

BACHELOR OF LIBRARY AND INFORMATION SCIENCE (BLIS)

SYLLABUS

Session: 2025-26 & 2026- 27

Programme Code: BLIS

Programme Objective:

The Bachelor of Library and Information Science (BLIS) programme is designed to provide foundational knowledge of library science, focusing on classification, cataloguing, and information management. It covers the use of ICT in libraries, understanding user needs, and delivering information services. The programme also prepares students for library management and specialized areas like school library systems, equipping them with the skills for professional roles in libraries and information centres.

Programme Learning Outcomes:

Upon completing the BLIS programme, students will be able to:

- Understand library science principles and services.
- Classify and catalogue using standard systems (DDC, CC, and AACR-II).
- Apply ICT in library operations and automation.
- Identify and deliver relevant information services to users.
- Manage libraries with effective administration and resource planning.
- Conduct user studies to design user-centered services.
- Understand and manage school libraries for educational development.
- Exhibit ethical and professional conduct in information handling and services.

SCHEME OF PAPERS

Semester-I

Course Code	Nomenclature of Papers	Lecture Credits	Tutorial Credits	Practical Credits	Total Credits
Core Papers					
BLIS01	Foundations of Library and Information Science	4	0	0	4
BLIS02	Knowledge Organization and Information Processing: Theory of Library Classification	4	0	0	4
BLIS03	Knowledge Organization and Information Processing: Library Classification: Practice (CC&DDC)	4	0	0	4
BLIS04	Basics of Information & Communication Technology	4	0	2	6
BLIS05	Library and its Users	4	0	0	4
Total Credits					22

Semester-II

Course Code	Nomenclature of Papers	Lecture Credits	Tutorial Credits	Practical Credits	Total Credits
Core Papers					
BLIS06	Management of Libraries and Information Centres	4	0	0	4
BLIS07	Knowledge Organization and Information Processing: Theory of Library Cataloguing	4	0	0	4
BLIS08	Knowledge Organization and Information Processing: Library Cataloguing Practice (AACR-II)	4	0	0	4
BLIS09	Information Sources and Services	4	0	2	6
BLIS10	School Library System	4	0	0	4
Total Credits					22

TOTAL CRADITS OF THE PROGRAMME	44
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SYLLABUS

SCHEME OF PAPERS

SEMESTER-I

Course Code	Nomenclature of Papers	Internal Assessment	Practical Examination	Written Examination	Total Marks
Core Papers					
BLIS 01	Foundations of Library and Information Science	30	-	70	100
BLIS 02	Knowledge Organization and Information Processing: Theory of Library Classification	30	-	70	100
BLIS 03	Knowledge Organization and Information Processing: Library Classification Practice (CC&DDC)	30	-	70	100
BLIS 04	Basics of Information & Communication Technology	20	20	60	100
BLIS 05	Library and its Users	30	-	70	100

Semester-II

Course Code	Nomenclature of Papers	Internal Assessment	Practical Examination	Written Examination	Total Marks
Core Papers					
BLIS 06	Management of Libraries and Information Centres	30	-	70	100
BLIS 07	Knowledge Organization and Information Processing: Theory of Library Cataloguing	30	-	70	100
BLIS 08	Knowledge Organization and Information Processing: Library Cataloguing Practice (AACR-II)	30	-	70	100
BLIS 09	Information Sources and Services	20	20	60	100
BLIS10	School Library System	30	-	70	100

SEMESTER- I

BLIS01: FOUNDATIONS OF LIBRARY AND INFORMATION SCIENCE

Course Objective:

This course introduces the fundamental concepts, roles, and functions of libraries, covering their types, evolution, legislation, and professional ethics. It also highlights resource sharing, networking, and the impact of national and international library associations on the profession.

Course Learning Outcomes:

1. Understand the fundamental principles of Library and Information Science.
2. Explain the structure and functions of different types of libraries.
3. Critically analyze the role of libraries in education, society, and recreation.
4. Interpret and apply Ranganathan's Five Laws of Library Science.
5. Assess the importance of resource sharing and networking in today's information environment.
6. Trace the historical evolution of libraries in India.
7. Explore the objectives and scope of library legislation.
8. Interpret key laws governing library services.
9. Recognize librarianship as a dynamic and ethical profession.
10. Appreciate the role of professional library associations in advancing the field.

EXAMINATION INSTRUCTIONS

Max. Marks: 100 **Internal Assessment:** 30 Marks **Written Examination:** 70 Marks

Lectures to be delivered: 60 **Time allowed:** 3 hours

Pass Marks: 35%

INSTRUCTIONS TO THE PAPER SETTER: The question paper will consist of 3 sections: A, B and C. Sections A and B will have four questions each from respective sections of the syllabus and carry 12 marks each. Section C will consist of 11 short answer type questions which will cover the entire syllabus uniformly and carry 2 marks each. Questions should be evenly spread over the entire range of syllabus. In no case, question should be asked from outside the syllabus. The question paper should be set strictly according to the instructions mentioned above.

INSTRUCTIONS TO BE GIVEN IN THE QUESTION PAPER

Time Allowed: 3 hours

Max. Marks: 70

Pass Marks: 35%

Note: 1. Answer five questions in all, selecting at least two questions from each section A and B. All the questions in section C are compulsory.
2. Questions in sections A and B carry 12 marks each. The questions in section C carry 2 marks each.

SECTION-A

1. **Library and Information Science:** Definition, Need and Purpose.
2. **Types of Libraries:** Basic Concepts, Public, Academic, Special and National libraries.
3. **Library in Society:** Role of Library in Dissemination of Information; Changing the role of Library in Socio-Economic Development, Education and Recreation.
4. **Five Fundamental Laws of Library Science:** Implications in Library and Information Science.
5. **Resources Sharing and Networking:** Definition, Types and Levels of Resource Sharing; Role of Networks in Resource Sharing; Library Consortia-Definition, Need, Objectives and Functions.

SECTION-B

6. **Library Development in India:** Growth and Development.
7. **Library Legislation and Legal Issues:** Concept, Need, Purpose and Objectives; Library Legislation in India.
8. **Press and Registration of Books Act:** Delivery of Books and Newspapers Act.
9. **Library Profession:** Concept, Librarianship as a Profession and Professional Ethics.

