



St. PETER'S UNIVERSITY

St. Peter's Institute of Higher Education and Research

(Declared Under Section 3 of the UGC Act, 1956)

AVADI, CHENNAI – 600 054

TAMIL NADU

B.L.I.S. (LIBRARY AND INFORMATION SCIENCE)

Code No. - 328

(Effective From 2009 – 2010)

(Distance Education)

Regulations and Syllabi

(I Year)

St. PETER'S INSTITUTE OF DISTANCE EDUCATION

Recognized by Distance Education Council and

Joint Committee of UGC – AICTE - DEC, New Delhi

(Ref. F. No. DEC/SPU/CHN/TN/Recog/09/14 dated 02.04.2009 and

Ref.F.No.DEC/Recog/2009/3169 dated 09.09.2009)

St. PETER'S UNIVERSITY
St. PETER'S INSTITUTE OF DISTANCE EDUCATION
Chennai – 600 054.

Code No. – 328
B.L.I.S. (LIBRARY AND INFORMATION
SCIENCE)

(Distance Education)

Regulations and Syllabi

(Effective from 2009 – 2010)

- 1. Eligibility:** Candidates who passed any degree examination of this University or an examination of other University accepted as equivalent thereto are eligible for admission to One Year B.L.I.S. Programme in Library and Information Science.
- 2. Duration:** One Year.
- 3. Medium:** English is the medium of instruction and examination.
- 4. Methodology:** The methodology of distance education includes the supply of self-instructional study materials in print format and in CD, face-to-face instruction for theory and practicals for a limited period during week ends and on holidays, provision of virtual class in phased manner, dissemination of information over e-mail, Student - Support Service at various Centres of the University, Continuous Assessment and End Assessment conducted by the University at various parts of India.
- 5. Weightage for Continuous and End Assessment:** There is no weightage for Continuous Assessment (CA) unless the ratio is specifically mentioned in the scheme of Examinations. The End Assessment has 100% weightage.
- 6. Credit System:** Credit system be followed with 36 credits for each Year and each credit is equivalent to 25 hours of effective study provided in the Time Table of the formal system.

7. Scheme of Examinations

Code No.	Course Title	Credit	Marks	
			EA	Total
Theory				
109UBLT01	Foundations of Library and Information Science	4	100	100
109UBLT02	Management of library and Information Centres	4	100	100
109UBLT03	Knowledge Organization – I (Classification Theory)	4	100	100
109UBLT04	Knowledge Organization – II (Cataloguing Theory)	4	100	100
109UBLT05	Information Sources and Services	4	100	100
109UBLT06	Introduction to Information and Communication Technology (ICT)	4	100	100
109UBLT07	Library Automation	4	100	100
109UBLP01	Knowledge Organization Practice – I (Classification) Record	4	90 10	100
109UBLP02	Knowledge Organization Practice – II (Cataloguing) Record	4	90 10	100
Total		36	900	900

8. Passing Requirements: The minimum pass mark (raw score) be 40% in End Assessment.

9. Grading System: Grading System on a 10 Point Scale be followed with 1 mark = 0.1 and the conversion of the Grade Point as given below.

$$\begin{aligned} \text{Overall Grade Point Average (OGPA)} &= \frac{\text{Sum of Weighted Grade Points}}{\text{Total Credits}} \\ &= \frac{\sum(EA)C}{\sum C} \end{aligned}$$

The Overall Grade: The Overall Grade and Classification of candidates be arrived at from the Overall Grade Point Average as stipulated in the following conversion Table.

Grade	Over all Grade Point Average(OGPA)	Over all weighted Average marks	Classification
0	9.0 to 10.0	90 to 100	First Class
A	8.0 to 8.9	80 to 89	First Class
B	7.0 to 7.9	70 to 79	First Class
C	6.0 to 6.9	60 to 69	First Class
D	5.0 to 5.9	50 to 59	Second Class
E	4.0 to 4.9	40 to 49	Third Class
F	0.0 to 3.9	0 to 39	Reappearance

The Grade Sheets of all candidates provide particulars such as (1) Overall weighted Average Marks and (2) Overall Grade.

