Netaji Subhas Open University
Bachelors of Library and Information Science (BLIS)
SYLLABUS

Programme Objectives: The BLIS course intends to generate skilled professional in the field of library and information science. Acquainted with the essential character of the field of library and information studies and its processes associated with knowledge creation, communication, identification, selection, navigation, acquisition, organization and description, storage and retrieval, preservation & conservation, analysis, interpretation, evaluation, and dissemination of information. This is the subject domain through which user's requirement relating to information needs, their information seeking behaviour may be met. The course also intends to make understandable about the inter-relationship and importance of contributions of library and information studies to other fields of knowledge by recognising the role of library and information services in a diverse global society.

Expected Programme Outcome: The successful learners are either be engaged in professional career or they are expected to join their professional life. The expected outcomes are:
- To create a pool of skilled professional who may manage, organise and navigate the whole educational system by facilitating right information to the right people at any time to any people.
- To dedicate their professional career for the development of the subject-domain by catering services in different academic libraries, special libraries, public libraries, research centres, government departments, non-government organisations.

Course structure
Paper - I : Library and Society
Paper-II : Library Management
Paper-III : Library Classification Theory
Paper-IV : Library Cataloguing
Paper-V : Reference and Information Services
Paper VI : Classification Practice
Paper VII : Cataloguing Practice
Paper VIII : Computer Basics and Applications [Theory]
[Full Marks-800, 64 credits]

Detailed syllabus
Paper- I : Library and Society
Module-1 : Development of Libraries and Their Role in Society
Unit-1 : Role of Library in Modern Society
Unit-2 : Laws of Library Science
Unit-3 : Library Development in UK and USA
Unit-4 : Library Development in India–Plans and Programmes.
Module-2 : National Libraries of UK, USA, France, India
Unit-5 : National Libraries : A Descriptive Account of National Libraries : National Libraries of UK, USA, France, India.
Unit-6 : Academic Libraries : University, College and School Libraries.

Unit-7 : Public Libraries : Role and Functions
Unit-8   : Special Libraries and Information Centres.
Module-3 : Library Movement in India
Unit-9 : Library Legislation and Model Public Library Act.
Unit-10 : Library Legislation in Indian States.
Module-4 : User Study
Unit-11 : User Community ; their characteristics, User Study
Unit-12 : Library and Education : Formal, non-formal and distance education.   Unit-13 : Community information centres and services
Unit-14 : Library Extension Services
Module-5 : Library Associations, Systems and Programmes
Unit-15 : Criteria of the Profession, Ethics and Duties
Unit-16 : Organizations involved in the Development of Library and Information Services
Unit-17 : Resource Sharing : Concept, need and Activities
Unit-18 : Resource Sharing ; Programmes.

Paper - II : Library Management
Module-1 : Principles of Library Management
Unit-1 : General Principles of Management and their application to Library Management.
Unit-2   : Library Organizational Structure
Unit-3   : Physical Planning of Libraries – standards.
Module-2 : Library Operations and Services
Unit-4 : Collection Development
Unit-5 : Circulation Activities
Unit-6 : Collection Maintenance, Shelving and stock verification
Unit-7 : Preservation of library materials
Module-3 : Personnel Management
Unit-8 : Library staff-job analysis, In-service Training, Staff Manual, Library Committees
Unit-9 : Library Rules and Regulations
Unit-10 : Office Management
Module-4 : Financial Management
Unit-11 : Library Finance
Unit-12 : Budgeting and Accounting
Unit-13 : Library Statistics
Unit-14 : Annual Report

Paper - III : Library Classification Theory Module-1 : Classification in General
Unit-1 : Basic Concepts and Terminology
Unit-2 : Classification of knowledge
Unit-3   : Library classification : Need and Purpose.
Module-2 : General Theory of Library Classification
Unit-4 : Basic Laws, Canons, Postulates and Principles
Unit-5 : Facet Analysis and Facet Sequence
Unit-6   : Phase Relations
Unit-7   : Common Isolates
Module-3 :
Unit-8   : Modes of formation of Subjects
Unit-9   : Steps in construction of classification schemes–Enumerative and Faceted
Module-4 : Notation - Need, Functions
Unit-10 : Notation : Need, Functions and Types

Unit-11 : Qualities of Notation
Unit-12 : Hospitality in Array and Chain Unit-13 : Devices
Unit-14 : Call number and its structure
Module-5 : Study of selected Schemes of Classification
Unit-15 : Dewey Decimal Classification
Unit-16 : Universal Decimal Classification
Unit-17 : Colon Classification
Unit-18 : Modern Trends, BSO, Role of CRG.

