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as per u/s 2(f) of University Grants Commission Act, 1956  
NH-52, Namsai, Arunachal Pradesh -792103

## **BACHELOR OF LIBRARY AND INFORMATION SCIENCE (B.LIS) – FIRST SEMESTER**

<b>First Semester</b>			
<b>S. No.</b>	<b>Name of Subject</b>	<b>Credits</b>	<b>Total Marks</b>
1	Library, Information and Society	4	100
2	Library Classification (Theory)	4	100
3	Library Classification (Practical)	3	100
4	Basics of Information Technology in LIS (Theory)	4	100
5	Basics of Information Technology in LIS (Practical)	3	100
6	Project Work: Literature and Field Survey	4	100
<b>Total</b>		<b>22</b>	

**Subject Name:** LIBRARY, INFORMATION AND SOCIETY

### **UNIT – I: Role of Libraries**

Library as a Social Institution, Development of Libraries in India, Role of Library and Information Centres in Modern Society, Five Laws of Library Science.

### **UNIT – II: Types of Libraries, Professional Associations and Organizations**

National Library of India: Concept, Functions and Services, Public Libraries, Academic Libraries and Special Libraries, Professional Associations: ILA, IASLIC, CILIP, ALA, Aslib, SLA, National and International Organizations: RRRLF, UNESCO and IFLA, Digital Libraries.

### **UNIT – III: Library Legislation**

Library Legislation: Need, Purpose, Objectives and Model Library Act, Library Legislation in India: Structure and Salient Features, Press and Registration Act, Delivery of Books (Public Libraries) Act.

### **UNIT – IV: Information and Communication**

Information: Characteristics, Nature, Value and Use of Information, Conceptual difference between Data, Information and Knowledge, Communication channels, models and barriers, National Knowledge Commission and Information Policy, Information Intermediaries.

### **UNIT – V: Library and Information Profession**

Professional Skills and Competencies, Professional Ethics, Role of Library and Information Professionals in Digital Era

### **Recommended Books**

1. **BHATT (R K)**. History and development of libraries in India. 1995. Mittal Publications, New Delhi.
2. **CHAPMAN (E A)** and **LYNDEN (F C)**. Advances in librarianship. 2000. Academic Press, San Diego.
3. **CHOWDHURY (G G)**, **BURTON (P F)** and **McMENEMY (D)**. Librarianship: the complete introduction. 2008. Neal-Schuman Publishers, New York.
4. **FEATHER (J)**. The information society: a study of continuity and change. Ed. 5.2008. Facet Publishing, London.
5. **KHANNA (J K)**. Library and society. 1955. Research Publication, Kurukshetra.
6. **KRISHAN KUMAR**. Library organisation. 1993. Vikas, New Delhi.
7. **MARTIN (W J)**. The information society. 1988. Aslib, London.
8. **PRASHER (R G)**. Information and its communication. 1991. Medallion Press, New Delhi.
9. **RANGANATHAN (S R)**. Five laws of library science. Ed. 2. 1989. Sarada Ranganathan Endowment for Library Science, Bangalore.
10. **SINGH (S P)**. Special libraries in the electronic environment. 2005. Book well, New Delhi.
11. **VENKTAPPAIAH (V)** and **MADHUSUDHAN (M)**. Public library legislation in the new millennium. 2006. Book well, New Delhi.

**Subject Name:** LIBRARY CLASSIFICATION (Theory)

#### **UNIT - I: Elements of Library Classification**

Concepts, Terminology, Need, Purpose and Functions, Species of Classification Schemes.

#### **UNIT - II: Theory and Development**

Historical Development, General Theory: Normative Principles, Modes of Formation of Subjects.

#### **UNIT – III: Approaches to Library Classification**

Postulational Approach and Systems Approach, Fundamental Categories, Facet Analysis and Facet Sequence, Phase Relation and Common Isolates, Devices in Library Classification.

#### **UNIT – IV: Notation and Construction of Classification Number**

Notation: Need, Purpose, Types and Qualities, Call Number: Class Number, Book Number and Collection Number, Construction of Class Numbers.

