



# **K.K UNIVERSITY**

(Established under Bihar Private University Act 2013)

## **Bachelor of library and information science (B. Lib. I. Sc.)**

### **Syllabus**


Session: 2022-2023


## **SCHOOL OF LIBRARY AND INFORMATION SCIENCE K.K UNIVERSITY**

(Established under Bihar Private University Act 2013)

**BERAUTI, NEPURA, BIHAR SHARIF – 803115, BIHAR**

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Dean/ H.O.D  
School of Library And  
Information Science

  
Pro Vice Chancellor  
KK University  
Berauti, Nepura, Bihar Sharif  
Nalanda - 803115 ,Bihar



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## Librarianship as a Career

Libraries are now universally recognized as important social Institutions, no community is considered Complete without a Library. The rapid increase in production of recorded knowledge, have led to the expansion of Libraries and the development of their services. A Library is an important element of community; an academic Library is an essential part of me Education Institution School, College or University: a business house and industrial organization.

Librarianship is a growing field, which has by now attained the status of a separate discipline in the Universe of Knowledge. It presents challenges and interesting situations to Library personnel. The Management of these Libraries needs personnel with good academic and professional qualification, Proficiency in one the Natural Science, Social Science or the Humanities is helpful in the professional Development of Librarian. Librarian work is primarily a social service, and therefore, needs young men and women with a sense of dedication and a spirit of service.

Librarianship as a profession provides a variety of employment opportunities. Persons with a superior record high qualification can achieve high position. The salaries in college, university libraries are comparable to those of teachers.

### **Programme Outcomes:**

#### **After successful completion of the programme, students will be able**

- To understand basics of library and information science in terms of theory and practice with all its latest trends at the time of their attending the course;
- To understand the functions and purpose of library in changing social and academic environment.
- To train the student in the techniques and management of Libraries of the 21st Century.
- To train the students in the skill of information knowledge processing organization and retrieval using modern technologies.

- To demonstrate, understanding the basic principles and standards of classification and cataloging systems
- To provide an overview of different categories of references and information tools in order to choose appropriate source for meeting reference queries.
- To develop the skills to manage the Electronic Libraries in Digital Environment and to provide the advance skill in Computer and its application in Library and Information activities.

Duration of the Course: - 1 Year (2 Sem.)

Eligibility: - Graduation from recognized University



**Details of Course Credit Scheme and Scheme of Examination**  
**SEMESTER - I**

S.No	Paper Code	Paper Title	Credit Distribution				Duration	Internal Assessment Marks	Examination Marks	Total Marks
			L	T	P	Total Credit				
1	BLIS- 101	Foundation of Library and Information Science	4	1	0	4	4 Hours	30	70	100
2	BLIS- 102	Management of Library and Information Centers	4	1	0	4	4 Hours	30	70	100
3	BLIS- 103	Library Classification (Theory)	4	1	0	4	4 Hours	30	70	100
4	BLIS- 104	Library Classification (Practice )	0	0	4	4	8 Hours	30	70	100
<b>TOTAL</b>			<b>16</b>					<b>120</b>	<b>280</b>	<b>400</b>

**SEMESTER - II**

S.No	Paper Code	Paper Title	Credit Distribution				Duration	Internal Assessment Marks	Examination Marks	Total Marks
			L	T	P	Total Credit				
1	BLIS- 105	Library Cataloguing (Theory)	4	1	0	4	4 Hours	30	70	100
2	BLIS- 107	Information Sources and Services	4	1	0	4	4 Hours	30	70	100
3	BLIS- 108	Information Technology: Basics & Applications	4	1	0	4	4 Hours	30*	70	100
4	BLIS- 106	Library Cataloguing (Practice )	0	0	4	4	8 Hours	30	70	100
<b>TOTAL</b>			<b>16</b>					<b>120</b>	<b>280</b>	<b>400</b>

