

FAROOK COLLEGE (AUTONOMOUS)
Farook College P.O. Kozhikode - 673632



CREDIT SEMESTER PROGRAMME FOR
B.Lib.I.Sc.
(with effect from 2019 Admission onwards)

REGULATIONS
&
SYLLABI

Prepared by:

Board of Studies in Media, Library & Information Science
Farook College (Autonomous)

CERTIFICATE

I hereby certify that the documents attached are the bona fide copies of the syllabus of B.Lib.I.Sc. Programme to be effective from the academic year 2019-20 onwards.

Date:

Place:

PRINCIPAL

Regulation for one year B.Lib.I.Sc. Programme

2019 Admission onwards

SHORT TITLE

This regulation shall be 'Regulations for one year post graduate degree of Bachelor of Library and Information Science (B.Lib.I. Sc.) Curriculum 2019'.

SCOPE

The regulation provided herein shall apply to regular one year post graduate degree of Bachelor of Library and Information Science (B.Lib.I.Sc.) programme conducted by Farook College (Autonomous) with effect from the academic year 2019-20). The provisions herein supersede all the existing regulations for the regular postgraduate programmes conducted by Farook College (Autonomous) unless otherwise specified.

DEFINITION

Programme means the entire course of study and examinations (traditionally referred to as course).

Duration of programme means the period of time required for the conduct of the programme. The duration of this postgraduate B.Lib.I.Sc. programme shall be one year.

Course means a segment of subject matter to be covered in a in a year (Traditionally referred to as paper). The programme shall include 3 types of courses. Core courses, Elective courses and Audit courses. There are six core courses, two elective courses, two audit courses, and finally project and viva voce.

Credit of a course is a measure of the weekly unit of work assigned for that course.

Repeat course is a course that is repeated by a student for having failed in that course in an earlier registration. If the attendance of a student at particular year is beyond condonable limit, he/ she can be permitted to continue in the next year. This is allowed only once in a programme.

Improvement course is a course registered by a student for improving his/ her performance in that particular course. In case of a student who secured a lower mark on improvement, the higher mark in the previous attempt will be retained.

Department means any teaching department offering a programme of study approved by the University in the college as per the Statute and Act of the University.

Department council means the body of all teachers of a department in the college.

Department coordinator is a teacher nominated by a department council to coordinate the continuous evaluation undertaken in the department.

Parent department means the department which offers this particular one year postgraduate programme (B.Lib.I.Sc.)

Duration: The duration of the programme shall be one academic year.

Course code: Each course shall have a unique alphanumeric code number, which includes abbreviation of the subject in three letters, one letter to indicate the type of course and the serial number of the course (01,02.....). Eg. BLS C01 means Batchelor of Library and Information Science Core course number 1.

Credits: Each course shall have certain credits. No course shall have more than 4 credits and for project and viva voce the maximum credits shall be 2 each. General Viva-Voce covers questions from all courses in the programme. A student shall have a minimum of 40 credits to complete the programme successfully.

Attendance: A student shall be permitted to appear for the annual examination, only if he/she secures not less than 75% attendance. Condonation of shortage of attendance is not a matter of right, but a maximum number of nine days may be granted during the whole period of a Programme. Participation in Extra Curricular activities may be treated as presence in lieu of their absence on production of participation / attendance certificate in such activities.

Project: Every student of a B.Lib.I.Sc. Degree programme shall have to complete and submit four different projects such as evaluation of reference sources, compilation of bibliography, preparing index of a book, and observation report of different types of libraries under the supervision of a faculty member as per the curriculum.

Words and expressions used and not defined in this regulation but defined in the Calicut University Act and Statutes shall have the meaning assigned to them in the Act and Statute.

EVALUATION: Mark system is to be followed for each course. Each course may contain 100 marks each, 80 marks for external evaluation and 20 marks for internal evaluation.

The internal evaluation shall be based on a predetermined transparent system involving continuous assessment tests (CAT), assignments, seminars and attendance. (If a fraction appears in internal marks, it would be rounded to the nearest whole number).

