



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

**1.3.1 List and description of the Courses which address the Gender, Environment and Sustainability, Human Values, and Professional Ethics.**

Name of the Program: BLIS

Sl. No.	Name of the Course/Paper	Paper/Course Code	Offered to	Issues	Description
1.	Library Society and Management	BLIS01	All Graduate		Five laws of Library Science and their implication, Library Movement and Library Legislation in India, Library building, Furniture and Equipment, Library Publicity and Extension Service, Library Co-operation, Professional Organization, Nature of Library, Types of Libraries, Role of Library in Modern Society, Concept of Management, Principles of Scientific Management, Library Finance, Library Rules and Regulations, Library Personnel, Job Analysis, Training, Staff Formula, Qualities and Qualification, Collection Development, Types of Documents and Accession Principles, Acquisition procedure, Management and Operation of Various Sections,/ Departments, Maintenance and Circulation.
2.	Library Classification	BLIS02	All Graduate		Definition Need and Purpose of Classification, Historical and comparative aspect, Book classification and knowledge classification, various scheme of classification, comparative study of Colon Decimal Classification, five Fundamental Categories, Main Class, Canonical Class, Basic Class, Isolates, Common Isolates, Special Isolate, enumerative and Analytico =- Synthetic Scheme of Classification, Postulation Approach to Classification, the Steps in Systematic Classification, Classification – Principles of Helpful Sequence, Principles of Facet analysis, Canons of Classification, Book Classification with Additional canons for Book number, Miscellaneous : Anatomy to classifier, System and Specials, Sector notation, Mnemonics, Notation – Types, Qualities, Canons.
					Purpose for Library, Types of Library Catalogue, Physical forms of



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Sl. No.	Name of the Course/Paper	Paper/Course Code	Offered to	Issues	Description
3.	Library Cataloguing	BLIS03	All Graduate		Library Catalogue, Kinds of Entries and their functions, Arrangement of entries, Choice and rendering of headings for main and added entries in classified catalogue and dictionary catalogue, Canons, Principles and laws of cataloguing, subject cataloguing, Chain Procedure, Subject heading lists, Catalogue codes : Comparative study of AACR2 and CCC with regard to personal Author, anonymous and Pseudonymous, Corporate Author and Indic names, Centralized and co-operative cataloguing, Selective and simplified cataloguing, Catalogue codes, Their historical study, Filling of entries, Alphabetization.
4	Information Sources	BLIS04	All Graduate		Concept of Information Sources, Kinds of Information sources : Primary, Secondary and tertiary, Basic Reference and Information Sources and Criteria of their evaluation, Bibliographical Sources : National Bibliographies, INB and BNB Abstracting and Indexing Services, Study of Reference tools and their evaluation, Qualities and qualifications of information of Seeker, Manuals and Hand Book – Hand Book of Indian Universities.
5.	Information Service	BLIS05	All Graduate		Reference Service : Definition, Need and Purpose, Definition, Need, nature and scope of Documentation and Information Services, Documentation work and services, Abstracting, Translation, Reprography, Indexing Techniques-Chain, Popsi, Precis, Uniterm and Citation indexing, Definition, need, Components, dissemination of information's, CAS, SDI, Documentation List, Documentation and information centers, Need and functions, National information centers, INSDOC, NISSAT, NASSDOC, Global information centers, UNESCO, FID, IFLA, Compilation of subject/Author bibliography.
					Information to information Technology, Information to computer,



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Sl. No.	Name of the Course/Paper	Paper/Course Code	Offered to	Issues	Description
6.	Information Technology	BLIS06	All Graduate		Library Automation – Need and Present trends, Use of computer in Library Administration (House Keeping), Software and Software Packages, Computer based information services: CAS and SDI, Library and information networks, Resource sharing networks.
7.	Library Classification (Pr.)	BLIS07	All Graduate		Practical Classification of Books and periodicals according to colon classification.
8.	Library Cataloguing (Pr.)	BLIS08	All Graduate		Practical cataloguing of Books and simple periodicals will be done with the help of classified catalogue code (5 <sup>th</sup> . Ed.) As amended in 1974 for a classified catalogue code (5 <sup>th</sup> 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.



## **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.