\*Students will be required to go for practical training in paper BLIS – 108



## SEMESTER - I

### BLIS-101: Foundation of Library and Information Science

IA: 30

#### Course Outcomes:

UE: 70

After successful completion of the programme, students will be able:

- To understand about the origin and development of libraries.
- To acquaint students with the library as a social institution for knowledge generation, creation and dissemination
- To make understanding of the philosophical and social foundations of Library and information centers
- To understand details about library legislation
- To get knowledge about professionalism and professional ethics

#### **Unit-1: Library as a Social Institution**

- Social and historical foundation of Library
- Different types of Libraries and their distinguishing features and functions
- Role of Library & Information Centers in modern society
- Five Laws of Library Science & their implications in Library & Information Activities

#### **Unit-2: Professional Associations and their functions**

- Professional Associations: ILA, IASLIC, ALA, ASLIB
- National and International Organizations: RRRLF, UNESCO, IFLA
- Professional skills, Ethics and Competencies

#### **Unit-3: Library Development: Historical perspectives**

- Development of Libraries in India since Independence
- National Knowledge Commission (NKC) with regard to Libraries
- Role of UGC & INFLIBNET in the development of College & University Libraries in India

#### **Unit-4: Library Legislation**

- Library legislation-need and essential features
- Library legislation in India

- Delivery of Books (Public Libraries) Act, 1954 & Copyright Act of India, 1957 (with amendments)
- Intellectual Property Rights: Conventions, Laws, etc
- Right to Information Act (RTI), 2005; Information Technology Act, 2000 (with amendments)

### **Recommended Readings:**

1. Chapman (EA) and Lynden (FC). Advances in Librarianship. San Diego: Academic Press, 2000.
2. Chowdhury (GG), Burton (PF) and Mcmenemy (D). Librarianship: The Complete Introduction. New York: Neal-Schuman Publishers, 2008.
3. Feather (J). The Information Society: A Study of Continuity and Change. Ed. 5. London: Facet Publishing, 2008.
4. Khanna (JK). Advances in Librarianship. New Delhi: EssEss Pub., 1997.
5. Khanna (JK). Library & Society. Ed.2. New Delhi: EssEss Publication, 1994.
6. Kumar (S) & Shah (Leena). Public Library Acts in India. New Delhi: EssEss Pub., 2000.
7. Ranganathan (SR). Library Manual, Bangalore: SRE for Library Science, 1989.
8. Ranganathan (SR). Five Laws of Library Science. Ed.2. Bangalore: SRE for Library Science, 1989.
9. Sharma (Jaideep). Professional Competencies in Modern Libraries. New Delhi: Press, 2001.

### **WEB RESOURCES:**

1. American Library Association. <http://www.ala.org/>
2. British Library. <https://www.bl.uk/>
3. Chartered Institute of Library & Information Professionals. <https://www.cilip.org.uk/>
4. Copyright Act of India. <http://copyright.gov.in/>
5. Indian Association of Special Libraries & Institutions (IASLIC). <http://www.iaslic1955.org.in/>
6. Indian Library Association (ILA). <http://www.ilaindia.net/>
7. Information & Library Networks (INFIBNET). <https://www.inflibnet.ac.in/>

## **BLIS-102: Management of Library and Information Centers**

**IA: 30**

### **Course Outcomes:**

**UE: 70**

After successful completion of the programme, students will be able

- To clarify the basics of management & administration of the library.
- To aware various sections and operations with library.
- To provide knowledge of various library, records.
- To make the students able to manage various type of libraries
- To understand functions and principles of library management

### **Unit-1: Principles of Library Management**

- General & Scientific Management: Functions and Principles
- Modern techniques of Management: TQM, PERT, CPM, SWOT, PEST
- Marketing of Library Services & Products

### **Unit-2: Library Human Resource Management**

- Library Organizational Structure
- Library Authority, Library Committee
- Job Description and Analysis; Job evaluation, Performance Appraisal
- Different Sections of Library & Information Center and their functions