Distribution of Internal marks

Components	Marks	Conditions
Assignment	4	Best of the two assignments is considered per course.
Seminar	4	The student has to take a minimum of one seminar per course.
Attendance	4	The minimum required percentage of attendance for appearing in the various semester examinations is fixed as 75.
CAT I & II	8	A minimum of two Continuous assessment tests are to be attended.
Total	20	

Attendance of each course will be evaluated and the marks will be given as per the norms presented in the table given below.

Attendance	Marks
91% and above	4
85 to 90%	3
80 to 84 %	2
75 to 79%	1
Below 75 %	0

There shall not be any chance for improvement for internal mark. The course teacher(s) shall maintain the academic record of each student registered for the course.

Annual Examination:

Annual Examination carries 80 marks for each course. The examination is to be conducted with question papers set by external experts. The evaluation of the answer scripts shall be done by examiners based on a well-defined scheme of valuation.

MARK SYSTEM

Mark System is used to evaluate the performance of students. Each question is evaluated by assigning certain number of marks. An aggregate of 40 percentage marks (after external and internal evaluation put together) is required for a pass in each course and also for awarding a degree. Appearance for Continuous Assessment and Final Examination are compulsory and no marks shall be awarded to a candidate if she/he is absent for Continuous Assessment or Final Examination or both. A student who fails to secure a minimum marks of 40 for a pass in a course is permitted to write the examination along with the next batch. The marks awarded to Audit courses will not be counted for pass in the programme.

AWARD OF DEGREE

Those who secure not less than 40 percentage of marks (both internal and external put together) for all the courses (excluding Audit courses) of the programme shall be declared to have successfully completed the programme.

Scheme of
Bachelor of Library and Information Science (B.Lib.I.Sc.)
 One Year Post-Graduate Programme
 2019 Admission onwards

Course Code	Course title	Credits of the course	Duration of the Exam	Internal (Marks)	External (Marks)	Total
BLS C01	Foundation of Librarianship	4	3 Hrs	20	80	100
BLS C02	Management of Libraries and Information Centres	4	3 Hrs	20	80	100
BLS C03	Information Sources and Services	4	3 Hrs	20	80	100
BLS C04	Library Classification Theory	4	3 Hrs	20	80	100
BLS C05	Library Cataloguing Theory	4	3 Hrs	20	80	100
BLS A01	Library Observation and Study (Minimum of 6 libraries)	4		20	80	100
BLS E01	Computer Networks and Library Automation	4	3 Hrs	20	80	100
BLS C06	Library Classification Practice (DDC)	4	3 Hrs	20	80	100
BLS C07	Library Cataloguing Practice (AACR2)	4	3 Hrs	20	80	100
BLS E02 (L)	Information Technology and Library Automation Practical	4	3 Hrs	20	80	100
BLS A02	Greenstone Software	4	3 Hrs	20	80	100
BLS C08	Project work	2			50	50
	Viva-Voce	2			50	50
					Total	1000

**Syllabus of Bachelor of Library and
Information Science (B.Lib.I.Sc.)**

One Year Post-Graduate Programme

BLS C01	FOUNDATION OF LIBRARIANSHIP (4 Credits)
Unit 1	Library in Social Context Concept of Modern Library - Digital Library Social, Cultural and Educational Role of Libraries in Contemporary Society Evolution of Information Science – Librarianship, Library Science, Documentation, Library and Information Science. Five Laws of Library Science
Unit 2	Types of Libraries and their Functions Academic Libraries - School, College and University Libraries Public Libraries National Libraries Special Libraries
Unit 3	Library Movements and Policies Library Movements in India Library Development and Policies in India Library Movement in Kerala – Kerala State Library Council Kerala Granthasala Sangam Library Associations and Organizations in India – ILA, IASLIC, RRRLF
Unit 4	Library Legislation Need, Purpose and Features Ranganathan’s Model Public Libraries Act 1972 Public Libraries Acts in India – in Kerala, Tamil Nadu and Karnataka Indian Copy Right Act 1957 Delivery of Books and News Paper Act 1956 Right To Information Act 2005
Unit 5	Resource Sharing and Networks, Resource Sharing - Concepts and Forms, Library Networks in India – DELNET, INFLIBNET, NICNET Library Consortia: e-Shod Sindhu – INDEST, INFONET, N-LIST