10. Pattern of the Question Paper: The question paper for the End Assessment will be set for three hours and for a maximum of 100 marks with following divisions and details.

Part A: 10 questions (with equal distribution to all units in the syllabus). Each question carries 2 marks.

Part B: 5 questions with either or type (with equal distribution to al the units in the syllabus). Each question carries 16 marks.

The total marks scored by the candidates will be reduced to the maximum prescribed in the Regulations.

11. Syllabus

109UBLT01: Foundations of Library and Information Science

Unit – I

Modern Concept of Library as an Information Centre – Contemporary view- Social, Economic, Cultural, Political, Technological Changes and their impact on Library and Information Science.

Unit – II

History of Libraries – Library Movement in India, U.K., U.S.A. – Library Legislation – Model Public Library Act – Madras Public Library Act(1948) - Delivery of Books and Newspapers Act (1954) – Indian Copy Right Act.

Unit – III

Types of Libraries and their functions: Public - Academic – Special

Unit – IV

Five Laws of Library Science and their implications – Professional ethics – Extension Service – Library Co-operation.

Unit – V

Library Professional Associations: Role – Structure – Functions – National: ILA – IATLIS – IASLIC – International: IFLA, ALA, CILIP

Books Recommended for Further Readings

- 1) Burahohan, Alaka, Various Aspects of Librarianship and Information Science, Delhi: Ess Ess, 2000.
- 2) Chapman, Elizabeth A. and Lynden, Frederick C, Advances in Librarianship. 24th Vol. San Diego: Academic Press, 2000.
- 3) Khanna, J. K, Library and Society, Kurukshethra: Research, 1987.
- 4) Kumar, P. S. G, Foundations of Library and Information Science, New Delhi: Manohar, 2003.
- 5) Kumar, P. S. G, Fundamentals of Information Science, New Delhi: S. Chand & Co, 1997
- 6) Ranganathan, S.R. The Five Laws of Library Science, Ed.2. Bangalore: SRELS, 1999.
- 7) Rout, R.K, Ed. Library Legislation in India, New Delhi: Reliance, 1999.
- 8) Sharma, Pandey S. K. Library and Society. Ed.2 Delhi: Ess Ess, 1992.

- 9) Surendra Singh and Sonal Singh. Ed. Library, Information and Service and Society. New Delhi: Ess Ess, 2002.
- 10) Venkatappaiah, V. Indian Library Legislation. 2ndVol. New Delhi: Daya, 1990.
- 11) Vyas, S. D. Library and Society. Jaipur: Panchasheel, 1993.
- 12) Dhiman, Anil K. and Sinha, Suresh C. Academic Libraries. New Delhi, Ess Ess Publications, 2002.
- 13) Isaac, K. A., Library Legislation in India: A critical and comparative study of State Library Acts. New Delhi. Ess Ess Publications, 2004.
- 14) Ekbote, Gopal Rao. Public Library System. Hyderabad. Ekboter Brothers, 1997.
- 15) Dilli, K. T. Basics of Library & Information Science New Delhi; Vikas, 1998.
- 16) Kaula, P. N. Library Movement in India. Delhi; Delhi Library Association, 1958.
- 17) Krishan Kumar. Library Manual. New Delhi; Vikas, 1993.
- 18) Ranganathan, S. R. Library Manual. Bombay; Asia Book House, 1951.
- 19) Tharani Kala. Copy Right: The Indian Experience. Madras; Allied Pub. Ltd., 1987.
- 20) University of Madras, Law Dept. Infringement of Copy Right. 1982.
- 21) Johnston Donald, F. Copyright Hand Book. London; R.R. Bowker Company, 1982.
- 22) Narayanan, P. Copyright Law. Calcutta; Eastern Law House Ltd., 1986.
- 23) Giriappa Somu, Ed. Copyright Law, Economy and Development. Delhi; Daya Pub. House, 2002.

109UBLT02: Management of Library and Information Centres

Unit- I

Management: Concept – Definition – Scope – Theories of Management – Functions – POSDCORB – Principles – Library as a System.

Unit – II

Human Resource Management: Selection – Recruitment – Training – Staff Formula.

