

VEER BAHADUR SINGH
PURVANCHAL UNIVERSITY, JAUNPUR
U.P.

ORDINANCE
&
COURSES OF STUDIES
FOR

BACHELOR OF LIBRARY AND INFORMATION SCIENCES

Veer Bahadur Singh Purvanchal University, Jaunpur (U.P.)

Ordinance for the course of B.Lib.I.Sc

Course duration:

The course of study leading to the degree of Bachelor of library and information science (B.Lib.I.Sc) shall be of one year duration.

Eligibility for Admission

Any person with graduate degree from any recognized university is eligible to apply for admission to B.Lib.I.Sc course. A candidate who has passed the equivalent undergraduate examination from other university or institution shall also be eligible for admission, provided that V.B.S. Purvanchal University has treated the same equivalent to the examination mentioned for the purpose of admission the admission will be strictly on the basis of merit, as per the criteria of admission formulated by the college/university.

Any candidate cannot however claim admission to any student as a matter of right. The admission or readmission of a candidate shall be strictly as the discretion of the principal of the college/university, which may refuse admission to any student without assigning any reason thereof. Notwithstanding anything contained in the prospectus of studies, the only eligibility criteria required for the purpose of admission shall be those which are mentioned in the admission information bulletin of the academic session concerned.

NOTE: A student of B.Lib.I.Sc shall not be admitted concurrently to any other course unless and otherwise permitted for by the ordinance hereinafter.

Attendance: Every student is expected to have at least 75% attendance in the teaching classes to become eligible for appearing in the examination of B.Lib.I.Sc.

Course Structure: The one year B.Lib.I.Sc. Will comprise the following papers:

Paper no	Paper name	Marks for written exams	Marks for viva voce
I	Foundation of Library And Information Science	100	
II	Library Management	100	
III	Knowledge Organization Classification (Theory)	100	
IV	Knowledge Organization Classification (Practical)	80	20
V	Knowledge Organization Cataloguing (Theory)	100	
VI	Knowledge Organization Cataloguing (Practical)	80	20
VII	Information Sources and Services	100	
VIII	Computer Basics and Application	100	

Mode of Evaluation

Evaluation of the course will be carried out on the basis of Term-End Examination of maximum 800 marks. A minimum score of 40% in each paper will be required to pass the examination result will be declared as per the following scheme.

<u>Range</u>	<u>Result</u>
BELOW 40%	Fail
40-49%	Pass
50-59%	Second Division
60% AND ABOVE	First division

Fee Structure

The following fee structure is recommended:

The admission fee (including examination fee) to be charged from each admitted student to the B.Lib.I.Sc. Course is Rs. 11,000.00 (Rupees Eleven Thousand Only). As B.Lib.I.Sc. Course is one year professional degree course as that of B.Ed programme, the same examination fee shall be deposited by the college to the University for the Conduct of examination of the B.Lib.I.Sc. Programme as well.

**Courses of Studies for the Degree of
Bachelor of Library and Information Sciences**

Paper I

Foundation of Library and Information Science

1. Information System and their Components: libraries, Documentation and Information Centers in modern society.
2. Librarianship as a profession, Professional philosophy and Ethics.
3. Five Laws of Library Science and their implications.
4. Library Movement and Library Legislation in India.
5. Legal Deposit System, Press and Registration Act, Delivery of Books Act and Copyright Act, Right to information.
6. Library Building, Furniture and Equipments.
7. Library Publicity and Extension Services, Library Co-operation.
8. Professional Organizations: ALA, LA, IFLA, ASLIB,ILA, IASLIC,UPLA
9. Role of RRLF and UNESCO in the promotion of Library and Information Services.
10. Concept of Digital Library, Virtual Library.

Paper II

LIBRARY MANAGEMENT

1. Principles of Scientific Management and their Application in Libraries and Information Centers.
2. Different Sections of Library and Information Centers and their Functions.
3. Selection of Reading Material –Principles, Routine, Sources and Records.
4. Acquisition and Processing of reading Materials- Principles, Routine, and Records.
5. Circulation- Methods, Routine, Records, Inter Library Loan.
6. Maintenance-Conservation of Reading materials and Stock Verification, Routine and Records.
7. Library Personnel- Categories, Qualities and Qualification, Staff and Functions.
8. Library Authority, Library Committee-Need, Constitution and Function, Library Rules and Regulations.
9. Financial Management, Budgeting Techniques and Methods, Cost effectiveness, Cost Benefit analysis.
10. Annual Report, Statistics
11. Handling of government Documents and Manuscripts, Non-print and Electronic Materials.