Paper-IV : Library Cataloguing Theory
Module-1 : Basic Concept
Unit-1 : Library Catalogue : Definition, Objectives, Purpose and functions
Unit-2 : Physical Forms of Catalogue
Unit-3 : Types of Catalogue
Module-2 : Format of Catalogue Entries
Unit-4 : Kinds of entries
Unit-5 : Data Elements in different types of Entries
Unit-6 : Filing of Entries : Classified and Alphabetic
Unit-7 : Centralized Cataloguing, Cataloguing-in-Publication
Module-3 : Choice and Rendering of Headings
Unit-8 : Western Names and Indic Names
Unit-9 : Corporate Authors
Unit-10 : Pseudonyms, Anonymous works and Uniform Titles Unit-11 : Catalogue code
Module-4 : Subject Cataloguing Concept, Purpose, General Principle
Unit-12 : Subject Cataloguing
Unit-13 : List of Subject Headings
Unit-14 : Other methods of deriving subject headings

Paper-V : Reference and Information Services
Module-1 :
Unit-1 : Concept of Reference and Information Services
Unit-2 : Varieties of Reference Services
Unit-3 : Functions of the Reference Department
Unit-4 : The Reference Process
Module-2 : Study of Bibliographical Tools
Unit-5 : Bibliographies Need and Types, Bibliographical control Unit-6 : Subject Bibliography
Unit-7 : National Bibliography (BNB & INB)
Unit-8 : Trade Bibliography
Unit-9 : Study of Abstracting and Indexing Tools
Module-3 : Reference Sources Part-I :
Unit-10 : Dictionaries
Unit-11 : Encyclopaedia
Unit-12 : Ready Reference Sources
Part-II :
Unit-13 : Geographical Sources
Unit-14 : Biographical Sources
Unit-15 : Reference Sources for Current Events
Unit-16 : Evaluation Reference Sources
Module-4 : Information Services
Unit-17 : Concept and Need for Information

Unit-18 : Types of Documents : Primary, Secondary and Tertiary
Unit-19 : Organization of Information services
Unit-20 : Information Services and Techniques.

Paper-VI : Classification Practice
Unit-1 : Construction of class members of documents according to the 19th ed. Dewey's Decimal Classification, 1979.
Unit-2 : Construction of Class numbers of documents according to the Colon Classification, 6th. ed. 1960.
Unit-3 : Construction of Book number as formulated by S. R. Ranganathan.

Paper - VII : Cataloguing Practice
Module-1 : AACR-2R- an introduction ; Subject Headings-introduction ; general rules for description ; single personal author ; Tracings. List of Subject Headings.
Module-2 : Editorial work ; shared responsibility ; Multivolumes ; Corporate Bodies ; Choice among different names ; References.
Module-3 : Serials ; Analysis ; Uniform Titles ; Cataloguing of Bengali documents.
Module-4 : Classified Catalogue Code-introduction Tracing ; Class index entry ; Personal author ; corporate body ; series ; Periodicals.

Paper VIII : Computer Basics and Applications [Theory] Module-1 : Introduction to Computer Applications
Unit-1 : Introduction to Computer – Functional parts of Computer : Hardware, Software, Operating System (MS-DOS/Unix).
Unit-2 : Computer Language- High level language ; Software package, Software System Application software, Flowcharting, Boolean logic and operators.
Unit-3 : Library Automation-Areas in library automation (House Keeping) - Library automation-Indian scenario-Computer Based Information Service (CAS & SDI).