#### **UNIT – V: General and Special Classification Schemes**

Dewey decimal classification, Universal Decimal Classification, Colon Classification, Current Trends in Library Classification

#### **Recommended Books**

1. **KRISHAN KUMAR**. Theory of classification. 1993. Vikas, New Delhi.
2. **MANN (Margaret)**. Introduction to cataloguing and the classification of books. Ed. 2. 1943. ALA, Chicago.
3. **RANGANATHAN (S R)**. Descriptive account of the colon classification. 1990. Sarada Ranganathan Endowment for Library Science, Bangalore.
4. **RANGANATHAN (S R)**. Prolegomena to library classification. Ed 3. 1989. Sarada Ranganathan Endowment for Library Science, Bangalore.

5. **SAYERS (W C B)**. Manual of classification for librarians. Rev. by Arthur Maltby. Ed. 5. 1975. Andre Deutsch, London.
6. **SAYERS (W C B)**. Introduction to library classification. Rev. by Arthur Maltby. Ed. 9. 1958. Grafton, London.
7. **WYNAR (Bohdan S)**. Introduction to cataloguing and classification. Ed 7.1985. Libraries Unlimited, New York.

**Subject Name:** LIBRARY CLASSIFICATION (Practical)

**UNIT – I: Colon Classification (Ed. 6)**

Introduction, Structure and Organisation, Steps in Classification, Classification of Documents with Basic Subjects, Classification of Documents with Compound Subjects.

**UNIT – II: Dewey Decimal Classification (Latest Edition)**

Introduction, Structure and Organisation, Steps in Classification, Classification of Documents using Table 1 and 2, Use of Relative Index.

**UNIT – III: Colon Classification (Ed. 6)**

Use of Common Isolates, Phase Relations and Devices. Classification of Documents with Compound and Complex Subjects.

**UNIT – IV: Dewey Decimal Classification (Latest Edition)**

Classification of Documents using Tables 1 to 7

**Recommended Books**

1. **DEWEY (Melvil)**. Dewey decimal classification. Ed. 21. 1996. Forest Press, Dublin, USA.
2. **KAULA (P N)**. A treatise on colon classification. 1985. Sterling Publishers, New Delhi.
3. **RANGANATHAN (S R)**. Elements of library classification.1989. Sarda Ranganathan Endowment for Library Science, Bangalore.
4. **RANGANATHAN (S R)**. Colon classification. Ed.6. 1960.Sarada Ranganathan Endowment for Library Science, Bangalore.
5. **SATIJA (M P)**. Manual for practical colon classification. Rev. Ed.3. 1995. Sterling Publishers, New Delhi.
6. **SATIJA (M P)**. The theory and practice of the Dewey Decimal Classification system. 2007. Chandos Publishing, Oxford.

**Subject Name:** BASICS OF INFORMATION TECHNOLOGY IN LIS (Theory)

**UNIT – I: Introduction to Computers**

Computers: Generations, Types, Input and Output Devices, Computer Architecture, Data Representation and Storage, Introduction to System Software and Application Software, Operating Systems: DOS, Window XP, Vista, Windows NT, Linux, etc.

Word Processing, Spreadsheets, PowerPoint Presentation, Graphics Software: Basic Functions and Potential Uses, Communication Software.

**UNIT – II: Library Automation**

Library Automation: Planning and Implementation, In-house Operations: Acquisition, Cataloguing, Circulation, Serial Control, OPAC, etc.

Bibliographic Standards: CCF and MARC 21, Introduction to Metadata: Types of Metadata Dublin Core, Library Software Packages: Overview and House Keeping Operations, Case Studies: WINISIS, Alice for Windows and SOUL.

### **UNIT – III: Database Management Systems**

Database: Concepts and Components, Database Structures, File Organization and Physical Design, Database Management System: Basic Functions, Potential Uses.

### **UNIT – IV: Web Interface to WINISIS Databases**

Introduction to Web Interface: WWWISIS, Introduction to Web Servers: Apache Server and Internet Information Server, Web Interface Software: GENISIS.

### **UNIT – V: Introduction to Internet**

Basics of Internet, Search Engines and Meta Search Engines, Internet Search Techniques, E-resources and Online Databases.