Paper III

Knowledge Organization Classification (Theory)

1. Definition, Need and Purpose of Library Classification.
2. Class number –Its Structure and Quality
3. General Theory of Classification with Canons
4. Five Fundamental Categories; Main Class; Canonical Class; Basic Class, Isolates: Common isolates special isolates.
5. Postulation Approach to Classification, Steps in Systematic Classification Principles of Helpful Sequence of facts and Isolates.
6. Species of Library Classification
7. Detailed and Comparative Study of Common Isolates, Time Isolates and Devices in Colon Classification and Dewey Decimal Classification- Basic concepts of UDC.
8. Book Classification with Additional Canons for Book Number, Collection Number.

Paper IV

Knowledge Organization Classification (Practical)

Steps in Classification- Classification of Documents by Colon Classification (6th Reprint) and Dewey Decimal Classification (19th Edition) with the following details:

CC- Basic Subject, Simple Compound and Complex Subjects, Fundamental categories, Facet Sequence, Phase Relations, Round and Levels, Devices, Synthesis of Class Numbers

DC- Main Classes, Division, sectors, Sub-sectors, Use of Notes like ‘Scope’, ‘Inclusion’, ‘Class’, ‘Class elsewhere’, ‘Optional’ etc. Add instructions, Auxiliary Tables, Use of Schedule and Relative Index.

Note: 20 Marks shall be reserved for viva voce.

Paper V

Knowledge Organization Cataloguing (Theory)

1. Definition Need and Purpose of a Library catalogue, Library Catalogue and Bibliography.
2. Kinds of Entries and their Functions
3. Physical Forms of Catalogue, Inner Form of Catalogue, Author, Title, Subject, Dictionary and Classified, Concept of OPAC.
4. Subject catalogue-Chain Procedure, Subject, Heading Lists.
5. Laws, Canons, Principles of Cataloguing
6. Centralized and Cooperative Cataloguing, Selective and Simplified Cataloguing
7. Catalogue CODES: Comparative study of AACR2 and CCC with regard to Personal Author, Corporate author and Indic Names.
8. Filing of catalogue Entries, Alphabetization
9. Current trends in standardization, Bibliographic Description and Exchange Format.

Paper VI

Knowledge Organization Cataloguing (Practical)

Cataloguing of Books and Periodicals in accordance with the latest edition of AACR and Sears List of Subject Headings: Single Personal Author, Joint Personal Author, Pseudonymous Author, Collection and Collective Title, Without Collective Title, Corporate Authors, Awareness with Classified Catalogue Code (CCC)

Paper VII

Information Sources and Services

1. Concept OF Information Sources
2. Kinds of Information Sources: Primary, Secondary and Tertiary
3. Basic Reference and Information Sources and Criteria of their Evaluation
4. Bibliographical Sources: National Bibliographies, INB and BNB, Abstracting and indexing services
5. Language Dictionaries
6. Encyclopedia
7. Year Books and Directories
8. Geographical Sources
9. Bibliographical Sources
10. Information services and techniques: Current Awareness Services, SDI, Translation, Reprography

Paper VIII

Computer Basics and Application

1. Introduction to Computer Components
2. Generations of Computers, Classification of Computers
3. Operating system and their Commands: MSDOD, MS-Windows and UNIX
4. Programming Languages: Concepts and Characteristics
5. Application Software: CDS/ISIS, word processing System
6. Information Technology: Definition, Need, Scope and Objectives
7. Library automation: An overview

Books recommended for the course of B.Lib.I.Sc.

1. Pandey, S.K.Sharma, Library and Society
2. S.N. Tripathi, Library Management
3. Sabahat Hussein, Library Classification Theory
4. Dr.S.R. Rangnathan, Colon Classification
5. M. Dewey, Dewey Decimal Classification
6. Krishna Kumar, Library Classification Theory
7. Dr.S.R. Rangnathan, Classified Catalogue Code
8. B. Gupta, Information System