

BLISc Syllabus

BLI 221 : LIBRARY, INFORMATION AND SOCIETY

Block 1 : Library and Information in Societal Perspective

Unit 1 : Libraries, Information and Knowledge based Society

Unit 2 : Types of Libraries

Unit 3 : Information Institutions

Unit 4 : Laws of Library Science

Block 2 : Library, Information and Related Legislation

Unit 5 : Library Legislation and Model Public Library Act/Bill

Unit 6 : Library Legislation in Indian States; Their Salient Features

Unit 7 : Other Information Related Legislations', IT Act, IPR, Patent Act and Cyber Laws

Block 3 : Resource Sharing and Library Networks

Unit 8 : Resource Sharing

Unit 9 : Global Library Networks and Consortia: Role of Technology

Unit 10 : Library Networks and Consortia: Indian

Block 4 : Library and Information Profession and Related Agencies

Unit 11 : Librarianship as a Profession

Unit 12 : Ethical Issues in Librarianship

Unit 13 : Role of Professional Associations

Unit 14 : Organisations and Institutions Involved in Development of Library and Information Services

BLI 222 : INFORMATION SOURCES AND SERVICES

Block 1 : Documentary Sources

Unit 1 : Categorisation of Sources

Unit 2 : Primary Sources

Unit 3 : Secondary and Tertiary Sources

Unit 4 : Criteria of Evaluation

Block 2 : Non-Documentary Sources

Unit 5 : Humans as Sources of Information

Unit 6 : Institutions as Sources of Information

Unit 7 : Media as Sources of Information

Block 3 : Information Services

- Unit 8 : Information Services: An Overview
- Unit 9 : Types of Services: Reference, Referral, CAS, etc.
- Unit 10 : Literature Search and Databases Services

Block 4 : Information Use and User Studies

- Unit 11 : User Education and Information Literacy
- Unit 12 : User Studies
- Unit 13 : Information Use Studies
- Unit 14 : Marketing of Information Services

BLI 223 : ORGANISING AND MANAGING INFORMATION

Block 1 : Classification

- Unit 1 : Basic Concepts
- Unit 2 : Types of Classification
- Unit 3 : Postulational Approach
- Unit 4 : Comparative Study of Schemes of Classification

Block 2 : Cataloguing

- Unit 5 : Basic Concepts
- Unit 6 : Types and Forms of Catalogues
- Unit 7 : Formats and Standards
- Unit 8 : Cataloguing of Non-Book Material

Block 3 : Indexing

- Unit 9 : Basics of Subject Indexing
- Unit 10 : Indexing Languages
- Unit 11 : Indexing Techniques

Block 4 : Recent Developments

- Unit 12 : Conceptual Changes: Impact of Technology
- Unit 13 : Online Catalogues (Design and Services)
- Unit 14 : Overview of Web Indexing, Metadata, Interoperability and Ontologies

BLI 224 : ICT FUNDAMENTALS

Block 1 : Basics of ICT

- Unit 1 : Basics of Computer Technology
- Unit 2 : Basics of Communication Technology
- Unit 3 : Basics of Network Technology
- Unit 4 : Technology Convergence

Block 2 : Middleware Technologies

Unit 5 : Office Tools: Word Processing, Presentation and Spreadsheets

Unit 6 : Database Management Systems

Unit 7 : Specialised Application Packages (DTP, Image, Multimedia)

Block 3 : Network Fundamentals

Unit 8 : Network Topology

Unit 9 : Communication Protocols and Network Addressing

Unit 10 : Protocol Architecture

Unit 11 : Network Applications and Management

Unit 12 : Network Security

Block 4 : Internet Tools and Services

Unit 12 : E-mail and E-Messaging

Unit 13 : World Wide Web (How Web functions, Protocols, General Markup Language Web 2.0)