Unit – III

Library Authority: – Committees – Role and Functions – Public and Academic Libraries, Library Statistics – Annual Report – Library Building – Furniture and Equipments.

Unit – IV

Library Routine: Acquisition – Selection – Procurement, Technical Processing – Classification and Cataloguing, Periodical Control – Subscription-Registration, Circulation – ILL – OPAC, Maintenance – Preservation of Books and Periodicals – Stock Verification.

Unit – V

Library Finance – Budget: Definition, Types, Estimation – Preparation – PPBS, Zero Based Budget.

Books Recommended for Further Readings

- 1) Beardwell, Ian and Holden, Len, Ed. Human Resource Management: Contemporary Perspective. New Delhi: MacMillan, 1996.
- 2) Bratton, John and Gold, Jeffery. Human Resource Management: Theory and Practice. Basingstoke: Macmillan, 1994.
- 3) Bryson J.O. Effective Library and Information Management. Bombay: Jai & Co, 1996.
- 4) Evans, Edward G. Ed. Management Information Systems. New Delhi: S.Chand & Co. 1986.
- 5) Katz, W. A. Collection Development of Materials for Libraries. New York:

HRW, 1980.

- 6) Krishan Kumar. Library Administration and Management. Delhi: Vikas, 1987.
- 7) Kumar P. S. G. Management of Library and Information Centers. Delhi: B.R. Publishing, 2003.
- 8) Marino, R.L. Information Management: Dynamics of Management Information Systems. New York: McGrawHill, 1969.
- 9) MerDick, Robert G. et. al. Information Systems for Modern Management. New Delhi: Prentice Hall, 1992.
- 10) Mittal, R.L. Library Administration: Theory and Practice. Ed. 4. New Delhi. Metropolitan, 1984.
- 11) Paliwal, P. K, Compendium of Library Administration. New Delhi: Ess Ess, 2000.
- 12) Paranjpe, Vivek. Strategic Human Resource Management. New Delhi: Allied, 1997.
- 13) Siwath, Ajith Singh. Library Management: Leadership Style Strategies and Organizational Climate. New Delhi: Shree, 2004.
- 14) Jain, V. K. Library Manual: A practical approach to Management. New Delhi; Ess Ess, 1999.
- 15) Koontz, H et al. Essentials of Manasgement. NewYork; McGraw Hill Inc., 1998.
- 16) Ranganathan, S. R. Library Administration. Bombay; Asia Pub. House, 1959.
- 17) Singh, R. S. P. Fundamentals of Library Administration & Management. Delhi; Prabhat, 1990.
- 18) Singh, S. K. Essentials of Integrated Library Management. Delhi; Author Press, 2002.

(Classification Theory)

Unit – I

Classification Concept: Definition – Need and Purpose – Basic Concepts – Terminology – Document and Knowledge Classification.

Unit – II

Universe of Subjects: Knowledge structure and development – Formations of Subjects – Different Schemes of Classification: CC – DDC – UDC.

Unit – III

General Theory of Classification – Normative Principles – Three Planes of Work – Fundamental Categories – Facet Analysis – Postulates and Postulational Procedure.

Unit – IV

Notation – Definition - Types – Qualities – Functions – Canons – Mnemonics.

Unit – V

Zone Analysis – Systems and Specials – Phase Analysis – Common Isolates.

Books Recommended for Further Readings

- 1) Husain, Shahabat. Library classification (Facets and analysis). Ed. 2. New Delhi: B. R. Publishing Corporation, 2004.
- 2) Scott, Mona L. Dewey Decimal Classification. Ed 21. London: Libraries Unlimited, 2004.
- 3) Taylor, Arline G. Introduction to Cataloguing and Classification. Ed 10. London: Libraries Unlimited, 2006.
- 4) Bose H. Universal Decimal Classification Theory and Practice. New Delhi: Sterling Publishers, 1987.
- 5) Ranganathan, S. R. Prolegomena to Library Classification. Ed 3. New Delhi: Ess Ess Publication, 2006.
- 6) Ranganathan, S. R. Classification and Communication, Reprint 2006. New Delhi: Ess Ess publications, 2006.
- 7) Berwick Sayers, W. C. Introduction to Library Classification. London, Andra Dautch, 1950.
- 8) Krishan Kumar. Theory of Library Classification, Ed. 4. New Delhi:

Vikas, 1984.

