



**INSTITUTE OF LIBRARY AND INFORMATION SCIENCE**  
**LALIT NARAYAN MITHILA UNIVERSITY**  
**KAMESHWARANAGAR, DARBHANGA**

**Annexure-3**

**1.1.3. Number of Courses/Paper having focus on Employability/ Entrepreneurship/Skill development in the curriculum.**

Name of the Program:

SI. No.	Name of the Course/Paper	Course/Paper code	Activities/Courses with Direct bearing on Employability Entrepreneurship/Skill Development	Year of Introduction (During the last Five Year)
1.	Library Society and Management	BLIS01	<p>Library and Information Science is an interdisciplinary course. In this field that applied the practices, Perspective, and tools of management, information technology, education, and other area to libraries, the collection, organization, preservation, and dissemination of information resources, and the political economy of information. The Libraries being the repositories of knowledge and information, their importance has increased. In this situation, the library professional has attained the status of a separate discipline. Library professional are the custodians of libraries and they organize, maintain, and store books in the libraries. They help people to the find information and use it effectively in their personal and Professional lives. The traditional libraries which contained only books now have periodicals, Journals, Micro-films, audio-video, cassettes and slides for various purposes such as education, research reference and pleasure.</p> <p>There is lots of scope for a carrier in Library Science and the person in this filed can find employment opportunities in the following areas :-</p> <ol style="list-style-type: none"><li>1. Public/Government Library (Post like :- Attendant, Library Assistant, Semi-profession Assistant, Junior Librarian/Professional Assistant/Assistant Librarian, Deputy Librarian, Librarian/Chief Librarian, Researcher Scientist, Consultant/Reference Librarian, Cataloguer/Classifier/Technical Assit./Record Manager, Director/head of Information Centre, Senior information Analyses, Senior Library information assistant, Indexer, Information Archivist, etc.)</li><li>2. Universities/Colleges/Schools and other Academic Institute</li><li>3. News agencies and organizations</li><li>4. Foreign Embassy</li></ol>	2018-19
2.	Library Classification	BLIS02		2018-19
3.	Library Cataloguing	BLIS03		2018-19
4.	Information Sources	BLIS04		2018-19
5.	Information Service	BLIS05		2018-19
6.	Information Technology	BLIS06		2018-19
7.	Library Classification (Practical)	BLIS07		2018-19
8.	Library Cataloguing (Practical)	BLIS08		2018-19

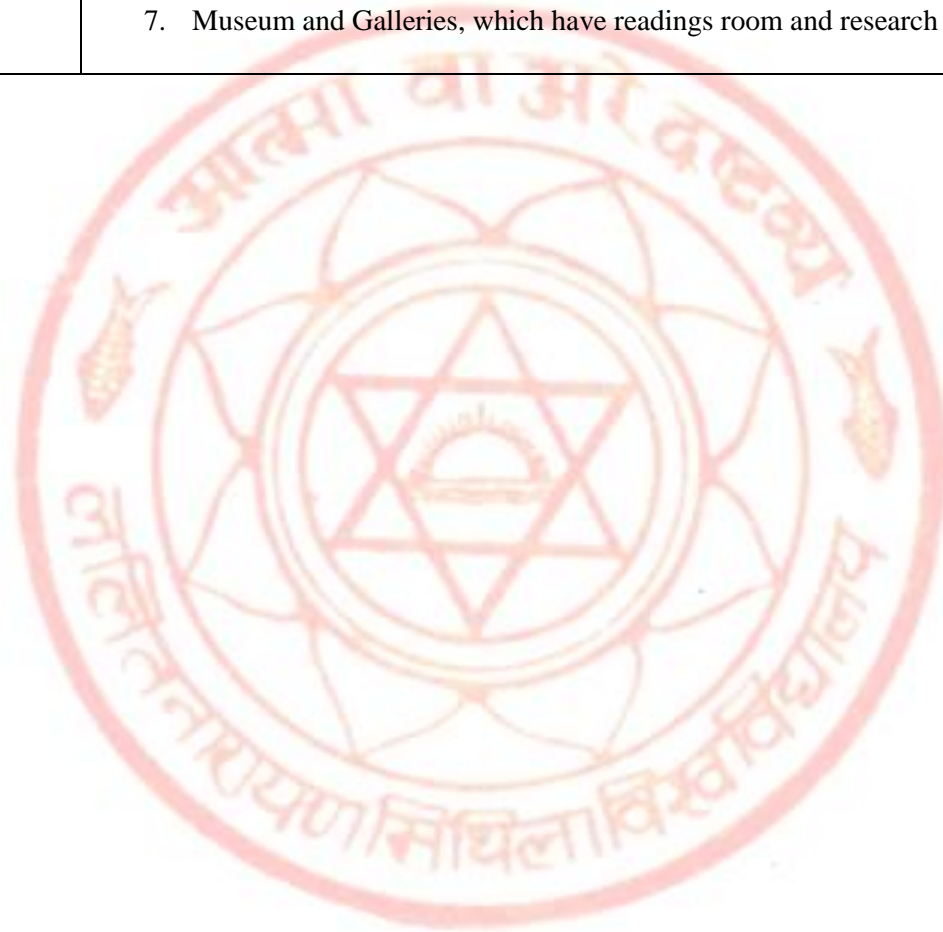


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			<ul style="list-style-type: none"><li>5. Photo/Film/Radio/Television Library</li><li>6. Information Centers/Documentation Centers</li><li>7. Museum and Galleries, which have readings room and research facilities etc.</li></ul>	
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## **B. L. I. S.**