### **Unit-3: Library Finance and Budgeting**

- Sources of Finance
- Budgeting Techniques and Methods-Item Budget, PPBS, Zero Based Budgeting, Cost - Effective and Cost Benefit Analysis
- Preparation of Budget for different types of Libraries

### **Unit-4: Collection Development & Preservation**

- Types of Reports, Compilation of Annual Report
- Collection Development Policies, Selection Tools, Collection Evaluation
- Stock Verification: Policies and Procedures
- Preservation & Conservation of Library materials

### **Recommended Readings:**

1. Burger (Robert). Financial Management of Libraries and Information Centers. California: Libraries Unlimited, 2016

2. Evans (G E) &Alire (Camila). Management Basics for Information Professionals. New York: ALA Neal-Schuman, 2013
3. Evans (GE) and Saponaro (MZ). Developing library and information center collections. Ed. 5. London: Libraries Unlimited, 2005
4. Gupta (DK), et al. Marketing library and information services: international perspectives. Munich: K.G. Saur, 2006
5. Helinsky (Z). A short-cut to marketing the library. Oxford: Chandos Publishing, 2008
6. Krishan Kumar. Library Management in Electronic Environment. New Delhi: Haranand Publications, 2007
7. Mittal (R). Library administration: theory and practice. 2007. New Delhi: EssEss, 2007
8. Stueart (Robert D), Moran (Barbara B) &Morner (Claudia J). Library and Information Center Management. 8th Ed. California: Libraries Unlimited, 2013
9. Todaro (Julie). Library Management for the Digital Age: A New Paradigm. Lanham: Rowman, 2014



## **BLIS-103: Library Classification (Theory)**

**IA: 30**

**UE: 70**

### **Course Outcomes:**

After successful completion of the programme, students will be able

- To aware the students with world of knowledge.
- To provide knowledge how subjects emerge and formed.
- To provide how various schemes of classification are developed.
- To provide deep knowledge about the principles and techniques mapping subjects and provide notation.
- To understand how various devices have been used and how is the future of information processing.

### **Unit-1: Elements of Library Classification**

- Library Classification: Need, Purpose & Functions
- Modes of formation of subjects
- Universe of subjects as mapped in DDC and CC
- Library Classification Schemes: DDC, CC& UDC

### **Unit-2: Theory of Classification**

- Normative Principles of Classification
- Canons and their applications in classification schemes
- Mnemonics: Definition and their types

### **Unit-3: Approaches to Library Classification**

- Facet Sequence: Concept and Principles
- Postulation approach & systems approach in Practical Classification
- Phase relation & devices in Library Classification
- Species of Classification Schemes

### **Unit-4: Notation & Construction of Class Number**

- Notation: Need, purpose, types and qualities
- Call Number: Class Number, Book Number and Collection Number
- Construction of Class Number

### **Recommended Readings:**

1. Shabahat Hussain. Library Classification: Facets & Analysis. New Delhi: B R publications, 2004.
2. Krishan Kumar. Theory of Classification. New Delhi: Vikas Pub. House, 1993
3. Raju (AAN). Colon Classification Theory and Practice: a Self Institutional Manual. New Delhi: EssEss Publication, 2001
4. Ranganathan(S.R). Philosophy of Library Classification, 2006
5. Ranganathan(S.R). Prolegomena to Library Classification, 2006
6. Satija (MP). A Guide to the Theory and Practice of Colon Classification, New Delhi: EssEss Publication, 2011

## BLIS-104: Library Classification (Practice)

IA: 30

UE: 70

### Course Outcomes:

After successful completion of the programme, students will be able

- To classify the different types of documents by applying standard codes of classification systems.
- Physically describe a document according to DDC 21st Ed. and CC 6th Ed.
- Should be able to exercises for practical application (generating classification numbers with and without auxiliary tables)
- To be acquainted with major schemes of classification and develop skills in subject analysis and synthesis.
- To develop proficiency in using Dewey Decimal Classification to construct Class Numbers for documents of different disciplines/subjects.