Unit 14 : Search Engines

Unit 15 : Interactive and Distributive Services

BLI 225 : COMMUNICATION SKILLS

Block 1 : Communication Fundamentals

Unit 1 : The Basics

Unit 2 : Social Skills

Unit 3 : Introducing the Institution

Block 2 : Preparing for the Job Interview

Unit 4 : Your Profile

Unit 5 : Preparing your Portfolio

Unit 6 : Preparing your Curriculum Vitae

Unit 7 : The Job Interview

Block 3 : Workplace Skills

Unit 8 : Presentation Skills

Unit 9 : Telephone Skills

Unit 10 : Group Discussions

Unit 11 : Body Language

Block 4 : Writing Skills

- Unit 12 : Internal Communication
- Unit 13 : Introducing Yourself
- Unit 14 : Communication with Customers
- Unit 15 : Communication with Service Providers

Block 5 : Advanced Writing Skills

- Unit 16 : Writing Proposals
- Unit 17 : Writing Reports
- Unit 18 : Design of Survey Questionnaire

BLI 226 : MANAGEMENT OF LIBRARY AND INFORMATION CENTRE

Block 1 : Principles and Practices of Management

- Unit 1 : Principles and Functions of Management
- Unit 2 : Total Quality Management (TQM)
- Unit 3 : Change Management
- Unit 4 : Application of Principles of Management in Libraries and Information Centres

Block 2 : Library Functions and Operations

- Unit 5 : Basic Housekeeping Operations Part-I
- Unit 6 : Basic Housekeeping Operations Part-II
- Unit 7 : Physical Infrastructure Planning
- Unit 8 : Maintenance and Preservation
- Unit 9 : Disaster Management

Block 3 : Financial Management

- Unit 10 : Sources of Finance and Resource Mobilisation
- Unit 11 : Budgeting Techniques
- Unit 12 : Budget Preparation

Block 4 : Human Resource Management

- Unit 13 : Basics of Human Resource Management
- Unit 14 : Human Resource Planning
- Unit 15 : Human Resource Development

BLIE 227: DOCUMENT PROCESSING: PRACTICE

Block 1 : Classification– Dewey Decimal Classification (DDC)

- Unit 1 : Introduction to DDC 19th Edition
- Unit 2 : Use of Tables Part-1
- Unit 3 : Use of Tables Part-2

- Unit 4 : Number Building in Sciences
- Unit 5 : Number Building in Social Sciences
- Unit 6 : Number Building in Humanities
- Unit 7 : Number Building with Complex and Compound Subjects
- Block 2 : Cataloguing – AACR 2R and MARC 21**
- Unit 8 : AACR-2R: Preliminaries
- Unit 9 : Choice and Rendering of Headings and Statement of Responsibility
- Unit 10 : Cataloguing Multi-Volumes, Serial Publications and Non- Print Media
- Unit 11 : MARC-21 Cataloguing
- Block 3 : Indexing – Sears List of Subject Headings**
- Unit 12 : Structure of Sears List of Subject Headings (18th Edition)
- Unit 13 : Keyword Indexing
- Unit 14 : Chain Indexing (DDC-19th Edition)
- BLIE 228: INFORMATION PRODUCTS AND SERVICES**
- Block 1 : Conventional Products and Services**
- Unit 1 : Literature Search and Bibliographic Services
- Unit 2 : CAS (Including SDI and Alerting Services)
- Unit 3 : Abstracting, Digest and Newspaper Clipping Services
- Unit 4 : Referral Service
- Block 2 : Special Products and Services**
- Unit 5 : Information Analysis
- Unit 6 : Information Consolidation and Repackaging
- Unit 7 : Information Analysis and Consolidation Products
- Block 3 : Document Delivery Service**
- Unit 8 : Document Delivery Service: An Overview
- Unit 9 : Electronic Document Delivery
- Unit 9 : Translation Service
- Block 4 : Web Products and Services**
- Unit 11 : Web Sharing
- Unit 12 : Collaborative Content Development
- Unit 13 : Web Marketing

BLIE 229: ICT IN LIBRARIES

Block 1 : Library Automation

Unit 1 : Library Automation: An Introduction

Unit 2 : Automating Your Library

Unit 3 : Library Automation Process/ Packages

Unit 4 : KOHA and New GenLib

Block 2 : Digitisation and Digital Libraries– D-Space and GSDL

Unit 5 : Introduction to Digital Library

Unit 6 : Digitisation Process

Unit 7 : Creating Digital Libraries Using D-Space

Unit 8 : Creating Digital Libraries Using GSDL