BLS C02**LIBRARY MANAGEMENT (4 Credits)**

Unit 1

Principles of Management
Management Concepts
School of Thoughts
Fayol's Principles
POSDCORB

Unit 2

Library House Keeping Operations
Acquisition Section-Policy and Procedure
Technical Section - Classification, Cataloguing
Maintenance Section - Shelf Rectification, Stock
Verification
Circulation Section-Membership, Charging
Methods, Overdue, Collection, ILL
Periodical Section-Routines, Three Card System,
Kardex
Reference Section
Library as a systems – PERT/ CPM, SWOT analysis

Unit 3

Collection Development
Methods, Techniques and Principles
Print and Digital Collection - Institutional
Repository
Preservation of Collection

Unit 4

Human Resource Management
Organizational Structure
Recruitment, Selection, Induction
Professional and Non-Professional Duties and
Responsibilities
Participative Management
Motivation, Performance Appraisal

Unit 5

Financial and Record Management
Source of Finance
Methods of Financial Estimation
Budgeting Techniques-Line, PPBS, ZBB
Annual Report, Staff Manual, Library Rules

BLS C03**INFORMATION SOURCES AND SERVICES (4 Credits)**

Unit 1

Basic Concepts
Data, Information, Knowledge, Wisdom
Information - Need, Use , Types
Information Sources - Nature, Characteristics And Kinds

Unit 2

Reference and Information Sources
Primary Resources: Periodicals, Patents, Standards, Research Reports, Theses, Dissertations, Govt. Publications
Secondary Sources: Dictionaries and Encyclopedias
Bibliographical Sources - Subject and Trade Bibliographies
National Bibliography - INB, BNB
Biographical Sources – Biographical Dictionaries – Autobiographies
Geographical Sources – Gazetteers, Maps and Atlases
Indexing and Abstracting Periodicals
Yearbooks – Almanacs – Handbooks
Tertiary Sources - Bibliography of Bibliographies, Reviews - Guide to Literature - Directories
E-Resources - E-Books, E-Journals, ETDs, E-Zines

Unit 3

Reference Service
Concept, Definition, Types - Ready and Long Range
Reference Service, Referral Services, Online Reference Service
Information Search - Techniques
User Study
User Education and Information Literacy

Unit 4

Documentation and Information Services
Documentation - Definition and Facets
Current Awareness Service (CAS)
Selective Dissemination of Information (SDI)
Translation Service - National and International Centres
Document Delivery Service
Reprographic Service

Unit 5

Documentation Centres and Information Systems
International Documentation Centres - UNESCO, FID
National Documentation Centres - NISCAIR, NASSDOC
Information Systems - CAS, AGRIS, INSPEC, MEDLINE, BIOSIS, ISI WEB

BLS C04 LIBRARY CLASSIFICATION THEORY (4 Credits)

Unit 1 Library Classification

Concept, Meaning, Definition, Need and Functions
Normative Principles of Classification
Canons of Library Classification for Idea Plane and Verbal Plane
Principles of Helpful Sequence

Unit 2 Notational System

Notation, Need, Qualities, Functions and Canons
Mnemonics - Types
Devices for Hospitality
Devices for Sharpening or Formation of Isolates

Unit 3 Mapping of Knowledge in Classification Schemes

Enumerative and Faceted Classification Schemes
DDC: History and Development - Features - Standard Subdivisions
CC: Five Fundamental Categories - Facet Analysis and Sequence
Principles of Facet Sequence - Common Isolates - Systems and Specials
UDC: Common and Special Auxiliaries

Unit 4 Modes of Formation and Developments of Subjects

Different Types of Subjects - Simple, Compound, Complex Subjects -
Phase Relations

Unit 5 Document Classification

Call Number - Class Number, Book Number and Collection Number
Different Methods of constructing Book Numbers
Ranganathan's Facet Formula for Book Number

BLS C05 LIBRARY CATALOGUING THEORY (4 Credits)