10. Role of Library Associations and Institutions (National and International): ILA, IASLIC, ALA, UNESCO and IFLA.

Recommended Readings:

1. Butler, P. An Introduction to Library Science.
2. Gardner, Frank M. Public Library Legislation: A Comparative Study. 1971.
3. Gates, J.K. Introduction to Librarianship. Latest ed.
4. Gupta, B.M. Hand Book of Libraries Archives & Information Centres in India.
5. Harrison, K.C. First Steps in Librarianship: a students' guide. Ed London: Andre Deutsch, 1980.
6. India Advisory Committee for libraries: Report, 1971.
7. Jefferson, G. Libraries and Society. London: James Clarks and Co..1969.
8. Jefferson, G. Library cooperation. Latest ed.
9. Kelly, Thomas. History of public libraries in Great Britain, 1845-1975, 1977.
10. Khanna, J.K. Fundamentals of Library Organization.
11. Lock, R.N. A manual of library economy: A conspectus of professional librarianship for students and practitioners. London: Clive Bingley, 1977.
12. Maurice B & Line, Joyce. National Libraries. London: Aslib, 1979
13. Mittal, R.L. Public library law: an international survey, Delhi: Metropolitan, 1971.
14. Ranganathan, S.R. & Neelameghan, A. Public library system.
15. Ranganathan, S.R. The five laws of library science, Ed 2, 1957
16. Rout, R.K. Library Legislation in India. New Delhi: Reliance, 1986.
17. Rubin, Richard E. Foundations of library and information science, 3rd ed. New Delhi: DBS Imprints, 2013.

**BLIS02: KNOWLEDGE ORGANISATION AND INFORMATION PROCESSING-
THEORY OF LIBRARY CLASSIFICATION**

Course Objective:

The course provides a foundation in the principles, structure, and theories of library classification, introducing students to subject formation, types of subjects, and models of classification schemes, while emphasizing canons, principles, call numbers, notations, and facet analysis as tools for organizing knowledge.

Course Learning Outcomes:

Upon successful completion of this course, students will be able to:

1. Grasp the basic concepts, need, purpose, and terminology of library classification.
2. Understand modes of subject formation and types of subjects (basic, compound, complex).
3. Compare enumerative and faceted schemes with their merits and limitations.
4. Explain the structure of call numbers (class, book, collection number).
5. Comprehend classification theories and principles of Sayers, Bliss, and Ranganathan.
6. Apply facet analysis and the five fundamental categories.
7. Understand the purpose, types, and features of notational systems.

EXAMINATION INSTRUCTIONS

Max. Marks: 100 Internal Assessment: 30 Marks Written Examination: 70 Marks
Lectures to be delivered: 60 Time allowed: 3 hours Pass Marks: 35%

INSTRUCTIONS TO THE PAPER SETTER: The question paper will consist of 3 sections: A, B and C. Sections A and B will have four questions each from respective sections of the syllabus and carry 12 marks each. Section C will consist of 11 short answer type questions which will cover the entire syllabus uniformly and carry 2 marks each. Questions should be evenly spread over the entire range of syllabus. In no case, question should be asked from outside the syllabus. The question paper should be set strictly according to the instructions mentioned above.

INSTRUCTIONS TO BE GIVEN IN THE QUESTION PAPER

Time Allowed: 3 hours

Max. Marks: 70

Pass Marks: 35%

Note: 1. Answer five questions in all, selecting at least two questions from each section A and B. All the questions in section C are compulsory.
2. Questions in sections A and B carry 12 marks each. The questions in section C carry 2 marks each.

SECTION-A

1. **Library Classification:** Concept, Need, Purpose, Functions and Basic Terminology of Library Classification.
2. **Modes of Formation of Subject and Types of Subjects:** Different Modes of Formation of Subjects; Types of Subjects- Basic Subjects, Compound Subjects and Complex Subjects.
3. **Models of Library Classification Schemes/Systems:** Enumerative and Faceted.
4. **Call Number:** Definition, Need, Purposes and Components-Class number, Book number and Collection number.
5. **General Library Classification Theory:** Descriptive Theory and Dynamic Theory; Canons of Classification Theory; Principles of Sayers, Bliss and Ranganathan.
6. **Notation:** Need and Purpose, Types and Qualities of Good Notation.
7. **Three Planes of Work:** Concept, Need and Importance; Canons of Idea Plane, Verbal Plane and Notational Plane.

SECTION-B

8. **Facet Analysis and Sequence:** Concept, Principles of Facet Sequence, Five Fundamental Categories (PMEST) and Principles of Helpful Sequence.
9. **Postulates:** Definition, Need, Purpose and Types.
10. **Devices:** Definition, Need, Purpose, Types and Applications.
11. **Phase Relations:** Concept, Need, Purpose and Kinds.
12. **Common Isolates:** Definition, Need, Purpose and Applications.
13. **Mnemonics:** Meaning, Need, Purpose and Types.
14. **Major Classification Schemes:** Introduction to DDC and CC.

Recommended Readings:

1. Dewey Decimal Classification. 19th ed. 3 vols.
2. Dhyan, Pushpa. Theory of Library Classification. Delhi: Vishwa Prakashan, 2000.
3. Foskett, A.C. Subject Approach to Information.
4. Krishan Kumar. Theory of Library Classification. Delhi: Vikas, 1985.
5. Ranganathan, S.R. Colon classification. 6th revised edition.
6. Ranganathan, S.R. Prolegomena to Library Classification.
7. Sayers, M.C.B. Manual of Library Classification for Librarians and Bibliographers.
8. Taylor, Arlene G. Introduction to Cataloguing and Classification. New Delhi: Atlantic Pub Latest edition.
9. Taylor, Arlene G. The Organization of Information. London: Libraries Unlimited.
10. Tripathi, S.M. & Shokeen, N.S. Fundamentals of Library Classification (Hindi Medium). Agra: Y.K., 1988.

BLIS03: KNOWLEDGE ORGANISATION AND INFORMATION PROCESSING- LIBRARY CLASSIFICATION PRACTICE (CC & DDC)

Course Objective:

The aim of this paper is to give practice and train students in the techniques of classifying titles of documents according to Colon Classification, 6th Ed. (reprint with amendments) and Dewey Decimal Classification from 19th Ed. to 23rd Ed.

