

DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE

Bachelor of Library and Information Science (B.L.I.Sc)

SYLLABUS & REGULATIONS

WITH EFFECT FROM 2024-2025

Bachelor of Library and Information Science (B.L.I.Sc)

P.G. Degree Programme (CBCS) Regulations-2016

Amended as per NEP-2020

(with effect from the batch admitted in the academic year 2024-25)

CHOICE BASED CREDIT SYSTEM (CBCS)



**CENTRE FOR DISTANCE AND ONLINE EDUCATION (CDOE)
SRI VENKATESWARA UNIVERSITY**

Accredited by "NAAC" with "A⁺ Grade

Tirupati, Andhra Pradesh - 517502



CENTRE FOR DISTANCE AND ONLINE EDUCATION (CDOE)
SRI VENKATESWARA UNIVERSITY : : TIRUPATI
DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE

Bachelor of Library and Information Science (B.L.I.Sc)

Degree Programme (CBCS) Regulations-2016
Amended as per NEP-2020

(with effect from the batch admitted in the academic year 2024-25)

CHOICE BASED CREDIT SYSTEM (CBCS)

Bachelor of Library and Information Science (B.L.I.Sc)

SEMESTER-I

Course Code	Title of the Course	Theory Practical	No. of Credits	Marks		Total
				IA	SEE	
LIS 101	Library and Society	6	4	20	80	100
LIS 102	Reference & Information Sources and Services	6	4	20	80	100
LIS 103	Library Classification (Theory)	6	4	20	80	100
LIS 104	Library Management	6	4	20	80	100
LIS 105	Library Classification (Practical)	6	4	20	80	100
Total		30	20	100	400	500

SEMESTER-II

Course Code	Title of the Course	Theory/ Practical	No. of Credits	Marks		Total
				IA	SEE	
LIS 201	Library Cataloguing (Theory)	6	4	20	80	100
LIS 202	Library Cataloguing (Practice)	6	4	20	80	100
LIS 203	Introduction to Computer	6	4	20	80	100
LIS 204	Information Technology Practice	6	4	20	80	100
LIS 205	Information Literacy Practice	6	4	20	80	100
Total		30	20	100	400	500

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SEMESTER – I

LIS 101 : LIBRARY and SOCIETY

1. Nature and purpose of Librarianship. The professional idea.
2. The functions of the Library – The Library as a social institution – Reading and the personality development – education – conservation – Adult education
3. Five Laws of Library Science
4. Types of Libraries and Library Service
5. History of Library Development in India UK and USA
6. Library Resource Sharing
7. National and International organizations : ILA, IDASLIC, INDLOC, IFLA, FID
8. Library legislation in India
9. Extension activity and public relations
10. Library education in India

Recommended books

1. Shera, J.H. The foundation of education for librarianship . New york , 1972 .
2. Mc. Clovin . L.R. public library extension . Paris. Uneso, 1950
3. Kannna , J. K. Library and society , Kuruseshetra, 1987.
4. Ranganathan, S.R. five laws of Library Science . Delhi 1957
5. Ekbo te, Gopal Rao . Public Library system . Hyderabad , 1987
6. Sharma, Pandey , S.K. Development of public libraies in India .New Delhi.
7. IFLA standards for library service . Munich. 1977
8. Davis , D.W. Public libraries as cultural and social centies . New york , 1975
9. Venkatappaiah , V. Indian library legislation . New Delhi 1990
10. Rout, R.,K. Indian library legislation in India , New Delhi, 1991.
11. Sahia, Srinath. Library legislation in India. New Delhi 1991.

LIS 102 : REFERENCE & INFORMATION SOURCES AND SERVICES

1. Need for reference and information service
2. Theory of reference and information services, users needs – short range and long – range reference services, planning of referral etc.
3. Methods of dissemination of information ; current awareness Services (CAS) SDI etc.,
4. Development and trends in information service in India
5. Kinds of reference and information sources
6. Different types of Bibliographies and other lists
7. Preparation of bibliographies and documentation lists
8. Dictionaries, Encyclopedias, Almanacs, Year books, Directories Hand Books, Manuals, News – Summaries etc.,
9. Bibliographical information sources
10. Geographical Information sources
11. Indexes Concordances and Abstracts

Recommended books

1. Ranganathan SR. . Reference services and bibliography , Bombay, 1960.
2. Foskett. AC. Information Services in libraries . London . 1958
3. Mukherjee, AK. Fundamentals of special libbrianship , Calcutta , 1969.
4. Sharp, JR. Some fundamentals of information retrieval. London , 1965.
5. Shores, Louis. Basic reference sources . Chicago, 1954.
6. Viswantham, CD. Elements of information science. New Delhi, 1971.
7. Katz , A. Introduction to reference work . 2 v. New York, 1992
8. Guha, B. Documentation and information . Calcutta , 1983
9. Krishan Kumar , Reference services. New Delhi, 1989.
10. Girija Kumar and Krishan Kumar , Bibliography , New Delhi.