- Unit 1 **Library Catalogue – Kinds and Forms**
Concept of library catalogue – functions of library catalogue –
Card catalogue and Computerized catalogue –
Internal forms of catalogue – varieties and their relative merits
- Unit 2 **Description and Access Points**
Kinds of entries and parts of entries –
Main Entry and added entries – Analytical entries -
Cross reference entries –
Cross reference index entries – different types of cataloguing –
Descriptive cataloguing and Limited cataloguing - CCF, AACR
and ISBD, Dublin Core.
- Unit 3 **Subject Cataloguing**
Objectives of subject catalogue –
Problems in assigning subject headings in catalogues –
Chain Procedure for Classified Catalogue and
Sears List of Subject Headings for Dictionary Catalogue –
- Unit 4 **Centralisation and Cooperation**
Centralised cataloguing – Objectives and Types –
Machine Readable Catalogue (MARC) and their varieties –
Cooperative cataloguing –
Concept of Union Catalogue – Catalogue Networks –
OPAC, OCLC
- Unit 5 **Filing of Entries**
Filing of entries in Classified and Alphabetical part of Classified
catalogue
Filing of entries in a Dictionary catalogue
Word by word arrangement – Letter by letter arrangement –
ALA Rules for filing alphabetical entries

BLS A01	LIBRARY OBSERVATION AND STUDY (4 Credits)
	Visit to a minimum of 6 libraries located out side the Calicut District Area, observe and study the library in detail and submit a library observation report within one month of the visit conducted.

BLS E01 COMPUTER NETWORKS AND LIBRARY AUTOMATION (4 Credits)

- Unit 1 Introduction to Information Technology
Computer - Hardware, Software and Storage Devices
Database - Concepts, Organization and Utility
File Design - Data, Record, File
File Organization - Serial, Sequential, Direct,
Indexed Sequential and Random Access File Organization
- Unit 2 Computer Networks and Networking
Computer Networks - Definition and Examples
Network Types - LAN, MAN, WAN
Wireless Network - WIFI, WIMAX
Network Topologies - Bus, Ring, Tree, MESH and
Token Ring Networks
- Unit 3 Internet - Basic Features, Tools, Services and Utilities
Elements of Internet - Modem, Routers, Gateway, Hubs
Connectivity - Dialup, Leased Line, ISDN, Digital Subscriber Lines
WWW, E-Mail, FTP, Telnet, Mailing List, Newsgroups, Video Conferencing
Search Engines and Meta Search Engines
Internet Security, Firewall, Proxy Servers, Web Browsers
- Unit 4 Web2.0 Technologies - Semantic Web, Invisible Web, Deep Web
Application of Internet in Library and Information Works and Services –
Social Media, RSS, Social bookmarking, Folksonomies
- Unit 5 Library Automation
Need for Automation
Areas of Computer Applications
Library Automation Software
Open and Proprietary Software - KOHA, LIBSYS

BLS C06	LIBRARY CLASSIFICATION PRACTICE (DDC 23rd Edition) (4 Credits)
	Classification of Simple, Compound And Complex Subjects according to 23 rd Edition of DDC

BLS C07	LIBRARY CATALOGUING PRACTICE (AACR2) (4 Credits)
	Cataloguing of Books and Journals according to AACR2 (1988 Revision) supplemented with Sears List of Subject Headings (19 th ed.)

**BLS E02 INFORMATION TECHNOLOGY AND LIBRARY AUTOMATION-
(L) PRACTICAL**

- Unit 1 MS Word
- Unit 2 MS Excel
- Unit 3 PowerPoint Presentation
- Unit 4 KOHA

BLS A02	GREENSTONE DIGITAL LIBRARY SOFTWARE (4 Credits)
	Installation – file creation – metadata creation – information search

BLS C08

Project and Viva-Voce

ion of 30 Reference Books (20 Marks)

Compilation of an Annotated Bibliography of 100 micro documents such as articles in journals, newspapers, magazines and edited books on a given topic (10 Marks)

Preparing an Index of a Subject Book (10 Marks)

Observation Report of three types of libraries - Public, Academic and Special Libraries (10 Marks)

Viva-Voce (50 Marks)