Course Learning Outcomes:

Upon successful completion of this course, students will be able to:

1. Apply Colon Classification (CC 6th Ed.) to accurately classify simple, compound, and complex titles of documents.

2. Use Dewey Decimal Classification (From DDC 19thEd. to 23rd Ed.) to assign class numbers to various subjects.
3. Analyze the subject content of documents and determine appropriate class numbers based on established rules.
4. Having proficiency in framing Call Numbers using both faceted and enumerative approaches.
5. Enhance classification accuracy and consistency through hands-on practice.

EXAMINATION INSTRUCTIONS

Max. Marks: 100**Marks****Internal Assessment:** 30 Marks**Written Examination:** 70 Marks

Lectures to be delivered: 60

Time allowed: 3 Hours**Pass Marks:** 35 %

INSTRUCTIONS TO THE PAPER SETTER: The question paper should be made out in three parts. Section-A should include titles to be classified according to Colon Classification. 6thEd. (Reprinted with amendments). Section B should include titles to be classified according to Dewey Decimal Classification, 19thEd. Section C should include titles to be classified according to both CC and DDC. Whatever a title warrants use of Chronological Device, the period should be indicated by the paper-setter. Titles should be expressive. Wherever necessary, annotations may be added to clarify the subject of document. No titles warranting use of Classic Device should be given for classification. Colon Classification, 6thEd. (Reprinted with amendments) and Dewey Decimal Classification 19thEd. will be provided to the candidates for use in the examination hall. The candidates will also be provided a standard dictionary for use in the examination hall. In no case, questions should be asked outside the syllabus and question paper should be set strictly according to instructions mentioned above.

INSTRUCTIONS TO BE GIVEN IN THE QUESTION PAPER

Time allowed: 3 hours

Max. Marks: 70

Pass marks: 35%

Note:1. Section A and B carry 20 marks each. Section C carries 30 marks. All Sections are compulsory.

2. Copies of Colon classification. 6thEd. (Reprinted with amendments) and Dewey Decimal Classification, from 19thEd. to 23rd Ed. and Dictionary are available for use.

SECTION–A

COLON CLASSIFICATION.

Classify any five of the following ten titles.

20 marks

SECTION–B

DEWEY DECIMAL CLASSIFICATION.

Classify any five of the following ten titles.

20 marks

SECTION –C

COLON CLASSIFICATION AND DEWEY DECIMAL CLASSIFICATION.

Classify any five of the following ten titles both by CC and DDC.

30 marks

Teaching Aids

- Colon Classification, 6th Ed.(Reprinted with amendments), 1963.
- Dewey Decimal Classification, 3V, 19th Ed. 1979.
- Dewey Decimal Classification, 4V, 23rd Ed. 2011.
- Dictionary.

List of Requirements in the Examination Hall

The following books are to be provided to the candidates:

1. Ranganathan, S.R. Colon Classification. 6thEd. (Reprinted with amendments), 1963.
One for each candidate.
2. Dewey Decimal Classification. 3V. 19thEd. 1979.
3. Language Dictionary- 2 Copies.
4. Dewey Decimal Classification. 4V. 23rdEd. 2011.

Note: The above books are to be collected by the Superintendent, Examination Centre from the Punjabi University Library, Patiala/ Correspondence Course Library and/or Workshop of the Department.

BLIS04: BASICS OF INFORMATION AND COMMUNICATION TECHNOLOGY

(THEORY & PRACTICE)

Course Objective:

To introduce the fundamentals of computers and ICT, covering hardware, software, internet applications, and their use in libraries, while developing basic ICT skills and understanding their role in automating library operations and enhancing information services.

Course Outcomes:

1. Explain the evolution, architecture, and types of computers.
2. Identify hardware components and input/output devices.
3. Differentiate system and application software; use MS Word and PowerPoint.
4. Define ICT and its applications in libraries.
5. Describe networking technologies (LAN, MAN, WAN) and topologies (Bus, Star, Ring).
6. Understand internet technologies like multimedia, hypermedia, and WWW.
7. Use internet services (email, FTP, remote login, HTTP) for information access.
8. Explain the need and application of library automation and ICT in operations (acquisition, cataloguing, circulation, serials, OPAC, management).

EXAMINATION INSTRUCTIONS

Max. Marks: 100 **Internal Assessment:** 20 Marks **Written Examination:** 60 Marks

Lectures to be delivered: 60 **Time allowed:** 3 hours **Pass Marks:** 35 %

Part-I: Theory (Max. Marks: 60)

Part-II: Practical (Max. Marks: 20)

PART-I (THEORY)

INSTRUCTIONS TO THE PAPER SETTER: the question paper will consist of 3 sections: A, B, and C. Sections A and B will have four questions each from respective sections of the syllabus and carry 10 marks each. Section C will consist of 10 short answer type questions which will cover the entire syllabus uniformly and will carry 2 marks each. Questions should be evenly spread over the entire range of syllabus. In no case, question should be asked from outside the syllabus. The question paper should be set strictly according to the instructions mentioned above.

INSTRUCTIONS TO BE GIVEN IN THE QUESTION PAPER

Time Allowed: 3 hours

Max. Marks: 60

Pass Marks: 35%

Note: 1. Answer five questions in all, selecting at least two questions from each section A and B. All the questions in section C are compulsory.
2. Questions in section A and B carry 10 marks each. The questions in section C carry 2 marks each.

Part-I (Theory)

SECTION-A

1. **Introduction to Computer:** Basic Concept, Generations, Architecture and Salient Features of Computers; Types of Computers- Super Computers, Mainframes, Mini, Micro and Super Computer.
2. **Computer Hardware and Software:** Input and Output Devices, System Software and Application Software; MS-Office- Basics.
3. **Information and Communication Technology:** Basic Concepts, Components and Applications in Library and Information Centers.
4. **Databases:** Concept and Types- Bibliographic and Full Textual Databases, WorldCat and IndCat.

SECTION-B

5. **Networking Technologies:** Basic Concept, Networking Topologies, LAN, MAN and WAN.
6. **Internet:** Concept, Multimedia, Hypermedia, World Wide Web (WWW), Internet-Based

Resources and Services.