### **Recommended Books**

1. **DEEPALI (Talagala)**. Web interface for CDS/ISIS : GENISIS web v.3.0. 2003. Sri Lanka Library Association, Colombo.
2. **HARAVU (L J)**. Library automation design, principles and practice. 2004. Allied Publishers, New Delhi.
3. **INFLIBNET**. Software for university libraries user manual. 2003. INFLIBNET, Ahmedabad.
4. **NEELAMEGHAN (A)** and **LALITHA (S K)**. Tutor +: A learning and teaching package on hypertext link commands in WINISIS. 2001. Sarada Ranganathan Endowment for Library Science, Bangalore.
5. **NEGUS (Christopher)**. Linux bible. 2005. John Wiley, New York.
6. **RAJARAMAN (V)**. Introduction to information technology. 2007. Prentice-Hall of India, New Delhi.
7. **SIMPSON (Alan)**. Windows XP bible. 2004. John Wiley, New York.
8. **SIMPSON (Alan)** and **JONES (Bradley L)**. Windows vista bible. 2007. John Wiley, New York.
9. **UNESCO**. CDS/ISIS for windows: reference manual. v1.5. 2004. UNESCO, Paris.
10. **WALKENBACH (John), et al.** Office 2007 bible. 2007. John Wiley, New York.

**Subject Name:** BASICS OF INFORMATION TECHNOLOGY IN LIS (Practical)

### **UNIT – I: Operating Systems and Application Software**

Installation and Functions of Different Operating Systems: Window XP, Vista, Windows NT, Linux, Setting of Desktop, Library Server and its Maintenance, Creating Presentations with PowerPoint, Editing and Formatting Word Documents.

### **UNIT – II: Database Creation and Library Software**

Installation and Creation of Databases: Import, Export, Hyperlinks and Printing of Records using WINISIS, Alice for Windows: Installation, Configuration and Functions, Installation, Configuration and Application of SOUL.

### **UNIT – III: Database Web Interface**

GENISIS: Installation, Configuration and Functions

Web Interface to WINISIS using GENISIS.

#### **UNIT – IV: Online and Offline Searching**

Web Searching, Advanced Internet Searching, Search through Meta Search Engines, Offline Databases, Internet and E-mail.

##### **Recommended Books**

1. **CHOWDHURY (G G) and CHOWDHURY (Sudatta)**. Searching CD-ROM and online information sources. 2000. Library Association, London.
2. **CHOWDHURY (G G) and CHOWDHURY (Sudatta)**. Organizing information: from the shelf to the web. 2007. Facet Publishing, London.
3. **COOPER (Michael D)**. Design of library automation systems: file structures, data structures and tools. 1996. John Wiley, New York.
4. **INFLIBNET**. Software for university libraries user manual.2003. INFLIBNET, Ahmedabad.
5. **NEELAMEGHAN (A) and LALITHA (S K)**. Tutor +: A learning and teaching package on hypertext link commands in WINISIS. 2001. Sarada Ranganathan Endowment for Library Science, Bangalore.
6. **NEGUS (Christopher)**. Linux bible. 2005. John Wiley, New York.
7. **SIMPSON (Alan)**. Windows XP bible. 2004. John Wiley, New York.
8. **UNESCO**. CDS/ISIS for windows: reference manual v1.5. 2004. UNESCO, Paris.
9. **WALKENBACH (John), et al.** Office 2007 bible. 2007. John Wiley, New York.
10. **WINSHIP (Ian) and McNAB (Alison)**. The student's guide to the Internet.2000.Library Association, London.

**Subject Name:** PROJECT WORK: LITERATURE AND FIELD SURVEY

##### **Objectives:**

- (i) To train the students in literature searching using print and online sources on the assigned area of study.
- (ii) To train the students in preparing bibliography and documentation list on the assigned area of study.
- (iii) To expose the students with the real working environment of a library by assigning them a topic related with the library operations.
- (iv) To train them in preparing the state-of-the-art report on the assigned area of study.

**Note: - The Work for Paper shall start in the beginning of the semester for which each student will be allotted a topic for Literature and Field Survey by the concerned teacher.**