

# NIMS UNIVERSITY, JAIPUR



## SYLLABUS

**BACHELOR OF LIBRARY &  
INFORMATION SCIENCES**

## **Department of Library and Information Sciences**

Candidates willing to pursue a career as Librarians or as Information Scientists can pursue studies in Library and information Sciences. With a DLIS, BLIS, MLIS, M.Phil and Ph.D degree in this subject, you can get excellent jobs in libraries or take up a research-oriented career in the information industry. Even if you are willing to earn Library and Information Science degree through Distance Learning so that your existing schedule of life including work does not get affected or you do not have to relocate , you will find NIMS UNIVERSITY DISTANCE EDUCATION GUIDANCE & LEARNING RESOURCE CENTRES in all the major cities throughout country.

### **Benefits of Library and Information Science courses:**

The candidates pursuing Library and Information Science Degree through Distance Learning , gain an insight into the areas such as Information Systems & Services , Management of Libraries & Information Centre , Universe of knowledge , Research Methodology , foundations of information Sciences, Information Retrieval Technique, Information Sources as well as Information Products. Once you finish this course, you can take up the job of a librarian or conduct research as information Scientists to contribute to the development of the field of information Science.

### **MLIS SYLLABUS**

#### COURSE OBJECTIVES

To train the students in the basics of professional skills and information knowledge management, so that they serve the society through an institution of library and information centre.

To achieve the above objectives of the course programme, it needs to realize the following:

- To educate the students in the philosophy of librarianship, basic principal, fundamental laws, professional ethics.
- To train the students in the skills of information knowledge processing, organization and retrieval.
- To train the students in the management of library and information centers.
- To enable the students to understand and appreciate the functions and purposes of library and information centers in the changing social cultural, technological and economic environment.
- To provide students the basic knowledge of computer and its application in library and information activities.

| S.No | Paper Code | Name of the paper                    | Theory | Practical |
|------|------------|--------------------------------------|--------|-----------|
| 1.   | BLIS-01    | Library and Society                  | 100    |           |
| 2.   | BLIS-02    | Library Management                   | 100    |           |
| 3.   | BLIS-03    | Library Classification Theory        | 100    | 100       |
| 5.   | BLIS-04    | Library Cataloguing Theory           | 100    | 100       |
| 7.   | BLIS-05    | Reference and Information Sources    | 100    |           |
| 8.   | BLIS-06    | Information Services                 | 100    | 50        |
| 9.   | BLIS-07    | Reference Sources                    | 100    | 50        |
| 10.  | BLIS-08    | Information Technology: Fundamentals | 100    |           |

### **PAPER 1. LIBRARY AND SOCIETY**

1. Growth and Development of Libraries and the Role of Library in Modern Society
2. Types of Libraries and their functions
3. Five Laws of Library Science
4. Library Development in India , USA & UK in Twentieth Century
5. National Libraries: Their Functions and Descriptive account of National Libraries of India, UK and USA.
6. Academic Libraries: Role and Functions
7. Public Libraries: Needs, Objectives, Functions
8. Special Libraries and Information Centers
9. Library Legislation : Need, Purpose, Principles and Factors
10. Model Public Library Act.
11. Library Legislation in Indian States-Their Salient Features.
12. Copyright Law and Delivery of Books Act.
13. Resource sharing concept Need and form
14. User's studies : concepts Need and form
15. Role of professional Associations
16. Organizations and institutions involved in development of library and information's services
17. Special Library Association

**Paper : 2. Library Management**

1. Management : Meaning, Functions and Principles
2. Management Principles : Application in Library and Information Centres
3. Library Organization
4. Sections of the Library:
  - Acquisition Section : Policy, Sources and work
  - Technical Section : Work
  - Circulation Section : Work and Membership
  - Reference Section : Policy work and Orientation
  - Periodical Section: Acquisition processing etc.
  - Maintenance Section : Guiding, Shelving
  - Stock rectification: Verification Binding etc.
5. Physical Planning: Building, Furniture and Equipments, Standards
6. Book Selection
7. Different Types of Book Selection tools and their Importance
8. Accessioning
9. Library Staff: Management, Job Analysis and Training
10. Library Authority and Library Committee
11. Library Finance: Budgeting and Accounting
12. Library Rules: Need, Purpose and Model Rules