7. **Library Automation:** Concept, Need & Purpose; Automation of Housekeeping Operations-Acquisition, Cataloguing, Circulation, Serials Control, OPAC and Library Management.
8. **Library Management Software:** Proprietary and Open Source Software; Essential Features of SOUL and KOHA.

Part-II (Practical)

Total Marks: 20 Marks.

Modalities for the Conduct of Practical Exam:

It will consist of the following units:

Unit-I: MS-Office: MS Word, Power Point and Excel. 10 Marks

Unit-II: Use of SOUL (All Modules) for Library House Keeping Operations. 10 Marks

Recommended Readings:

1. Crawford, Sharon. Windows 98. New Delhi: BPB Pub.
2. Getting started Microsoft Windows 98, 2nd Ed., USA: Microsoft Corp.
3. Kumar, P.S.G. Information Technology: Basics. Delhi: B.R. Publishing Corp.
4. Lovecy, Ian. Automating Library Procedures. London: Library Association.
5. Mini-Micro CDS/ISIS: Reference Manual. Paris: UNESCO.
6. Norton, Peter. Introduction to Computers. 2nd Ed., New Delhi: Tata McGraw-Hill.
7. Ravichandra Rao, I.K. Library Automation. 2nd Ed., New Delhi: Wiley Eastern.
8. Rowley, J. Computer for Libraries. 2nd Ed., London: Clive Bingley.
9. Rowley, J. The electronic Library. 4th Ed. London: Library Association.
10. Rowley J. The Basics of Information System. London: LA.
11. Sharma, Neetan. Automation and Digitization of Universities Libraries: Status, Prospects and Problems. New Delhi: Northern Book Centre.

BLIS05: LIBRARY AND ITS USERS

Course Objective:

The course introduces students to information, user behaviour, and user studies in library services. It covers user categories, information needs, methods to assess behaviour and satisfaction, media and information literacy, basic research tools, and techniques to evaluate library collections and services.

Course Learning Outcomes:

Upon completing this course, students will be able to:

1. Understand the nature and importance of information.
2. Identify library users and analyze their information needs.
3. Explain user information-seeking behavior and related models.
4. Conduct and assess user studies using suitable methods.
5. Understand media and information literacy and its relevance.
6. Appreciate the role of library surveys in evaluating services.
7. Use basic research tools like questionnaires and interviews.
8. Evaluate library collections for quality and user relevance.

EXAMINATION INSTRUCTIONS

Max. Marks: 100 **Internal Assessment:** 30 Marks **Written Examination:** 70 Marks
Lectures to be delivered: 60 **Time allowed:** 3 hours **Pass Marks:** 35%

INSTRUCTIONS TO THE PAPER SETTER: The question paper will consist of 3 sections: A, B and C. Sections A and B will have four questions each from respective sections of the syllabus and carry 12 marks each. Section C will consist of 11 short answer type questions which will cover the entire syllabus uniformly and carry 2 marks each. Questions should be evenly spread over the entire range of syllabus. In no case, question should be asked from outside the syllabus. The question paper should be set strictly according to the instructions mentioned above.

INSTRUCTIONS TO BE GIVEN IN THE QUESTION PAPER

Time Allowed: 3 hours **Max. Marks:** 70 **Pass Marks:** 35%

Note: 1. Answer five questions in all, selecting at least two questions from section A and B. All the questions in section C are compulsory.
2. Questions in sections A and B carry 12 marks each. The questions in section C carry 2 marks each.

SECTION-A

1. **Information:** Definition, Nature and Use; Information Literacy.
2. **Library Users:** Definition, Categories of Users and their Information Needs; Assessment of User's Needs.
3. **Information Seeking Behaviour:** Concept and Different Models of Information Seeking Behaviour.
4. **User Studies:** Concept, Need, Purpose and Use; Methods and Techniques to Conduct User Study.

SECTION-B

5. **User Education:** Definition, Need and Purpose; Levels and Methods of User Education.
6. **Library Survey:** Meaning, Need and Purpose; Procedure and Methods of Library Survey.
7. **Data Collection Tools:** Questionnaire, Interview and Scheduled Method.
8. **Evaluation of Library Collection:** Concept, Need and Purpose; Evaluation Criteria for Printed and Electronic Resources.

Recommended Readings:

1. Atherton, Pauline. Handbook for information systems and services. UNESCO: Paris.
2. Betty, M. Cost analysis of library functions.
3. Bopp, Richard E & Smith, Linda C. Ed. Reference and information services: An Introduction. Rev. ed. USA: Libraries Un.
4. Girja Kumar. Philosophy of user education. Delhi: Vikas.
5. Guha, B. Documentation and information. Rev. ed. 2. Calcutta: World Press.
6. Jordan, Peter. The academic Library and its users. Gower.
7. Katz, William A. Introduction to reference works. Ed 7. 2 V. New York: McGraw Hill.
8. Kawatra, P.S. Fundamentals of Documentation. New Delhi: Sterling Pub.
9. Krishan Kumar. Reference Service. Rev. ed. 3. New Delhi: Vikas.
10. Laloo, Bikika Tariaing. Information needs, information seeking behaviours and users. Delhi: EssEss.
11. Lancaster, F. W. The measurement and evaluation of Library services. Virginia: Information Resources Press

SEMESTER-II

BLIS06: MANAGEMENT OF LIBRARIES AND INFORMATION CENTRES

Course Objective:

To introduce the principles and functions of management in libraries and information centers, focusing on human resources, finance, collection development, operations, public relations, organizational structure, committees, and reporting systems.

Course Learning Outcomes:

Here's a concise version of your course learning outcomes:

1. Understand principles of scientific management and their application in libraries.
2. Describe the structure, functions, and powers of library committees.
3. Identify sources of library finance and budgetary aspects.
4. Apply best practices in collection development and access management.
5. Explain basics of human resource management, staff classification, and manuals.
6. Describe functions of housekeeping sections (acquisition, processing, circulation, periodicals, maintenance, reference).
7. Understand stock verification policies and rectification procedures.
8. Recognize the role of public relations and extension services in library outreach.
9. Prepare and analyze annual reports and apply library rules for smooth operations.