### **PAPER - I**

#### **Library Society and Management**

1. Five laws of Library Science and their implication.
2. Library Movement and Library Legislation in India.
3. Library building, Furniture and Equipment.
4. Library Publicity and Extension Service.
5. Library Co-operation.
6. Professional Organization : National and International.
7. Nature of Library, Types of Libraries, Role of Library in Modern Society.
8. Concept of Management, Principles of Scientific management : their applications in Libraries.
9. Library Finance : Budgeting, Accounting and Auditing Library Statistics and annual report.
10. Library Rules and Regulations.
11. Library Personnel, Job Analysis, Training, Staff Formula, Qualities and Qualification.
12. Collection Development. Types of Documents and Accession Principles, Acquisition Procedure, Management and Operation of Various Sections/ Departments, Maintenance and Circulation.

### **PAPER - II**

#### **Library Classification**

1. Definition Need and Purpose of Classification.
2. Historical and comparative aspect. Book classification and knowledge classification.
3. Various Scheme of classification. Comparative study of Colon Decimal Classification.
4. Five Fundamental Categories. Main class, Canonical class, Basic class, Isolates, Common isolates, Special isolate.



5. Enumerative and Analytico – Synthetic Scheme of Classification, Postulationa Approach to Classification. The Steps in Systematic Classification.
6. Classification – Principle Laws, Canons, Principles of Facet Sequence, Principles of Helpful Sequence, Principles of Facet analysis, Canons of classification..
7. Book Classification with Additional canons for Book number.
8. Miscellaneous: Anatomy to Classifier, System and Specials, Seetor notation, Mnemonics.
9. Notation – Types, Qualities, Canons.

### **PAPER – III**

#### **Library Cataloguing**

1. Purpose for Library, Types of Library Catalogue, Physical forms of Library catalogue.
2. Kinds of entries and their functions. Arrangement of entries, Choice and rendering of headings for main and added entieres in classified catalogue and dictionary catalogue.
3. Canons, Principles and laws of cataloguing.
4. Subject cataloguing, Chain Procedure. Subject heading lists.
5. Catalogue codes : Comparative study of AACRII and CCC with regard to personal Author, anonymous and Pseudonymous, Corporate Author and Indic names.
6. Centralized and co-operative cataloguing. Selective and simplified cataloguing.
7. Catalogue codes. Their historical study.
8. Filling of entieres. Alphabetization.

### **PAPER – IV**

#### **Information Sources**

1. Concept of Information sources.
2. Kinds of Information sources: Primary, Secondry and tertiary.

- 3 Basic Reference and Information Sources and Criteria of their evaluation.
- 4 Bibliographical Sources : National Bibliographies, INB and B.N.B. Abstracting and Indexing Services.
- 5 Study of Reference tools and their evaluation.
  1. Oxford English Dictionary.
  2. Webster's New International Dictionary.
  3. Encyclopaedia Britannica.
  4. Encyclopaedia Americana.
  5. Europa year Book.
  6. India : A reference annual.
  7. Times of India Directory and year Book including who is who.
  8. Keesings contemporary Archives, London.
  9. Asian recorder, New Delhi.
  10. World of Learning.
  11. Lippincott gazetteer of the world.
  12. Indian who's who.
  13. International Who's who.
6. Qualities and qualifications of information of Seeker.
7. Manuals and Hand Book – Hand Book of Indian Universities.

#### **PAPER – V**

##### **Information Service**

1. Reference Service : Definition, Need and Purpose.
2. Definition, need, nature and scope of Documentation and Information Services.
3. Documentation work and services.
4. Abstracting, Translation, Reprography.
5. Indexing Techniques-Chain, Popsi, Precis, Uniterm and Citation indexing.

6. Definition, need, Components, dissemination of informations, C A S, SDI, Documentation List.
7. Documentation and information centres, Need and functions, National information centers, INSDOC, NISSAT, NASSDOC.
8. Global information centres. UNESCO, FID, IFLA.
9. Compilation of subject/Author bibliography.

#### **PAPER – VI**

##### **Information Technology**

1. Information to information Technology.
2. Information to computer.
3. Library Automation – Need and Present trends.
4. Use of computer in Library Administration (House Keeping).
5. Software and Software Packages.
6. Computer based information services : CAS and SDI.
7. Library and information networks.
8. Resource sharing networks.

#### **PAPER – VII**

##### **Library Classification (Pr.)**

Practical Classification of Books and periodicals according to colon classification (6th. Revised Ed.) and DDC 18th. Ed.

#### **PAPER – VIII**

##### **Library Cataloguing (Pr.)**

Practical cataloguing of Books and simple Periodicals will be done with the help of classified catalogue code (5th. Ed.) as amended in 1974 for a classified catalogue code (5th. Ed.) as amended in 1974 for a classified catalogue and with Anglo-American-Cataloguing Rules (Second Edition) combined with Sear's list of Subject Heading for a dictionary Catalogue.