- 9) P.S.G, Kumar, Knowledge Organization and Retrieval Theory. Delhi: BR, 2003.
- 10) Dhyani, Pushpa. Library Classification: Theory and Practice. New Delhi:Vishwa Prakhasan, 1998.
- 11) Raju, A A N. DDC, CC and UDC: comparison. New Delhi: Ajantha Publications
- 12) Pandey, S. K. Sharma. Colon Classification made easy. New Delhi; Ess Ess, 2000.
- 13) Ranganathan, S. R. Elements of Library Classification. Bombay; Asia Pub. House, 1962.

Unit – I

Library Catalogue – Definition – Need – Function – Physical – Inner Forms.

Unit – II

Subject Catalogue – Classified – Dictionary – Alphabetic Subject – Arrangement of Entries.

Unit –III

Subject Headings and Indexing: Tools and Methods – Sear’s List of Subject Headings – Library of Congress Subject Headings – Indexing – Chain Indexing – PRECIS – POPSI.

Unit – IV

Normative Principles – Canons – Laws and their implications – Salient features of CCC – AACR II.

Unit – V

Centralized and Co-operative Cataloguing: CIP – NPAC – MARC - Limited Catalogue – Descriptive Catalogue.

Books Recommended for Further Readings

- 1) Anglo American Cataloguing Rules. Rev.Ed2. New Delhi: Oxford, 1988.
- 2) Barbara M Westby, Ed. Sears List of Subject Headings. New York: H W Wilson, 1977.
- 3) Fritz, Deborah J. V. Cataloguing with AACR2 and US-MARC Records. Chicago:ACA, 1998.
- 4) Jennifer, E. Roweldy. Organization of Knowledge: An introduction to Information Retrieval. Alder Shot: Gower, 1987.
- 5) Maxwell, Robert and Maxwell, Margaret F. Maxwells Handbook of AACR2: Explaining and Illustrating the Anglo American Cataloguing Rules and the 1993 Amendments. Chicago: ACA, 1997
- 6) Kumar, P. S. G. Knowledge Organization, Information Processing and Retrieval Theory. Delhi: BR, 2003.
- 7) Ramalingam, M.S. Library Cataloguing and Classification Systems. Ed 5. Delhi: Kalpaz, 2000.
- 8) Ranganathan, S. R. Classified Catalogue Code Ed5. Madras: UBSPD, 1988.
- 9) Ranganathan, S. R. Colon Classification, 6th Ed. Bangalore: SRELS, 1960.
- 10) Ranganathan, S. R. Library Catalogue Fundamentals and Procedures. Madras, MALA, 1950.
- 11) Girja Kumar and Krishan Kumar. Theory of Cataloguing. New Delhi; Vikas, 1982.
- 12) Krishan Kumar. Introduction to AACR 2.New Delhi; Vikas.
- 13) Krishan Kumar. Introduction to Cataloguing Practice. New Delhi; Vikas.

109UBLT05: Information Sources and Services

Unit – I

Information Sources – Definition – Importance – Types – Documentary – Non Documentary – Primary, Secondary and Tertiary.

Unit – II

Study of various Sources – Dictionaries – Encyclopedias – Year Books – Directories – Almanacs – Handbooks – Bibliographies – Manuals – Biographical Sources – Geographical Sources.

Unit – III

Evaluation of Information Sources: Authority – Scope – Arrangement – Treatment.

Unit – IV

Information Services: Definition, Need, Purpose, Types – User Education – Reference Service – Ready Reference and Long Range Reference – Abstracting and Indexing Service- CAS – SDI - Bibliographical Service – Translation Service

Unit – V

Information System: Definition – Need – Types – National: NISSAT – NISCAIR – NASSDOC – DESIDOC – International: UNISIST – INIS -AGRIS – MEDLARS .