LIS 103 : **LIBRARY CLASSIFICATION (THEORY)**

1. Meaning and purpose of classification
2. Terminology
3. Normative Principles
4. Structure and development of subjects
5. Spacious of Classification schemes
6. Classification Schemes: Brief study of Major general schemes
7. General theory of classification: Main class, Canonical Class Basic Class, Isolate. Common Isolate, Special Isolate, Postulates Fundamental categories, Principles of facts sequences, Helpful sequence, Facet analysis and phase analysis.
8. Deices to form facet in array of classed: Chronological device (CID) Geographical Device (GD), Subject device (SD), Alphabetical Device (AD), Mnemonic Device (MND), Facet Device (FD), super Imposition Device (SIX), Classic Device (CLD), Telescoping of array and in facet. Sector device, GAP device, Decimal
9. Cannon for classification (Idea Verbal & & Notational Place)
10. Notation: Types, structure, Quality, Value
11. Call Number: Class No. Book No. and collection No.
12. Comparative Study of a few importance special schemes of classification.

Recommended books

1. Agarwal. DS. Lectures in Universe of knowledge . Delhi : Academic publishers. 1985
2. Krishna Kumar . Theory of Classification . Delhi: Vikas. 1991
3. Raju, AAN. . Universal Decimal Classification and Colon Classification .
4. Ranganathan, SR. Descriptive account of Colon Classification .Bombay. Asia publishing House . 1967
5. Ranganathan , S.R. Elementary Library Classification . 3RDED. Bangalore. Sarada Ranganathan Endowment Trust , 1992
6. Rangandhan , SR. Prolegomena to library Classification . Bombay : Asia publishing House , 1965
7. Sayers, WCB . Manual of Classification for librarians . Rev. by Arthur Maltby. London : Andre Deutsch, 1967.

LIS 104 : LIBRARY MANAGEMENT

1. Basic concepts of Library Administration and Management Principles of Techniques and their application in Library Operation.
2. Library Planning Building – space requirement – furniture and Equipment.
3. Personnel Management policy and staffing – Job analysis and distribution, supervision and control.
4. Financial Management – Financial requirements – Budgeting and accounting.
5. Library authorities – Committees and their role.
6. Library routine and work flow in different sections Principles and policies of book selection mechanics of ordering – book trade problems technical treatment processing of books circulation.
7. Maintenance – care preservation stock verification of library materials.
8. Library rules and regulations.
9. Library Statistics – Annual reports Records
10. Publicity and Public relations.
11. Library profession.
12. Library automation.

Recommended books

1. Evans, G. Edward.. Management techniques for librarians . 2nd ed . New york : Academic Press, 1983.
2. Katz, W.A. Collection development , the selection of materials for libraries . New york . Holt, Rinohart and Winston, 1980.
3. Krishan Kumar : Library Administration and Management . New Delhi : Vikas , 1987.
4. Lock, R.N. Library administration . 3rd ed. New York : Philosophical Library . 1965.
5. Mittal, RL Library Administration : Theory and Practice . 5th ed. Delhi . Metropolton , 1984.
6. Narayana , G.J. Library and Information Management , New Delhi PHI 1991.
7. Ranganathan , S.R. : Library administration . 2nd ed. Bombay : Asia , 1059.
8. Sharma , J.S. Library Organization . New Delhi : Vikas, 1978.
9. Seetharama, S. Guide lines for planning of libraries and Information Centres Culcutta: IASLIC, 1990.

LIS 105 : *LIBRARY CLASSIFICATION (PRACTICAL)*

1. Basic and Compound subjects, Anteriorising & Posteriorising common Isolates and Auxiliary Schedules (DC)
2. Compound Classes, complex classes
3. Different devices, Phase, Intra – facet and Intra-array relations.

Recommended books

1. Ranganathan, SR. Colon Classification . 6th ed. Banglore: Sarada.
Ranganathan Endowment for library Science , 1994.
2. Dewey, Melvil. Dewey Decimal Classification . 3 vols. 18th ed. New York: Lake placid , 1978.
3. Raju, AAN . Dewey Decimal Classification : Theory and practice . Madras : TR , 1995.
4. Stija, MP. Manual of practical Colon Classification . New Delhi, Sterling, 1984.
5. Batty, CD. An introduction to 20th edition of DDC . London : Clive Bingely.
6. Uppal, OP . Practical Procedure of Classification according to CC and DDC. Patiala : Madaan.

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SEMESTER - II

LIS 106 : *LIBRARY CATALOGUING (THEORY)*

1. Library Catalogue: Nature and purpose, functions in relation to other records of the library.
2. Types of Library catalogue (other and Inner forms)
3. Different types of Catalogues entries and their functions
4. Normative Principles and conens for cataloguing
5. Subject Heading, Subject Indexing
6. Pre-natal co-operative and centralized cataloguing systems.
7. Union Catalogues
8. Simplified and selective cataloguing
9. Standardization of cataloguing practices including study of ISBD, (M), ISBD (S), ISED (NBM).
10. Problem of name of personal and headings
11. comparative study of codes (AACR & CCC)
12. Management of cataloguing processes including filling.