EXAMINATION INSTRUCTIONS

Max. Marks: 100 **Internal Assessment:** 30 Marks **Written Examination:** 70 Marks
Lectures to be delivered: 60 **Time allowed:** 3 hours **Pass Marks:** 35%

INSTRUCTIONS TO THE PAPER SETTER: The question paper will consist of 3 sections: A, B and C. Sections A and B will have four questions each from respective sections of the syllabus and carry 12 marks each. Section C will consist of 11 short answer type questions which will cover the entire syllabus uniformly and carry 2 marks each. Questions should be evenly spread over the entire range of syllabus. In no case, question should be asked from outside the syllabus. The question paper should be set strictly according to the instructions mentioned above.

INSTRUCTIONS TO BE GIVEN IN THE QUESTION PAPER

Time Allowed: 3 hours **Max. Marks:** 70
Pass Marks: 35%

Note: 1. Answer five questions in all, selecting at least two questions from each section A and B. All the questions in section C are compulsory.
2. Questions in sections A and B carry 12 marks each. The questions in section C carry 2 marks each.

SECTION-A

1. **Management:** Definition, Nature and Levels of Management; Principles and Functions of Scientific Management and their Application in Libraries and Information Centres.
2. **Policy Making Bodies in Library:** Library Authority and Library Committee.
3. **Library Finance:** Sources of Library Finance and Methods of Estimating Library Finance.
4. **Collection Development and Access Management:** Concept, Need & Purposes; Closed Access & Open Access Library System.
5. **Human Resource Management:** Definition, Classification of Library Personnel and Staff Manual.

SECTION-B

6. **Library House Keeping Operations:** Activities of different Sections of a Library- Acquisition Section, Technical Section, Circulation Section, Periodical Section, Maintenance Section and Reference Section.
7. **Stock Verification & Rectification:** Concept, Policies and Procedures.
8. **Public Relations and Extension Services:** Concept, Need, Purposes and Methods.
9. **Annual Report:** Concept, Need, Purpose and Contents; Library Rules.

Recommended Readings:

1. Evans, G.E. Management techniques for librarians.
2. Lock, R.N., Ed. Manual of library economy: conspectus of professional librarianship for students and practitioners. London: Clive Bingley. Latest ed.
3. Mittal, R.L. Library administration: theory and practice. Latest Ed.
4. Narayana, G.J. Library and information management.
5. Ranganathan, S.R. Library administration. Latest Ed
6. Wheeler, J.L. & Golghar. Practical administration of public Libraries. Latest Ed
7. Wilson, L.R. & Tauber, M.F. University library. Latest Ed.
8. Raina, Roshan. TQM in Library and Information Services, New Delhi.
9. Sharma, H.D. Library Building and Furniture: A Handbook for Librarians, Varanasi: Indian Bibliographic Centre.
10. Application of Management Techniques to Library and Information Systems, 12th IASLIC Conference, Roorkee.
11. Mookerjee, Subodh Kumar & Sengupta, Beneyendra. Library Organization and Library Administration. Calcutta: World Press.
12. Panwar, B.S. & Vyas, S.D. Library Management. Delhi: R.R. Publishing Corporation.
13. Ranganathan, S.R. Library Manual for Authorities, Librarians and Honorary Library Workers. 2nd ed. Bombay: Asia.
14. Singh M Library and Information Management.: theory and Practice: Delhi: IBT.
15. Singh, R.S.P. Fundamentals of Library Administration and Management. Delhi Prabha, .
16. Stuart, Robert D. & Moran, Barbara B. Library and information center management. 6th ed. Colorado: Libraries Unlimited.

BLIS07: KNOWLEDGE ORGANISATION AND INFORMATION PROCESSING-

THEORY OF LIBRARY CATALOGUING

Course Objective:

To provide knowledge of library cataloguing principles, codes (AACR-II, CCC), bibliographic description, subject cataloguing, and modern practices, with emphasis on cataloguing tools, cooperative cataloguing, union catalogues, and metadata standards.

Course Learning Outcomes:

Here's a concise version of your course learning outcomes:

1. Explain the concept, need, purpose, and formats of catalogues, including Web OPACs.
2. Differentiate types of catalogues (dictionary, classified, alphabetic-classed, alphabetical-subject).
3. Prepare entries using CCC (5th ed.) and AACR-II codes.
4. Apply filing procedures for dictionary and classified catalogues.
5. Use international standards (ISBD, MARC, CCF, FRBR) for bibliographic description and exchange.
6. Apply cataloguing principles and canons for consistency.
7. Identify authorship types and apply rules for choice and rendering.
8. Use subject cataloguing tools (LCSH, SLISH, and Chain Procedure).
9. Describe cooperative, shared, and centralized cataloguing systems.
10. Explain the role of union catalogues.

EXAMINATION INSTRUCTIONS

Max. Marks: 100 **Internal Assessment:** 30 Marks **Written Examination:** 70 Marks
Lectures to be delivered: 60 **Time allowed:** 3 hours **Pass Marks:** 35%

INSTRUCTIONS TO THE PAPER SETTER: The question paper will consist of 3 sections: A, B and C. Sections A and B will have four questions each from respective sections of the syllabus and carry 12 marks each. Section C will consist of 11 short answer type questions which will cover the entire syllabus uniformly and carry 2 marks each. Questions should be evenly spread over the entire range of syllabus. In no case, question should be asked from outside the syllabus. The question paper should be set strictly according to the instructions mentioned above.

INSTRUCTIONS TO BE GIVEN IN THE QUESTION PAPER

Time Allowed: 3 Hours **Max. Marks:** 70 **Pass Marks:** 35%

Note:1. Answer five questions in all, selecting at least two questions from each section A and B. All the questions in section C are compulsory.
2. Questions in sections A and B carry 12 marks each. The questions in section C carry 2 marks each.

SECTION-A

1. **Library Catalogue:** Definition, Need, Purpose and Functions; Physical Forms of Catalogue-Conventional and Non-conventional including Web-OPAC; Internal Forms of Catalogue- Dictionary Catalogue, Classified Catalogue, Alphabetico-Classed Catalogue; Alphabetical-Subject Catalogue.
2. **Catalogue Entries:** Types and Functions of Entries according to AACR-II & CCC 5th Ed.; Filing of Entries- Arrangement of entries in Dictionary Catalogue and Classified Catalogue.
3. **Standard Codes of Cataloguing:** AACR-II and CCC 5th Ed.
4. **Bibliographic Standardization, Description and Exchange:** ISBD and Introduction to MARC 21.

