



PANJAB UNIVERSITY, CHANDIGARH, INDIA
(Estd. under the Panjab University Act VII of 1947—enacted by the
India)

FACULTY OF ARTS

SYLLABUS

FOR

BACHELOR OF LIBRARY AND INFORMATION SCIENCE

SEMESTER V

EXAMINATION



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**C EME OF BAC ELOR OF L BRARY AND NFORMA ON C ENCE EME ER
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Marks

Paper Code	Title of the Paper	Internal Assessment	Ext. Exam.	Total	Exam. ours
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F R EME ER

BLIS 01	Foundations of Library and Information Science	20	80	100	3
BLIS 02	Knowledge Organisation: Classification (Theory)	20	80	100	3
BLIS 03	Knowledge Organisation: Cataloguing (Theory)	20	80	100	3
BLIS 04	Information and Communication Technology: Basics	20	80	100	3

ECOND EME ER

Programme Objectives

Upon completion of the BLIS program, students will be able to:

1. Demonstrate competency in information and its organization.
2. Demonstrate skills in the provision of information services.
- 3.

**SYLLABUS FOR BACHELOR OF LIBRARY AND INFORMATION SCIENCE
SEMESTER V**

SEMESTER V

Paper Code BLA 501

Paper Title FOUNDATION OF LIBRARY AND INFORMATION SCIENCE

Objective: To study library in the social context, and to acquaint the students with the basic philosophy of Library and Information Science.

INSTRUCTIONS FOR PAPER SETTER EXAMINER AND CANDIDATE

- i. The question paper will be of 80 marks of 3 hours duration and 20 marks will be for internal assessment.
- ii. The syllabus has been divided into four units.

There shall be 10 questions in all. The first question will be compulsory consisting of 15 short answer type questions spread over the whole syllabus to be answered in about 25 to 30 words each. The candidates will be required to attempt any 10 short answer type questions carrying 20 marks (i.e., 2 marks for each). Rest of the paper shall contain 4 units. Each unit shall have 5 questions of 15 marks each, and the candidates shall be given internal choice of attempting one question from each unit. In no case a question should be asked from outside the syllabus. The question paper should be strictly according to the instructions mentioned above.

Learning Objectives

After studying this course, students shall be able to:

1. Understand the historical development of libraries.
2. Classify libraries on the basis of their purpose and functions.
3. Know the role of libraries in the development of various aspects of society.
4. Comprehend the basic philosophy of Library and Information Science.
5. Understand five laws of library science and their implications.
6. Understand librarianship as a profession.
7. Assess the role of national and international library associations and organizations.
8. Highlight the role of library promoters at the national and international level.

Unit 1 Library Types and Role

- Library: Definition, concept, objectives and role of libraries in Socio-economic, Cultural, Educational, Scientific and Technological Developments
- Historical Development of Libraries
- Types of Libraries: Objectives, features and functions
- Five Laws of Library Science and their implications.

Unit 2 Library Legislation and Related Laws Concepts

- Library Legislation: Need and features.
- Library Legislation in India with special reference to states of Madras, Andhra Pradesh and Gujarat
- The Press and Registration of Books Act; The Delivery of Books and Newspapers (Public Libraries) Act
- Intellectual Property Rights

Unit: L Education and role of Profession Associations

- Library and Information Science as a discipline and LIS education in India.
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There shall be questions in all. The first question will be compulsory consisting of 15 short answer type questions spread over the whole syllabus to be answered in about 25 to 30 words each. The

Chandos Publishing.

5. Ranganathan, S.R., & Gopinath, M.A. (2006). *Prolegomena to libraryclassification (Reprint)*. New Delhi: Ess Ess Publication.
6. Rowley, J.E., & Farrow, J. (2019). *Organizing knowledge: Introduction to access to Information*. London: Routledge.
7. Satija, M.P. (2013). *The theory and practice of the DeweyDecimalClassification system*. Oxford: Chandos Publishing.
8. Satija, M.P. (2011). *A guide to the theory and practice of colon classification*. New Delhi: Ess Ess Publication.

F rther Re dings

1. Husain, S. (1993). *Library classification: Facets and analysis*. Tata McGraw-Hill.
2. Satija, M.P. (2004). *Exercises in the 22nd edition of the Dewey Decimal Classification*. Delhi: Ess Ess Publications

P per Code BL

P per it e NO LEDGE ORGAN A ON CA ALOG NG EORY

O ecti e: To study the principles and theories of Library Cataloguing.

N R C ON FOR E PAPER E ER EXAM NER AND CAND DA E

- i. The theory question paper will be of 80 marks of 3 hours duration and 20 marks will be for internal assessment.
- ii. The syllabus has been divided into four units.