**Paper 3 - Library Classification (Theory)**

1. Library Classification: Need, Purpose and Functions
2. Notation – Need, Functions, Types and Mnemonics
3. Class number, its structure and its quality. Class number is an artificial language of ordinal number
4. The five fundamental Categories, Basic Class, isolate, Focus Facet analysis, Phase analysis, common isolates, Principles of Helpful Sequence, Devices in CC and Dc
5. Hospitality in Array and Chain
6. Devices used in Colon and Decimal Classification Schemes
7. Call Number and its Structure
8. Salient Features of Colon Classification Scheme
9. Salient Features of Decimal Classification Scheme
10. Comparative Study of 19<sup>th</sup> , 20<sup>th</sup> and 21<sup>st</sup> editions of Dewey Decimal Classification Scheme
11. Current Trends in Library Classification
12. Versions of Colon Classification Scheme

**Paper: 3 - Library Classifications (Practical)**

1. Classification of documents by Colon Classification (6th Ed. Reprint and Dewey Decimal Classification Scheme 19th Ed.)
2. Classification of documents, having simple compound and complex subjects.
3. Classification of documents requiring use of common Isolates.

**Paper: 4 - Library Cataloging (Theory)**

1. Library Catalogue: Need Aims and Functions
2. Normative Principles of Library cataloguing
3. Forms of Library Catalogue
4. Inner Forms of Library Catalogue
5. Centralized Cataloguing
6. Cooperative Cataloguing and union catalogue
7. Type of Entries: main entry, objective, function and forms
8. Added Entries: objective, function and forms
9. Filing of Entries : Classified and alphabetical
10. Subject cataloguing: Amis, Objectives and problems
11. Sears List of Subject Headings and Chain Indexing
12. Pseudonymous, Anonymous and Uniform
13. Choice and rendering of heading of western and Indic Name
14. Corporate author

**Paper: 4 Library Cataloguing - (Practical)**

1. Introduction to AACR-2R , Levels of Description and Types of Entries and their Structure
2. Subject Headings
3. Single Personal Author
4. Shared Responsibility and Editorial Direction
5. Pseudonymous Author
6. Choice Among Different Names and References
7. Series and Multivolume Books
8. Corporate Bodies : Practical Cataloguing of Books Involving Government and its Organs
9. Corporate Bodies : Practical Cataloguing of Books Involving Institution and its Organs
10. Corporate Bodies : Practical Cataloguing of Books Involving Conference and its Organs
11. Cataloguing of Composite Books
12. Uniform Titles and Serials
13. Cataloguing of Non-print Material and Users guide to AACR-2R

**Paper: 5 - Reference and Information Services**

1. Reference Service : Need, Purpose and Functions
2. Types of Reference Service
3. Reference Service in Different Types of Libraries
4. Reference Librarian – Functions, Qualities and Qualifications
5. User Education-Definition, Purpose, Planning Programmes, Orientation, Travelling workshops, Instructions with audio-visual aids, Identification for variety of information users.
6. Concept and Need for Information and its Characteristics
7. Information Sources
8. Information Services in Different Types of Libraries
9. Organization of Information Services
10. Information Officer : Functions, Qualities and Qualifications
11. Current Awareness Service and Selective Dissemination of Information
12. Index and indexing Techniques
13. Abstracts and Abstracting Services
14. Reprography : Definitions, Importance and Techniques

**Paper: 6 - Information Services**

1. Development , Need and concept
2. Indexing – Concept, Need and purpose
3. Indexing Techniques-Pre-Co-ordinate-Alphabetical and chain, Post-Co-ordinate-Uniterm, KWIC and KWOC
4. Abstracting: Concept, Need and Purpose Types
5. Reprography
6. Networks | DELNET, INFLIBNET
7. National and International Information Centre's: Unesco, FID, INSDOC, NASSDOC(India)

**Paper: 7 – Reference Sources**

1. Dictionaries
2. Encyclopedia
3. Biographical sources
4. Geographical Sources

5. Directories and Hand Books
6. Year Books, Almanacs and Encyclopedia Supplements
7. Bibliography : Needs and Types
8. Subject Bibliography
9. National Bibliography –Need and Scope – Study of B.N.B. and I.N.B.
10. Universal Bibliography
11. Indexing and abstracting Periodicals

**Paper: 8. Information Technology: Fundamentals**

1. Computer and its Development
2. Computer Application in Libraries : Meaning Need and Areas of Computerization
3. Information Technology
4. Telecommunication : Basics
5. Computer System
6. Library Automation : Need and Recent Trends
7. Use of Computer in Libraries : Acquisition and Cataloguing
8. Use of Computers in Libraries : Serial Control and Circulation
9. Software and Software Packages
10. A Study of CDS/ISIS and LIBSYS
11. Computer Based Information Services \_ Current Awareness Services (CAS) and Selective Dissemination of Information (SDI) Service
12. Internet and its Services
13. Communication Networks in India
14. Library Networks in India : National Networks