SECTION-B

5. **Normative Principles of Cataloguing:** Canons and Principles of Cataloguing.
6. **Subject Cataloguing:** Concept, Need, Purpose, Principles and Challenges; Tools and Techniques for Deriving Subject Headings; Subject Heading Lists and their Features- LCSH, SLSH and Chain Procedure.
7. **Cooperative or Shared and Centralized Cataloguing:** Definition, Need, Purpose and Functioning.
8. **Union Catalogue:** Definition, Need, Purpose and Functioning; IndCat and WorldCat.

Recommended Readings:

1. Hunter, E.J. & Bakewell, K.G.B. Advanced cataloguing.
2. Krishan Kumar, Theory of cataloguing.
3. Ranganathan, S.R. Classified catalogue code. 5th ed.
4. Ranganathan, S.R. Colon classification. 6th revised edition.
5. Sears' List of Subject Headings.
6. Kumar.P.S.G & Riaz, Muhammad. Cataloguing Theory and Practice. New Delhi: S.Chand & Company Ltd.
7. Taylor, Arlene G. Introduction to Cataloguing and Classification. New Delhi. Atlantic Pub. Latest ed.

BLIS08: KNOWLEDGE ORGANISATION AND INFORMATION

PROCESSING: CATALOGUING PRACTICE (AACR-II)

Course Objective:

The aim of this paper is to give practice and train students in the techniques of cataloguing documents according to Anglo-American Cataloguing Rules (AACR II).

Course Learning Outcomes:

Upon successful completion of this course, students will be able to:

1. Catalog bibliographic records of documents using AACR-II rules accurately.
2. Gain hands-on experience and confidence in performing practical cataloguing for real-life library settings.

EXAMINATION INSTRUCTIONS

Max. Marks: 100 **Internal Assessment:** 30 Marks **Lectures to be delivered:** 60

Time Allowed: 3 hours **Written Examination:** 70 Marks

Pass Marks: 35%

The following types of documents shall be catalogued according to AACR II:

SECTION-A

1. Single Personal Author, Collaborator(s).
2. Joint Personal Author, Collaborators.
3. Pseudonym: Single and Joint.
4. Multi-Volumes.

SECTION-B

5. Works under Editorial Direction.
6. Ordinary Composite Book.
7. Periodicals.

SECTION-C

8. Corporate Author: Government, Institution and Conference (Main Entry Only).

Note:

- a)** (i) Complicated cases of personal names, (ii) Complicated corporate authorship, (iii) Complex titles in periodicals, (iv) Complexities in Descriptive Cataloguing are excluded.
- b)** Cataloguing of Artificial Composite Book, Pseudo-series are excluded.

INSTRUCTIONS TO THE PAPER SETTER: The question paper will consist of 3 sections: A, B and C. Sections A and B will have four titles each from respective sections of the syllabus and carry 24 marks each. Section C will consist of four titles and carry 22 marks. The student will catalogue fully six titles in all, selecting two from each Section. The students will prepare only Main Entry in Section C. In no case, question should be asked from outside the syllabus. The question paper should be set strictly according to the instructions mentioned above.

INSTRUCTIONS TO BE GIVEN IN THE QUESTION PAPER

Time allowed: 3 hours **Max. Marks:** 70

Pass Marks: 35%

Note:

1. Catalogue fully six titles in all, selecting two titles from each section.
2. All catalogue entries for each title should be completed before attempting the next title.
3. All entries according to be prepared according to AACR II:
4. Follow Unit Card System for Added Entries.
5. For subject headings, use Sears List of Subject Headings, 12th Ed.

Section-A

Catalogue any two out of four titles. 24 Marks

Section-B

Catalogue any two out of four titles. 24 Marks

Section-C

Catalogue (Main Entry only) any two out of four titles. 22 Marks

List of Required Resources in the examination hall.

The following books are to be provided to the candidates:

1. Sears List of Subject Headings. 12th Ed.
2. Language Dictionary.
3. Set of DDC from 19th Ed. to 23rd Ed.

Note: The above books are to be collected by the Superintendent Examination Centre from the Punjabi University Library, Patiala/ Workshop of the Department/Correspondence Courses Library.

Text Books:

1. Ranganathan, S.R.: Classified Catalogue Code with additional rules for dictionary catalogue code. 5thEd., 1954. Reprinted 1991.
2. Anglo- American Cataloguing Rules II. 2ndEd. 1978.
3. Sears List of Subject Headings. 12thEd. 1982.

BLIS 09: INFORMATION SOURCES AND SERVICES**Course Objective:**

To provide knowledge of information and reference sources, their evaluation, and reference services in libraries, covering traditional and digital services, user education, national and international information systems, and practical skills in services like bibliographic, referral, SDI, CAS, inter-library loan, and translation.

Course Learning Outcomes:

Here's a concise version of your course learning outcomes:

1. Differentiate types of information sources (primary, secondary, tertiary, print, non-print, digital).
2. Define and evaluate reference sources (dictionaries, encyclopedias, yearbooks, bibliographies, indexing/abstracting tools).
3. Explain reference services, their types and theories, and apply modern trends like digital and virtual reference.
4. Provide information services such as bibliographic, referral, document delivery, inter-library loan, reprographic, CAS, and SDI.
5. Understand user education and plan orientation programs, workshops, and e-learning modules.
6. Describe documentation/information centers and the role of national and international information systems and networks.
7. Understand translation tools, services, and contributions of international and machine translation initiatives.

EXAMINATION INSTRUCTIONS

Max. Marks: 100 **Internal Assessment:** 20 Marks **Written Examination:** 60 Marks **Lectures to be delivered:** 60 **Time allowed:** 3 Hours **Pass Marks:** 35 %

Part-I: Theory (Max. Marks: 60)

Part-II: Practical (Max. Marks: 20)

PART-I (THEORY)

INSTRUCTIONS TO THE PAPER SETTER: The question paper will consist of 3 sections: A, B, and C. Sections A and B will have four questions each from respective sections of the syllabus and carry 10 marks each. Section C will consist of 10 short answer type questions which will cover the entire syllabus uniformly and will carry 2 marks each. Questions should be evenly spread over the entire range of syllabus. In no case, question should be asked from outside the syllabus. The question paper should be set strictly according to the instructions mentioned above.