### **Unit-1: Classification of Documents using DDC (19th Edition)**

- Classification of documents using Table-1 to Table-4
- Classification of documents using Relative Index

### **Unit-2: Classification of Documents using DDC (19th Edition)**

- Classification of documents using Table-5 to Table-7

### **Unit-3: Classification of Documents using CC (6th Edition)**

- Classification of documents with basic subjects
- Classification of documents with compound subject & Use of Common Isolates

### **Unit-4: Classification of Documents using CC (6th Edition)**

- Use of Common Isolates, Phase relations & Devices
- Classification of documents with Complex subjects

\*DDC= Dewey decimal classification; \*\*CC=Colon Classification

### **Recommended Readings:**

1. Dewey (M).Dewey Decimal Classification with relative index. Ed.19. New York: Forest Press, 1996

2. Raju (AAN). Colon Classification Theory and Practice: a Self-Instructional Manual. New Delhi: EssEss Publication, 2001
3. Ranganathan (SR). Colon Classification. 6th Ed. Bangalore: S.R.E. for Library Science, 1990
4. Satija (MP). A Guide to the Theory and Practice of Colon Classification. New Delhi: EssEssPublication, 2011

## **SEMESTER - II**

### **BLS-105: Library Cataloguing (Theory)**

**IA: 30**

#### **Course Outcomes:**

**UE: 70**

After successful completion of the programme, students will be able

- To catalogue library resources by using CCC and AACR IIR and use of subject headings.
- To find out the sources of the entries.
- To deal in with various type of entries in cataloging.
- Able to understand the structure and use of subject headings of catalogues, with emphasis on Library of Congress Subject Headings (LCSH)
- To provide knowledge of modern approach to cataloging and make aware through with latest trends.

#### **Unit-1: Fundamental concepts & Historical development**

- Library Catalogue: Definition, Purpose & Functions
- Library Cataloguing Codes: History & Development
- Physical forms of Library Catalogue
- Types of Catalogue: Dictionary and Classified

#### **Unit-2: Types of Catalogue Entries (AACR-II & CCC)**

- Kinds of Entries
- Cataloguing Rules according to AACR-II and CCC for Personal Authors, Joint authors,
- Corporate Authors and Pseudonyms & Non-print resources
- Bibliographic standards for record format: ISBD, MARC-21, CCF, RDA
- Bibliographic standards for Information interchange: ISO 2709, Z39.50, Z39.7

#### **Unit-3: Subject Cataloguing: Concept, Principles**

- Subject Headings Lists: LCSH, SLSH
- Indexing: Pre-coordinate and Post-coordinate
- Vocabulary Control & Thesaurus

#### **Unit-4: Centralized and Cooperative Cataloguing**

- Union Catalogue: Need, Rules for Compilation

**Recommended Readings:**

1. Gernert (Leigh). A Textbook of Cataloguing. New Delhi: Dominant Publishers, 2003.
2. Krishan Kumar. An Introduction to AACR-2 (Anglo-American Cataloguing Rules). New Delhi: Vikas Publishing, 2001
3. Maxwell (Robert L). Maxwell's handbook for AACR2. New Delhi: Indiana Publishing house, 2009
4. Taylor (Arlene G). Introduction to Cataloging and Classification. Westport: Libraries Unlimited, 2004

**WEB RESOURCES:**

1. Developing Library Network. <http://www.delnet.nic.in>
2. Information & Library Networks (INFIBNET). <http://www.indcat.inflibnet.ac.in>
3. International Standard Book Number. <http://www.isbn.gov.in/>
4. International Standard Serial Number. <http://www.issn.org/>
5. National Institute of Science Communication & Information Resources. <http://www.niscair.res.in/>
6. World Catalogue. <https://www.worldcat.org>

