguing. Library catalogue: purpose, structure and types, physical forms including OPAC, Filing rules. Normative principles of cataloguing. Overview of principles and practice in document description. Entries: kinds and functions. Standard codes of cataloguing; CCC, AACR II with latest amendments .

Unit-5:Principles of Subject cataloguing. Subject heading lists(Sear's List, LC Subject Headings) and their features Current trends in standardization of library catalogue: ISBD,ISBN, ,CCF,MARC.

Course No.503: Knowledge Organization and Processing: Credits: 05 Hours: 10
(Library Classification Practice)

Unit 1-5 Classification of Documents (using DDC 19th and CC 6th ed.)
Classification of documents representing :Simple, compound and complex subjects. In DDC classify the books with Simple subjects, multiple synthesis and with all tables. In CC Classify the Documents representing with systems, specials, rounds and levels and Anteriorising Common Isolates (ACI) and Posteriorising Common Isolates(PCI).

Course No.504: Knowledge Organization and Processing: Credits: 05 Hours: 10
(Library Cataloguing Practice)

Unit 1-4 Cataloguing of documents (using CCC 5th and AACR- II): Single Author, Joint Author, Multiple Authors, Collaborators, Anonymous books, Pseudonymous books, Multi volume works and Corporate Authorship.

Unit-5:Cataloguing of Composite books and Periodicals using CCC.
Assign subject headings using Sear's List of Subject Headings for AACR- II and Chain Procedure for CCC.

Course No.505: Management of Library And Information Centers Credits: 05 Hours: 05

Unit-1:Management: Meaning, Concepts, definition and scope. Principles of scientific management. Managerial functions. Schools of Thought . Library Authority, Library Committee. Organizational structure of different types libraries.

Unit-2:Human Resource Management in Libraries: Staffing Pattern: Dr. S.R Ranganathan Formula. UGC and AICTE Guidelines. Library Personnel Delegation of authority , communication and participation, Job description and analysis; Motivation and Performance appraisal. :Management of Change. Total Quality Management (TQM),Concepts, definition and elements

Unit-3:Financial Management in Libraries, Resource mobilization in libraries. Resource sharing: Concepts, meaning, purpose and methods. Budgeting Techniques and methods, Cost Effectiveness and Cost benefit analysis. Preparation of Library budget in different types of libraries.

Unit-4:Collection development policies and procedures. Book Selection theories .Evaluation and weeding of documents .Annual Report, Library statistics .LIS related standards for building, furniture and equipments.

Unit 5: Library house keeping operations: Different sections of library & information center and their functions .**Acquisition** Selection of reading materials, tools, and book ordering and accessioning and processing of bills. . **Technical processing, Serials control, circulation control, maintenance,** Stock verification, policies and procedures,

SECOND SEMESTER(January-May)

Course No.507: Information Sources (Reference) and User Studies (4 T+ 2P)

Credits: 06 Hours: 08

Unit-1: Reference and Information sources: Documentary sources of information; print and non print (including electronic). Nature, characteristics, utility and criteria for evaluation of different types of information sources. Non-documentary information sources, Human and institutional.

Unit-2 Reference service: Meaning, scope, kinds of reference service. Reference service in IT era. Web 2.0 and Library 2.0: RSS, Blogs, Chat referencing and wikies

Unit-3:Evaluation of Information Sources(Print and non print). Detailed study of Information (reference) sources: Encyclopedias, Dictionaries, Directories

Unit-4: Information Resources contd.: Biographical sources, Current Sources, Bibliographical sources, Geographical sources.

Unit-5:Information Users and Needs: Categories of Information Users, Information needs – definition ,models and assessment. Information seeking behavior, Methods and techniques of user studies. User Education and evaluation of user studies.

Course No.508: Information System, Centers and Services Credits: 05 Hours: 05

Unit-1: Documentation, Genesis, Concepts, Definition Need and purpose, facets, Information. Characteristics and need, Information communication system.

Unit-2: Information services : Current awareness services, Selective dissemination of Information. Indexing : meaning, purpose, types, characteristics. Abstracting : meaning, purpose, types, Qualities of the abstracts, Essential elements in abstracts. Indexing and abstracting Periodicals in India and abroad. Organization of these services at the Institute level

Unit-3: Subject Indexing, Vocabulary Control ,Thesaurus. Indexing techniques, Pre and Post, POPSI, and PRECIS, Unit term, KWIC ,Citation Indexing.

Unit-4: Reprography, Meaning, Utility and Methods: Document delivery services and centers. Translation services; Information storage and retrieval: Databases, Definition, concept, structure and types and data banks .Literature search in Databases.

Unit-5: International and National documentation and information systems and centers: NISCAIR,DESI DOC, NASSDOC,. International and National documentation and information systems and networks : UNISIST ,INIS, AGRIS, MEDLARS, NISSAT, INFLIBNET, and INDEST.

Course No.509: Information Technology: Basics:

Credits: 04 Hours: 04

Unit-1:Introduction to computers. Historical background of computers, Generations of computers. Types of Computers. Hard ware requirements, Input out put devices and storage devices. Information Technology: Definition, need , scope and objectives

Unit-2:Operating Systems : Single & Multi-user, systems basic features of MS Windows, Ms Office (MS-Word, MS-Excel, MS-Access, Power point).

Unit-3:Library automation: History, meaning, need and purpose. Evaluation Library softwares. CDS/ISIS, SOUL. Detailed study of different House Keeping operations in SOUL

Unit-4 :Digital libraries: Growth and development, need and importance. Organisation of digital libraries. Infrastructure of digital libraries and digital library management. Internet resources for libraries and surfing on internet.

Unit-5: Database management: Definition, need, concept of fields, records and files. Search strategies, Boolean operators. Multimedia and its use in library and information centers.

Course No.510: Information Technology: Practice:

Credits: 06 Hours: 12

Unit-1 MS windows:

Unit-2 MS-Word ,MS-Excel, MS-Access and MS-Power point .

Unit-3 Database Creation using CDS/ISIS and SOUL

Unit-4 Search in databases

Unit-5 Searching on INTERNET.

Course No.511: Internship Program

Credits: 06 Hours: 12

The students should work in reputed libraries identified by the university for a period of 15 working days, to acquaint with the practical issues in managing the libraries and information centers

Course No: 512: Comprehensive Viva

Credits: 04