INSTRUCTIONS TO BE GIVEN IN THE QUESTION PAPER

Time Allowed: 3 hours **Max. Marks:** 60 **Pass Marks:** 35%

Note: 1. Answer five questions in all, selecting at least two questions from section A and B. All the questions in section C are compulsory.
2. Questions in sections A and B carry 10 marks each. The questions in section C carry 2 marks each.

SECTION-A

1. **Information Sources:** Concept, Types of Information Sources- Documentary and Non-Documentary; Printed and Non-Printed; Primary, Secondary and Tertiary; Conventional, Non-Conventional, Neo-Conventional and Meta Documents; Internet/Web as a Source of Information.
2. **Reference Sources:** Concept, Nature and Types of Reference Sources; Criteria for Evaluation of Reference Sources; Evaluation of Dictionaries, Encyclopaedias, Biographical and Geographical Sources, Yearbooks, News Digests, Statistical Sources, Bibliographical Sources, Union Catalogues, Indexing and Abstracting Periodicals.
3. **Reference Service:** Definition, Need, Purpose and Types; Theories of Reference Service; Digital and Virtual Reference Services; Ask a Librarian, Question Point and Integration of AI/Live Chat bots.

SECTION-B

4. **Information Services:** Definition, Need, Purpose and Types- Bibliographic, Referral, Document Delivery, Inter-Library Loan and Reprographic Services; Alerting Services (CAS and SDI Service)- Need, Purpose and Techniques; Translation Service- Tools and National & International Pools; Machine Translation Service.
5. **Information and Documentation Centres and Networks at National Level:** NIScPR, DESIDOC, NASSDOC, INFLIBNET, DELNET.
6. **Information and Documentation Centres and Networks at International Level:** OCLC and IRNs.

Recommended Readings:

1. Bunch, Allan. Basics of information work, London: Clive Bingley.
2. Chakrabarty. Reference service.
3. Chandler, G. How to find out: A guide to sources of information for all, 4th Ed. Oxford: Pergamon.
4. Girja Kur & Krishan Kumar. Bibliography.
5. Katz, W.A. Introduction to reference work. 7th Ed. New York: McGraw-Hill, 2 vols.
6. Krishan Kumar. Reference Service.
7. Madan Mohan Singh. Reference sources and services in library science.
8. Murfin Marjorie E. & Wynar, Lubomyr R. Reference Service: An Annotated Bibliographic Guide. Littleton: Libraries Unlimited. Allied Pub.
9. Paithankar, Rajiv R. Library reference practices, services and new avenues.
10. Ranganathan, S. R. Reference service.
11. Satija, M.P. & Sewa Singh. Sandharab ate Soochna Sarot. Patiala: Punjabi University Publication Bureau, 1996 (in Punjabi).
12. Sheehy, E.P. Guide to reference books.
13. Shores, L. Basic reference Sources
14. Tripathi, S. M. Modern bibliographical control, Bibliography and documentation. Agra: Y.K., 1992.
15. Walford, A.J. Ed. Guide to reference material. London: LA. 3vols.

PART-II(Practical)

Time Allowed: 1 Hour

Total Marks: 20

- Evaluation of Reference Sources: 10 Marks
- Identification of appropriate reference source for particular query. 10 Marks

NOTE: List of Reference Sources for Evaluation and Practical Work Attached (Appendix).

BLIS10: SCHOOL LIBRARY SYSTEM

Course Objective:

To provide an understanding of the structure, functions, and significance of school libraries, highlighting the roles of school librarians, collection development, and services, as well as the role of libraries in supporting education and the influence of national and international guidelines and associations.

Course Learning Outcomes:

Here's a concise version of your course learning outcomes:

1. Define the concept, need, and objectives of school libraries.
2. Identify types of school libraries (mobile, classroom, cluster, centralized).
3. Explain the role of school libraries and librarians in literacy, reading, and education.
4. Evaluate print and digital information sources for school libraries.
5. Understand collection development processes (selection, acquisition, processing, maintenance, stock verification, weeding).
6. Analyze user information needs and ways to address them.
7. Describe information services (reference, circulation, digital).
8. Discuss national initiatives and recommendations for school libraries in India.
9. Recognize the role of professional associations (IASL, IFLA).
10. Apply national and international guidelines (IFLA/UNESCO, Indian boards) for effective school library systems.

EXAMINATION INSTRUCTIONS

Max. Marks: 100 **Internal Assessment:** 30 Marks **Written Examination:** 70 Marks
Lectures to be delivered: 60 **Time allowed:** 3 hours **Pass Marks:** 35%

INSTRUCTIONS TO THE PAPER SETTER: The question paper will consist of 3 sections: A, B and C. Sections A and B will have four questions each from respective sections of the syllabus and carry 12 marks each. Section C will consist of 11 short answer type questions which will cover the entire syllabus uniformly and carry 2 marks each. Questions should be evenly spread over the entire range of syllabus. In no case, question should be asked from outside the syllabus. The question paper should be set strictly according to the instructions mentioned above.

INSTRUCTIONS TO BE GIVEN IN THE QUESTION PAPER

Time Allowed: 3 hours **Max. Marks:** 70
Pass Marks: 35%

Note: 1. Answer five questions in all, selecting at least two questions from each section A and B. All the questions in section C are compulsory.
2. Questions in sections A and B carry 12 marks each. The questions in section C carry 2 marks each.

SECTION-A

1. **School Library:** Definition, Need, Objectives and Significance; School Classroom Library, Centralized School Library and School Community Library.
2. **Functions of School Library:** Functions of a School Library; Role of a School Library in Promotion of Reading Habits among Children; Essential Qualities of a School Librarian.
3. **School Library Collection:** Collection Development in a School Library; Types of Printed and Digital Resources.