## BLIS-107: Information Sources and services

IA: 30

UE: 70

### Course Outcomes:

After successful completion of the programme, students will be able

- To distinguish between different types of reference sources.
- To provide an overview of different categories of references and information tools in order to choose appropriate source for meeting reference queries.
- To understand the criteria for evaluation of reference and information sources (online and offline).
- To acquaint students with access options and techniques of various web based resources.
- To develop the knowledge of various types of information sources

### **Unit-1: Information Sources: An overview**

- Meaning, Definition, Importance, Nature and Characteristics
- Types of Information Sources and Services
- Criteria for Evaluation of Reference Sources

### **Unit-2: Types of Information Sources**

- **Primary Sources:** Periodicals, Conference proceedings, Patents, Standards, Theses, Research reports, Trend Reports, Trade Literature, etc.
- **Secondary Sources:** Dictionaries, Encyclopedias, Biographical, Geographical, Indexes & Abstracts, Current Events Sources, Almanacs, Year Book, Handbooks, Statistical Sources, Bibliography, etc.
- **Tertiary Sources:** Bibliography of Bibliographies, Union Catalogues, Directory, etc

### **Unit-3: Reference and Information Services**

- Users and their Information Needs
- Nature & Kinds of Reference and Information Services
- Web based Information services
- Role of Web 2.0 and Social Media in information dissemination

### **Unit-4: Types of Information Services**

- Documentation Services: Abstracting and Indexing Services
- Alerting Services: CAS, SDI
- Document Delivery & Electronic Document Delivery Service

### **Recommended Readings:**

1. Guha, B. (1999). Documentation and Information Services (2nd ed.). Calcutta: World Press.
2. Krishan Kumar. (1984). Reference Service. New Delhi: Vikash Publication.
3. Lancaster, F. W. (1998). Indexing and Abstracting in Theory and Practice. Illinois: University of Illinois.
4. Panley, E. P. C. (1979). Technical Paper Writing Today. Boston: Houghton.
5. Ranganathan, S. R. (1991). Reference Service. Bangalore: Sarada Ranganathan Endowment.
6. Seetharama, S. (1997). Information Consolidation and Repackaging Framework, Methodology, Planning. New Delhi: Ess Ess Publications.
7. Walford, A. J. (1968-70). Guide to Reference Materials (3 Vols). London: Library Association.

## **BLIS-108: Information Technology: Basic & Application**

**IA: 30**

**UE: 70**

### **Course Outcomes:**

After successful completion of the programme, students will be able

- Acquainted with the components of Information Technology.
- Acquire skills required to handle computers.
- Understand different types of networks.
- Use application software for office management.

### **Unit-1: Introduction to Computers**

- Computer: Generation, types, Storage, Input & Output devices
- Introduction to System Software & Application Software
- Operating System: Windows/Linux
- Database Management System (DBMS)

### **Unit-2: Library Automation**

- Need and purpose of Library Automation
- Library Software packages (SOUL 2.0/KOHA): Overview & Housekeeping operations
- Bar coding: Concept and Applications

### **Unit-3: Computer Networks and Communications**

- Telecommunication: Concept, Need & Purpose
- Network Devices (Repeaters, Hub, Bridges, Switch, Router, MODEM)
- Network Topologies: Bus, Star, Mesh, Ring; Network Types: LAN, MAN, WAN
- Network protocols: TCP/IP, SHTTP, SMTP, URI, URL, TP, HTTP
- Modes of Connectivity: Dial up, ISDN, Leased Lines, Blue tooth, Mobile, Wi-fi etc.