Books Recommended for Further Readings

- 1) Katz, W. A. Introduction to Reference Work. 2 V. London: Butterworth, 2000.
- 2) Krishan Kumar. Reference Service, Ed. 3. New Delhi: Vikas, 2003.
- 3) Kumar, P. S. G. Ed. Indian Encyclopedia of Library and Information Science. New Delhi: S. Chand & Co, 2001.
- 4) Sewa Singh. Handbook of International Sources of Reference and Information. New Delhi: Crest Publication, 2001.
- 5) Sharma, J.S. and Grover, D. R. Reference Service and Sources of Information. New Delhi: Ess Ess, 1998.
- 6) Subramanyam, K. Scientific and Technical Information Resources. New Delhi: Anmol, 2001.
- 7) Walford, A. J. Guide to Reference Materials. London: Library Association, 1990.
- 8) Giraja Kumar & Krishan Kumar. Bibliography, Ed. 3. New Delhi; Vikas,
- 9) Ranganathan, S. R. Reference Service. Bombay; Asia Pub. House, 1961.
- 10) www.libraryspot.com
- 11) www.refdesk.com
- 12) www.infolibrarian.com
- 13) Kaushik, P. Library Information Services and Systems. New Delhi, Anmol Publications, 2006
- 14) Foskett, D.J. Information Service in Libraries. New Delhi, Anmol Publications, 1994

109UBLT06: Introduction to Information and Communication Technology (ICT)

Unit – I

Introduction to computers – Historical development of computers – Hardware – Server - Software – Operating Systems: WINDOWS, UNIX, MS- DOS.

Unit – II

Communication Technology – Meaning – Definition – Telecommunication – Communication Media – Twisted Pair – Co-axial Cable – Optical Fibre Cable – Ethernet – Modem – Satellite – Wireless – VSAT – Bandwidth – ISDN – Radio modem.

Unit – III

Networking: Concept – Topologies – Types – LAN, WAN, MAN – INDONET – NICNET - INFLIBNET, – DELNET – MALIBNET.

Unit – IV

Internet – Intranet – WWW – TCP/IP – IP – FTP - Browsers - Search Engines.

Unit – V

Digital Library: Concept – Definition – Objective – Scope – Nature of Collections – E-publishing.

Books Recommended for Further Readings

- 1) Alexis, Leon and Mathews Leon. Fundamentals of Information Technology. New Delhi: Vikas, 2004.
- 2) Laver, Murray. Introducing Computers, London, 2006.
- 3) Mohan, R.R, Information Technology Management. Jaipur: ABD, 2005.
- 4) Amjad Ali. Information Technology and Libraries. New Delhi: Ess Ess, 2004.
- 5) Alexis, Leon and Mathews Leon. Introduction to Information Systems, Chennai: Vijay Nicole, 2004.
- 6) Kumar, P. S. G, Information Technology: Applications (Theory and Practice). Delhi: BR, 2004.
- 7) Lancaster, F. W. Electronic Publishing and their Implications for Libraries and Beyond. London: Clive Bingley, 1990.

- 8) Lucy, A. Tedd. An Introduction to Computer Based Library System. Ed. 3. Chi Chester, Wiley, 2005.
- 9) Patnaik, Srikant. First text book on Information Technology. New Delhi: Dhanpat Rai, 2001.

- 10) Ravichandra Rao, K. Library Automation. New Delhi:New Age International, 1996.
- 11) Zorkoczy, Peter. Information Technology: An Introduction. London. Pitman. 2005.
- 12) Agarwal . V. & Rajput. N. D. Information Networks in India. New Delhi; Rajet, 2002.
- 13) Mahapatra, P. K. Computer in Library Service. Calcutta; World Press, 1985.
- 14) Subramaniam, N. Fundamentals of Computers. New Delhi; TMH, 1990.
- 15) Venkataraman, P. IT Applications in Libraries. New Delhi; Ess Ess, 2004.
- 16) Rajaraman, V. Fundamentals of Computers. New Delhi; PHI, 1996.

- 17) Sareen, N. Information and Communication Technology. New Delhi, Anmol Publications, 2005

109UBLT07: Library Automation

Unit – 1

Library Automation: Need – Purpose – Function – Importance.