There shall be questions in all. The first question will be compulsory consisting of 15 short answer type questions spread over the whole syllabus to be answered in about 25 to 30 words each. The candidates will be required to attempt any 10 short answer type questions carrying 20 marks (i.e., 2 marks for each). Rest of the paper shall contain units. Each unit shall have t o questions of 15 Marks each, and the candidates shall be given internal choice of attempting one question from each Unit. In no case a question should be asked from outside the syllabus. The question paper should be strictly according to the instructions mentioned above.

Unit 1 Library Catalogue

- Library Catalogue: Concept, objectives and functions
- Physical Forms of Library Catalogue: Conventional and non-conventional
- Types of Catalogues: Dictionary Catalogue, Classified Catalogue, Alphabetic-Classified Catalogue, Alphabetic-Subject Catalogue
- Authority File, ISBN, ISSN: Concept and use.

Unit 2 Catalogue Codes and Normative Principles

- Catalogue Codes: History and development
- Canons and Normative Principles of cataloguing
- Catalogue Entries according to CCC (5th edition)
- Catalogue Entries according to AACR-2R

Unit 3 Subject Catalogue and Union Catalogue

- Subject Catalogue: Concept, need, purpose and usefulness.
- Tools and techniques for deriving Subject Headings (Chain Procedure and Sears list of Subject Headings).
- Union Catalogue: Concept and purpose. Union catalogue of INFLIBNET.
- Selective, Simplified, Cooperative and Centralized Cataloguing

Unit 4 Current Trends in Cataloguing

- ISBD, RDA and FRBR
- Bibframe: concept.
- Metadata: Meaning, purpose, types, uses
- MARC21

Essential Readings

1. Bristow, B. (2018). *Sears list of subject headings* (22nd ed.). New York: Grey House Publishing.
2. Chowdhury, G.G., & Chowdhury, S. (2013). *Organizing information: From the shelf to the web*. London: Facet Publishing.
3. Chan, L.M., & Salaba, A. (2016). *Cataloging and classification: An introduction*. Maryland: Rowman & Littlefield.
4. Haynes, D. (2018). *Metadata for information management and retrieval*. London: Facet Publishing.
5. Kumar, G., & Kumar, K. (2011). *Theory of cataloguing* (5th ed.). New Delhi: Vikas Publishing.
6. Welsh, A., & Batley, S. (2012). *Practical cataloguing: AACR, RDA and MARC 21*. London: Facet Publishing.

Further Readings

1. Bowman, J.H. (2003). *Essential cataloguing*. London: Facet Publishing.
2. Gorman, M. (2004). *The concise AACR-2*. Chicago: ALA; Canadian Library Association; Chartered Institute of Library and Information Professionals (CILIP).

Paper Code BL

Paper Title INFORMATICS AND COMMUNICATION TECHNOLOGY B.A. III

Objective To provide students the basic knowledge of Computer and its applications in library and information centres.

INSTRUCTIONS FOR THE PAPER SETTER EXAMINER AND CANDIDATE

- i. The theory question paper will be of 80 marks of 3 hours duration and 20 marks will be for internal assessment.
- ii. The syllabus has been divided into four units.

There shall be 10 questions in all. The first question will be compulsory consisting of 15 short answer type questions spread over the whole syllabus to be answered in about 25 to 30 words each. The candidates will be required to attempt any 10 short answer type questions carrying 20 marks (i.e., 2 marks for each). Rest of the paper shall contain 3 units. Each unit shall have 10 questions of 15 Marks each, and the candidates shall be given internal choice of attempting one question from each Unit. In no case a question should be asked from outside the syllabus. The question paper should be strictly according to the instructions mentioned above.

Learning Objectives

After studying this course, students shall be able to:

1. Understand the computer software and its functioning
2. Acquire the knowledge of computer networks and their protocols and standards
3. Obtain the knowledge of Internet tools
4. Examine the concept of library networks and highlight their types and importance
5. Know the various library management software.
6. Plan and implement automation in library and information centres.

Objectives To provide students the basic knowledge of ICT and its applications in library and information centres.

Unit 1 Computer Software

- Software: System Software - Operating systems-MS-Windows and LINUX (basic features).
- Application Software - MS-Word, MS-Excel and MS-PowerPoint
- Online PDF file handling.