### **Unit-4: Introduction to Internet**

- Basics of Internet
- Search Engines & Meta search Engines
- Online Searching (Simple & Advanced Searching Techniques)



- Retrieving Information from e-resources & online databases

### **Recommended Readings:**

1. Bradley (Phil). Expert Internet Searching. 4th Ed. London: Facet Publishing, 2013
2. Cohen (Steven M.). Keeping Current – Advanced Internet Strategies to Meet Librarian and Patron Needs.EssEss Pub., 2010
3. Jeevan (V. K. J.). Computers @ Libraries.EssEss Pub., 2006
4. Ramana (V). Information Technology Application in Libraries.EssEss Pub., 2004
5. Westman (Stephen R.). Creating Database-Backed Library Web Pages.EssEss Pub., 2009

### **Web Resources:**

1. Library of Congress. <http://www.loc.gov/marc/>
2. DSpace. <http://www.dspace.org>
3. Greenstone Digital Library. <http://www.greenstone.org/>
4. Eprints. <http://www.eprints.org/>
5. Dublin Core Metadata. <http://dublincore.org/>

### **\*Practical:**

#### **Unit-1: Operating Systems and Application Software**

- Setting of Desktop
- Creating presentations with the help of PowerPoint
- Creating Spreadsheets
- Editing & Formatting Word Documents

#### **Unit-2: Database creation using SOUL 2.0/KOHA**

- Creation of database: Import & Export
- Printing of Records of database
- Creation of Barcode
- Printing of Bar-code
- Searching OPAC & Printing of Catalogue/Database

## Recommended Readings:

1. Bradley (Phil). Expert Internet Searching. 4th Ed. London: Facet Publishing, 2013
2. Cohen (Steven M.). Keeping Current – Advanced Internet Strategies to Meet Librarian and Patron Needs.EssEss Pub., 2010
3. Jeevan (V. K. J.). Computers @ Libraries.EssEss Pub., 2006
4. Ramana(Venkata). Information Technology Application in Libraries.EssEss Pub., 2004
5. Westman(Stephen R.). Creating Database-Backed Library Web Pages.EssEssPub., 2009

## Web Resources:

1. KOHA. <http://manual.koha-community.org/3.18/en/>
2. KOHA. <https://koha-community.org/documentation/>
3. Information & Library Network.<https://www.inflibnet.ac.in/soul/downloads/Soul2.0%20userManual.pdf> .

## **BLIS-106: Library Cataloguing (Practice)**

**IA: 30**

### **Course Outcomes:**

**UE: 70**

After successful completion of the programme, students will be able

- To acquaint and equip students with the principles, standards, techniques of knowledge retrieval tools in libraries and information centers especially with reference to cataloguing of documents and digital objects.
- To know about different physical forms of library catalogue
- To understand the concept of catalogue entry to access the reading material
- To acquaint with various entries of library catalogue as per types of material

### **Unit-1:Anglo-American Cataloguing Rules-II (AACR-II)**

- Works of Single & Shared authorship
- Works of mixed responsibility
- Editorial Publications
- Serial Publications
- Multi-Volumes

### **Unit-2: Anglo-American Cataloguing Rules-II (AACR-II)**

- Composite Books
- Works of Corporate Authorship: Government, Institution and Conference
- Works of Conflict Authorship
- Periodical Publications

### **Unit-3: Classified Catalogue Code (CCC)**

- Works of Single & Shared authorship
- Works of mixed responsibility
- Editorial Publications
- Serial Publications

- Multi-Volumes

#### **Unit-4: Classified Catalogue Code (CCC)**

- Composite Books
- Works of Corporate Authorship: Government, Institution and Conference
- Works of Conflict Authorship
- Periodical Publications

#### **Recommended Readings:**

1. American Library Association. AACR2. Ottawa: American Library Association, Canadian Library Association, and the Chartered Institute of Library and Information Professionals, 2004
2. Chan (Lois Mai). Library of Congress Subject Headings, Principles and Application Fourth Edition. New Delhi: EssEss Pub., 2007
3. Lal (C.) & K. Kumar. Practical Cataloguing AACR-2. New Delhi: EssEss Pub., 2006
4. Ranganathan (SR). Colon Classification. 6th Ed. Bangalore: S.R.E. for Library Science, 1990
5. Ranganathan (SR). C.C.C. with additional rules for Dictionary Cataloguing Code. Bangalore: Asia Publishing House, 1964
6. Sears (ME). Sears List of Subject Headings, 21st Ed. New York: H.W. Wilson, 2014