Unit – II

Computer Applications: House Keeping Operations – Acquisition – Technical Processing – Periodical Control – Circulation – OPAC – Report of Library Statistics

Unit – III

Library Software and Applications: Modules - LIBSYS – SOUL - CDS/ISIS

Unit – IV

Library Hardware/Software Selection – Criteria – Planning and Designing of Library Automation

Unit – V

Data Base Management System (DBMS) – Fundamentals – Types – Database Architecture.

Books Recommended for Further Readings

- 1) Ravichandra Rao, K. Library Automation. New Delhi: New Age International, 1996.
- 2) Mahapatra, P.K. Computer in Library Service. Calcutta; World Press, 1985.
- 3) Venkataraman, P. IT Applications in Libraries. New Delhi; Ess Ess, 2004.
- 4) Rajaraman, V. Analysis and Design of Information Systems. Ed.2. New Delhi; Prentice-Hall of India, 2000.
- 5) Martin, J. Principles of Database Management. New Delhi; Prentice – Hall of India Ltd., 1977.
- 6) Date, C. J. Introduction to Database Systems. Chennai; Narosa Pub. House, 1989.
- 7) Pandey. S. K. Ed. Encyclopadia of Library Automation Systems and Networks. Vol.6. New Delhi; Anmol Pub. Ltd., 2002.
- 8) Kumar, A. Ed. Encyclopadia of Management of Computer Hardware. Vol.V. New Delhi; Anmol Pub. Ltd., 2000.
- 9) INFLIBNET. SOUL: User Manual. Ahmedabad; INFLIBNET Centre, 2000.
- 10) UNESCO. Mini-Micro CDS/ISIS. 3.08. : Reference Manual. Paris; Unesco, 2000.
- 11) Balakrishnan, S.et.al .Academic Library Automation. New Delhi, Anmol Publications, 2001.

109UBLP01: Knowledge Organization Practice – I (Classification)

Classification of books using Colon Classification (6th Ed.) and Dewey Decimal Classification (22nd Ed.)

Unit – I: Classification of documents using 6th Edition of Colon Classification.

- Classification of documents representing simple subjects – Main Classes and Canonical Divisions.
- Classification of documents involving one or two Fundamental Categories (FC) – (P) (M) (E) (S) (T).
- Classification of documents involving Common Isolates.
- Classification of documents involving all FCs – Complex and Compound subjects.

Unit – II Classification of documents using 22nd Edition of Dewey Decimal Classification (DDC).

- Classification of documents representing simple subjects from I, II & III summaries of DDC.
- Classification of documents involving the use of Tables 1-6 of DDC.
- Classification of documents involving Complex and Compound subjects.

Books Recommended for Further Readings

- 1) Ranaganathan, S.R. Colon Classification Ed.6. Bombay; Asia Pub. House, 1961.
- 2) Dewey, Melvil. Dewey Decimal Classification Ed22. Ohio; OCLC, 2003.

109UBLP02: Knowledge Organization Practice – II (Cataloguing)

Cataloguing of books and periodicals using CCC (5th Ed.) , AACR II and Sear's list of Subject Headings.

Part- I Cataloguing of Documents using 5th Edition of CCC.

- Using CCC (Classified Catalogue Code 5th Ed) and making catalogue entries from various types of documents such as Personal Author(s), Editor(s), Collaborator(s), Pseudonym, Edition
- Corporate Author(s) – Whole Government, Organ of the Government
- Serial Publications.

Part – II Cataloguing of documents using 2nd Edition of AACR

Using AACR – II (Anglo American Cataloguing Rule 2nd Ed.) and making catalogue entries for titles involving Personal Author(s), Editor(s), Collaborator(s), Corporate author(s), and Periodicals

Books Recommended for Further Readings

- 1) Anglo American Cataloguing Rules. Rev.Ed2 . New Delhi: Oxford, 1988.
- 2) Ranganathan, S. R. Classified Catalogue Code. Ed.5. Madras: UBSPD, 1988.
- 3) Barbara M Westby, Ed. Sears List of Subject Headings. New York: H W Wilson, 1977.