Recommended books

01. Martin , Janes. Computer Networks and Distributed processing : Software ,
Techniques and Architecture.
02. Mantay Subash. DOS made simple . 1975 New Delhi: Galgotia pub. 1992.
03. New. P.G. Reprography for libraries . London: Clive Bingley, 1981.
04. Raman , S. Text books of Computer programming . Delhi: CBS, 1971.
05. Ravichandra Rao, IVK. Library Automation . Rev.ed. New Delhi: Wiley Eastern.1983.
06. Rowley, J.E. Compueters for Libraries . 2nd ed. London: Clive Bingley, 1985.
07. Stern, KR and Stern, Nancy. Introduction to Computers and information
Processing. New York : John Wiley, 1982 .
08. Teddy. Lucy. An Introduction to Computer based Library system . 2ND ed.
New York : Wiley. 1984.
09. Zoorkoozy, Peter . Information Technology and Introduction . 2ND ed. London :
Pettman, 1985.

LIS 107 : LIBRARY CATALOGUING (PRACTICE)

PART - A

1. Descriptive Cataloguing for photographs and simple serials
2. Entry heading work
3. Subject entries (with sear's list)
4. Cross Reference
5. Analytical entries

PART – B

1. Cataloguing & following typical of documents according to C.C.C
2. Single – Volumes books
3. Multi volumes books
4. Simple Periodicals
5. Composite books
6. Choice and rendering in respect of personal and
7. Corporate authors.

Recommended books

1. Anglo – American Cataloguing Rules. 2nd. rev.ed. London Library Association , 1988.
2. Banner. Eric. J. Examples Illustrating AACR-2 . (1988) revision . London DA, 1989.
3. Krishna Kumar , An introduction to AACR – 2 New Delhi: Vikas , 1990.
4. Ranganathan , S.R. Classified Catalogue Code. Bombay: Asia Publishing House, 1961.

LIS 108 : INTRODUCTION TO COMPUTER

1. Introduction to information technology – Historical development of computers and their applications.
2. Computers systems – Hardware Input Output Process and Stage with Internal and External device (RAM, ROM, CD – ROM, TAP, E –DISK etc). Systems software, application software, operating systems MS DOS.
3. Data processing basic processes. Calculating, Logical operating sorting merging and retrieval.
4. Library Automating – Circulating control, Acquisition, periodical control and organizing.
5. Introduction of computer packages – Use of CSSNISTS in Library.

Recommended books

1. Ranganathan SR. . Reference services and bibliography , Bombay, 1960.
2. Foskett. AC. Information Services in libraries . London . 1958
3. Mukherjee, AK. Fundamentals of special libbrianship , Calcutta , 1969.
4. Sharp, JR. Some fundamentals of information retrieval. London , 1965.
5. Shores, Louis. Basic reference sources . Chicago, 1954.
6. Viswantham, CD. Elements of information science. New Delhi, 1971.
7. Katz , A. Introduction to reference work . 2 v. New York, 1992
8. Guha, B. Documentation and information . Calcutta , 1983
9. Krishan Kumar , Reference services. New Delhi, 1989.
10. Girija Kumar and Krishan Kumar , Bibliography , New Delhi.

LIS 109: INFORMATION TECHNOLOGY PRACTICE

Unit I: Use of operating systems: DOS, MS Windows, LINUX

- Use of Word processing software (MS Word)
- Spreadsheet management software (MS Excel)
- Power point presentation software (Power point)

Unit II: Creation of databases using CDSISIS, WINISIS

Unit III: Use of web browsers – Internet explorer, Google chrome, Mozilla Firefox

Unit IV: Make use of search engines, Meta search engines and deep web resources

Unit V: Creation of E-mail, wikis, blogs and Internet searching and retrieval techniques

Recommended books

1. Dr. BR Ambedkar Open University (2011). *Information technology practical manual (MLS-08)*: Course material. Hyderabad.
2. Dr. MCR Human Resource Development Institute of AP. (2001). *Computer Basics, Windows, MS Office 2000*: Course material. Hyderabad.
3. CDS/ISIS database software. Retrieved from http://portal.unesco.org/ci/en/ev.php-URL_ID=2071&URL_DO=DO_TOPIC&URL_SECTION=201.html

LIS 110: INFORMATION LITERACY PRACTICE

Unit-I: Information Literacy: Meaning, Definition, Need, Importance, Historical perspective of Information literacy.

Unit II: Types of Information Literacy: Library Literacy, Computer literacy, Media Literacy, Web Literacy and Digital literacy, Research Literacy.

Unit III: Information Literacy Models and Components: SCONUL Empowering 8, B-6, Seven Pillar, ELLIS.

Recommended books

1. American Library Association. Final Report of Presidential Committee on information Literacy.
<http://www.ala.org/acrl/publications/whitepapers/presidential>
2. Barker, K. and Lonsdale, R. Ed. (1994), Skills for life: the Value and meaning of literacy, London : Taylor Graham.
3. Bawden, D.(2001). Information and digital literacies: a review of concepts.
<http://arizona.openrepository.com/arizona/bitstream/10150/105803/1/bawden.pdf>
4. Eisenberg, M.B., Lowe, C.A & Spitzer, K.L (2004) ,Information literacy Essential Skills for information age. London : Libraries unlimited.

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