


DRAVIDIAN  **UNIVERSITY**
School of Distance and Continuing Education
Srinivasavanam Kuppam – 517 425
Syllabus for B.L.I.Sc

PAPER – 1: LIBRARY 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

PAPER II : 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

PAPER – III : 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.

PAPER – IV: 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.

PAPER – V : 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.

PAPER – VI : 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.

PAPER VII: 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 – Volumed books
3. Multi volumes books
4. Simple Periodicals
5. Compoite books
6. Choice and rendering in respect of personal and
7. Corporate authors.

PAPER – VIII: 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. Programming introduction to programming, elements of systems analysis, flow charting.
5. Library Automating – Circulating control, Acquisition, periodical control and organizing.
6. Introduction of computer packages – Use of CSSNISTS in Library.