BACHELOR OF LIBRARY AND INFORMATION SCIENCE

ONE YEAR FULL TIME PROGRAMME

SYLLABUS - FIRST SEMESTER

Paper- B-101 - LIBRARY, INFORMATION AND SOCIETY
Paper- B-102 - LIBRARY CLASSIFICATION (Theory)
Paper- B-103 - LIBRARY CLASSIFICATION (Practical)
Paper- B-104 - BASICS OF INFORMATION TECHNOLOGY IN LIS (Theory)
Paper- B-105 - BASICS OF INFORMATION TECHNOLOGY IN LIS (Practical)
Paper- B-106 – PROJECT WORK: LITERATURE AND FIELD SURVEY

Department of Library and Information Science
Faculty of Arts,
UNIVERSITY OF DELHI
DELHI – 110007

2009
UNIT – I: Role of Libraries
Library as a Social Institution
Development of Libraries in India
Role of Library and Information Centres in Modern Society
Five Laws of Library Science

UNIT – II: Types of Libraries, Professional Associations and Organizations
National Library of India: Concept, Functions and Services
Public Libraries, Academic Libraries and Special Libraries
Professional Associations: ILA, IASLIC, CILIP, ALA, Aslib, SLA
National and International Organizations: RRRLF, UNESCO and IFLA
Digital Libraries

UNIT – III: Library Legislation
Library Legislation: Need, Purpose, Objectives and Model Library Act
Library Legislation in India: Structure and Salient Features
Press and Registration Act
Delivery of Books (Public Libraries) Act

UNIT – IV: Information and Communication
Information: Characteristics, Nature, Value and Use of Information
Conceptual difference between Data, Information and Knowledge
Communication channels, models and barriers
National Knowledge Commission and Information Policy
Information Intermediaries
UNIT – V: Library and Information Profession

Professional Skills and Competencies

Professional Ethics

Role of Library and Information Professionals in Digital Era

Recommended Books

UNIT - I: Elements of Library Classification
Concepts, Terminology
Need, Purpose and Functions
Species of Classification Schemes

UNIT - II: Theory and Development
Historical Development
General Theory: Normative Principles
Modes of Formation of Subjects

UNIT – III: Approaches to Library Classification
Postulational Approach and Systems Approach
Fundamental Categories, Facet Analysis and Facet Sequence
Phase Relation and Common Isolates
Devices in Library Classification

UNIT – IV: Notation and Construction of Classification Number
Notation: Need, Purpose, Types and Qualities
Call Number: Class Number, Book Number and Collection Number
Construction of Class Numbers

UNIT – V: General and Special Classification Schemes
Dewey Decimal Classification
Universal Decimal Classification
Colon Classification
Current Trends in Library Classification
Recommended Books

2. MANN (Margaret). Introduction to cataloguing and the classification of books. Ed. 2. 1943. ALA, Chicago.
Paper- B-103 - LIBRARY CLASSIFICATION (Practical)

UNIT – I: Colon Classification (Ed. 6)
Introduction, Structure and Organisation
Steps in Classification
Classification of Documents with Basic Subjects
Classification of Documents with Compound Subjects

UNIT – II: Dewey Decimal Classification (Latest Edition)
Introduction, Structure and Organisation
Steps in Classification
Classification of Documents using Table 1 and 2
Use of Relative Index

UNIT – III: Colon Classification (Ed. 6)
Use of Common Isolates, Phase Relations and Devices
Classification of Documents with Compound and Complex Subjects

UNIT – IV: Dewey Decimal Classification (Latest Edition)
Classification of Documents using Tables 1 to 7

Recommended Books
UNIT – I: Introduction to Computers
Computers: Generations, Types, Input and Output Devices, Computer Architecture
Data Representation and Storage
Introduction to System Software and Application Software
Operating Systems: DOS, Window XP, Vista, Windows NT, Linux, etc.
Word Processing, Spreadsheets, PowerPoint Presentation
Graphics Software: Basic Functions and Potential Uses
Communication Software

UNIT – II: Library Automation
Library Automation: Planning and Implementation
In-house Operations: Acquisition, Cataloguing, Circulation, Serial Control, OPAC, etc.
Bibliographic Standards: CCF and MARC 21
Introduction to Metadata: Types of Metadata Dublin Core
Library Software Packages: Overview and House Keeping Operations
Case Studies: WINISIS, Alice for Windows and SOUL

UNIT – III: Database Management Systems
Database: Concepts and Components
Database Structures, File Organization and Physical Design
Database Management System: Basic Functions, Potential Uses

UNIT – IV: Web Interface to WINISIS Databases
Introduction to Web Interface: WWWISIS
Introduction to Web Servers: Apache Server and Internet Information Server
Web Interface Software: GENISIS
UNIT – V: Introduction to Internet

Basics of Internet

Search Engines and Meta Search Engines

Internet Search Techniques

E-resources and Online Databases

Recommended Books


Paper- B-105 - BASICS OF INFORMATION TECHNOLOGY IN LIS (Practical)

UNIT – I: Operating Systems and Application Software
Installation and Functions of Different Operating Systems: Window XP, Vista, Windows NT, Linux
Setting of Desktop, Library Server and its Maintenance
Creating Presentations with PowerPoint
Editing and Formatting Word Documents

UNIT – II: Database Creation and Library Software
Installation and Creation of Databases: Import, Export, Hyperlinks and Printing of Records using WINISIS
Alice for Windows: Installation, Configuration and Functions
Installation, Configuration and Application of SOUL

UNIT – III: Database Web Interface
GENISIS: Installation, Configuration and Functions
Web Interface to WINISIS using GENISIS

UNIT – IV: Online and Offline Searching
Web Searching
Advanced Internet Searching
Search through Meta Search Engines
Offline Databases
Internet and E-mail
Recommended Books

1. **CHOWDHURY (G G) and CHOWDHURY (Sudatta).** Searching CD-ROM and online information sources. 2000. Library Association, London.

2. **CHOWDHURY (G G) and CHOWDHURY (Sudatta).** Organizing information : from the shelf to the web. 2007. Facet Publishing, London.


5. **NEELAMEGHAN (A) and LALITHA (S K).** Tutor + : A learning and teaching package on hypertext link commands in WINISIS. 2001. Sarada Ranganathan Endowment for Library Science, Bangalore.


Objectives:

(i) To train the students in literature searching using print and online sources on the assigned area of study.

(ii) To train the students in preparing bibliography and documentation list on the assigned area of study.

(iii) To expose the students with the real working environment of a library by assigning them a topic related with the library operations.

(iv) To train them in preparing the state-of-the-art report on the assigned area of study.

Note: - The Work for Paper shall start in the beginning of the semester for which each student will be allotted a topic for Literature and Field Survey by the concerned teacher.