SECTION-B

4. **School Library Users:** Information Needs of School Library Users.
5. **Information Services in School Library:** Reference Service, Circulation Service, Internet-based Services, Magazine & Newspaper Service and Reading Room Service.
6. **Role of Professional Associations in Development of School Libraries:** International Association of School Librarianship (IASL) and IFLA School Libraries Section.

Recommended Readings:

1. Amucheazi, O. N. The need for community-oriented school library services for the effective implementation of the universal Basic Education Programme. *Nigeria School Library Journal*. 4, 182; 2001; 39-44.
2. Brophy, P. The academic library. London: Facet Pub.
3. Budd, J. The changing academic library: Operations, cultures, environments. Chicago: Association of College and Research Libraries.
4. Canavor, N. & Kroll, C. NASSAU School Library System & American Association of School Librarians. The school library: Where learning meets the future. New York: Nassau School Library System.

5. Christian, A. R. Academic library management: Universities, Colleges and Institutions. Jaipur: Vista Publishers.
6. Daniel, C. I. The school libraries and the librarians: making a difference in the knowledge age. Being a compendium of papers presented at the 39th National conference and AGM of the NLA held at Owerri, 2001; 109-104.
7. Dike, V. W. The role of the school library in reading promotion. Nigerian School Librarianship: Yesterday, Today and Tomorrow. D.F Elaturoti. Ed. Ibadan, Nigerian School Library Association.
8. Fayose, P. O. School Library Resource centres for Educational Excellence. Ibadan: AENL publishers.
9. Freeman, P. Pathfinder: An operational guide for the school librarian. New York: Haper& Row Publishers.
10. IFLA/UNESCO. The school libraries and learning for all: IFLA/UNESCO school library manifesto. IFLANET.
11. IFLA/UNESCO. IFLA/UNESCO school library manifesto: the school library in teaching and learning for all.
12. Library and Information Technology Association (U.S.). Open-source software for libraries: An open source for libraries collaboration. Chicago: LITA.
13. Patrick, R. J. Guidelines for library cooperation: Development of academic library consortia. Santa Monica: System Development Corp.
14. Peck, P. Crash course in children's services. Westport, Conn: Libraries Unlimited.

APPENDIX

List of Reference Sources

Dictionaries:

1. The Oxford English Dictionary. Second edition. Oxford, N.Y.: The Clarendon Press, 1993, 20 vols.
2. Webster's Third New International Dictionary of the English language, Chicago: Encyclopedia Britannica. Inc., 1961.3 vols.
3. Roget's International Thesaurus. Ed3.1968.
4. Harrod's Librarians' Glossary and Reference Book. Ashgate Pub Ltd; 10 edition.
5. PSUTB English-Punjabi Dictionary. Chandigarh: Punjab State University Text-Book Board.

Encyclopaedias:

General:

1. The New Encyclopaedia Britannica, Chicago: Encyclopaedia Britannica Inc. Latest ed.
2. Encyclopaedia Americana. New York: Grolier Inc. 30 vols.
3. International Encyclopaedia of Social Sciences, N.Y.: The McMillan and The Free Press, 1968. 18 vols.
4. McGraw- Hill Encyclopaedia of Science and Technology, N.Y.: McGraw-Hill.
5. Encyclopaedia of Library and Information Services 3rd ed. Chicago: American Library Association, 1993.

Biographical Dictionaries:

1. The International Who's who. London: Europa.
2. Dictionary of National Biography, edited by S.P. Sen. Calcutta, Institute of Historical Studies, 1972-74, 4 vols.
3. India Who's Who, New Delhi (India): INFA Publications

Gazetteers/ Geographical Dictionaries:

1. Columbia Lippincott Gazetteer of the World, N.Y.: Columbia University Press, 1952.
2. The Gazetteer of India, New Delhi: Publication Division, Ministry of Information and Broadcasting, Govt. Of India, 1978.
3. Times Atlas of the World, Comprehensive 9th ed. London: Tames Books 1992, Reprinted 1994.

Year Books:

1. The Europa World Year book., London: Europa Publications, 1926-
2. The Statesman's Year book, New York: St. Mazarin's Press, 1864 -
3. India: A Reference Annual, New Delhi: Publication Division, Ministry of Information and Broadcasting, Govt.of India, 1953-
4. Commonwealth University Year book. The Association of Commonwealth Universities,1914-
5. The World of Learning, London: Europa Publications, 1947-
6. Universities Handbook, New Delhi: AIU

News Digests:

1. Keesings Record of World Events, (Formerly Keesing's Contemporary Archives), 1931- Longman Group, UK.
2. Asian News Digest. New Delhi: K.K. Thomas at Recorder Press 1955.

Statistical Sources:

1. UNO Statistical Yearbook
2. Census of India
3. Statistical Abstracts of Punjab, Chandigarh: Economic Advisor to Punjab Government.

Bibliographies:

1. Indian National Bibliography (INB), Calcutta: Central Reference Library, 1957- (Monthly)
2. Indian Books in Print. New Delhi: Indian Bibliographies Bureau.
3. Books in Print: A World List of Books in English Language. N.Y.: H.W. Wilson,1933-
4. Besterman: A World Bibliography of Bibliographies. Lausanne: Societies Bibliographica, 1965-66,4vols.
5. Ulrich's International Periodicals Directory: A Classified Guide to Current Periodicals, Foreign and Domestic. N.Y: R.R. Bowker, 1932-(Annual)
6. Sheehy, E.P.,ed. Guide to Reference Books. Chicago: ALA.

Union Catalogues:

1. National Union Catalogue of Scientific Serials in India (NUCSSI), Print form and database.
2. Union Catalogues, published by National Social Science Documentation Centre, New Delhi.

Indexing Periodicals:

1. Guide to Indian Periodical Literature, Gurgaon: Indian Documentation Services, 1982- (Quarterly).
2. Library Literature, N.Y: H.W. Wilson, 1934 – (Bimonthly).
3. Reader's Guide to Periodical Literature. N.Y.: H.W. Wilson,1900-

Abstracting Periodicals:

1. Indian Science Abstract. Delhi: Indian National Scientific Documentation Centre, 1961- (Monthly)
2. Library and Information Science Abstracts (LISA), London: Library Association,1969- (Monthly)
3. Dissertation Abstracts International.