Unit 2 Communication Technologies

- Internet Protocols and Standards – HTTP/HTTPS, TCP/IP, URL, DOI
- Internet: Concept and Features of WWW and E-mail.
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Unit Library Automation

- Library Automation Definition, Purpose, Planning and implementation Steps.
- Basic Concept of Retrospective Conversion (ReCON), UNICODE compliance.
- Basic modules of ILMS
- Concept & use of Barcode & QR code

Essential Readings

1. Bailey, D. R., & Tierney, B.G. (2008). *Transforming library service through Information commons: Case studies for the digital age*. Chicago: ALA.
2. Bilal, D. (2014). *Library automation: Core concepts and practical systems analysis*. California: Libraries Unlimited.
3. Norton. (2017). *Introduction to Computers*. New Delhi: McGraw Hill Education.
4. Singh, H., Kakkar, S.K., & Sharma, A. (2011). *A book of fundamentals of information technology*. Amritsar: Lakhanpal Publishers.
5. Sinha. (2022). *Foundations of Computing*. India: BPB Publication.
6. Stallings. & Brown, L. (2019). *Computer security: Principles and practice*. Boston: Pearson.
7. Tanenbaum, A.S., & Feamster, N. (2019). *Computer networks*. Boston: Pearson.
8. Williams, B.K., & Sawyer, S.C. (2015).

EME ER

P per Code BL

P per it e MANAGEMEN OF L BRARY AND NFORMA ON CEN RE

O ecti e The aim of this paper is to give students an idea of the principles of management and to acquaint them with the management techniques, functions, activities and routines of various sections and departments in a library / information Centre.

N R C ON FOR E PAPER E ER EXAM NER AND CAND DA E

Unit Financial Management Library Research Reports

- Sources of library finance, Estimation of library's financial requirements
- Budgeting techniques
- Cost Effectiveness Analysis and Cost Benefit Analysis: Concept
- Library statistics and Annual Report
- Library rules and regulations
- Library building and Space management

Essential Readings

1. Christian, A. R. (2013). *Academic library management: Universities, colleges and institutions*. Jaipur: Vista Publishers.
2. Dorado, A. (2012). *New trends in library management*. London: Koros Press.
3. Evans, G.E., Layzell, W.P., & Rugaas, B. (2000). *Management basics for information professionals*. New York: Neal Schuman Publishers.
4. Johnson, P. (2014). *Fundamentals of collection development and management* (3rd ed.). Chicago: ALA.
5. Koontz, H., & Weihrich, H. (2015). *Essentials of management* (10th ed.). Chennai: Tata McGraw Hill.
6. Thanuskodi, S. (2013). *Challenges of academic library management in developing countries*. Hershey PA: Information Science Reference.
7. Velasquez, D. (2013). *Library management 101: A practical guide*. Chicago: ALA.

Further Readings

Le rning O tco es

Learning Objectives

After studying this course, students shall be able to:

1. Use the catalogue code - AACR-2R.
2. Prepare catalogue entries for different types of documents.
3. Derive subject headings using Sears List of Subject Headings.

Objectives To acquaint the students with cataloguing of docume

Paper Code BL

Paper Title: INFORMATION SOURCE AND REFERENCE THEORY

Objective: The aim of this paper is to impart knowledge regarding reference and information sources, services and systems to the students.

INSTRUCTIONS FOR THE PAPER EXAMINER AND CANDIDATE

- i. The theory question paper will be of 80 marks of 3 hours duration and 20 marks will be for internal assessment.
- ii. The syllabus has been divided into four units.

There shall be questions in all. The first question will be compulsory consisting of 15 short answer type questions spread over the whole syllabus to be answered in about 25 to 30 words each. The candidates will be required to attempt any 10 short answer type questions carrying 20 marks (i.e., 2 marks for each). Rest of the paper shall contain units. Each unit shall have 10 questions of 15 Marks each, and the candidates shall be given internal choice of attempting one question from each Unit. In no case a question should be asked from outside the syllabus. The question paper should be strictly according to the instructions mentioned above.

Learning Objectives

After studying this course, students shall be able to:

1. Understand, identify and explore different types of information sources.
2. Understand the nature of print and electronic resources.
3. Acquire the understanding of reference services.
4. Know various methods of user education.
5. Provide various information services.
6. Comprehend the activities and services of various information systems and networks.

Unit 1: Information Sources

- Nature, Characteristics, types and formats
- Documentary, Non-Documentary and Electronic sources
- Primary, Secondary and Tertiary sources of information
- Human sources, Institutional sources.

Unit 2: Reference Service

- Reference Service: Concept, purpose, functions, types, theories and trends.
- Reference Interview
- Information Users: Categories and ascertaining information needs
- User studies: Concept, need, purpose, techniques and methods
- User education: concept, goal, objectives and methods.

Unit 3: Information Services

- Current Awareness Service (CAS)

