Bachelor of Library and Information Science (B.L.I.Sc.)

Goa University

Goa University Library, Taleigao Plateau
Goa PIN 403 206
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Bachelor of Library and Information Science (B.L.I.Sc.) Programme

Duration of the Programme : One Year Programme (Credit based two semesters)

Objectives of the Programme :

- To train students for a professional career in Library and Information Services
- To produce a quality manpower for collection, compilation and dissemination of information products and services in and beyond conventional libraries and information centres

Number of seats : 25

Availability and Reservation of Seats

Total number seats available for admission are 25. University shall allocate seats as per State Government/University policy. Accordingly, the distribution of seats will be as follows.

Sl No	Category	Seats
1	OBC	7
2	SC	1
3	ST	3
4	Differentially abled	1
5	General	11
6	Other Universities	2
	Total	25

Qualification for admission :

Graduates in any faculty like Languages and Literature, Social sciences, Commerce, Natural Sciences, Life Sciences and Environment, Engineering, Medicine, etc with minimum 40% aggregate marks at their graduation from any recognized university in India or abroad are eligible to apply for the B.L.I.Sc.

Evaluation :

The assessment of the Programmes comprises of continuous Intra-Semester Assessment (ISA) and Semester End Assessment (SEA) and is done fully internally.

Fee details :

Item	For Goa University Students	For Outside Students
Tuition Fee	18900	18900
Reg. Fee (GU Students)	500	0
(Outside Students)	0	2300
Gym, Stud. Union, ID Card	410	410
Student Aid Fund	120	120
Computer Lab facility	810	810
Annual Internet Fee	230	230
Annual Library Fee	460	460
Caution Deposit (Refundable)	1750	1750
Total	23180	24980

Curriculum details :

Curriculum details for B.L.I.Sc. Programme are given in the table below. Semester wise syllabus is also provided.

Semester I					
Sl No	**Course code**	**Course Title**		**Credits**	**Marks**
1	BLC 101	Library Information and Society	T	3	75
2	BLC 102	Reference and Information Sources	T	3	75
3	BLC 103	Information Processing and Retrieval I- Classification	T	3	75
4	BLC 104	Information Processing and Retrieval II- Classification	P	2	50
5	BLC 105	Management of Library and Information Centers	T	5	125
6	BLC 106	Information Services and Systems	T	4	100
				20	**500**
Semester II					
7	BLC 201	Fundamentals of Information Technology (Theory)	T	5	125
8	BLC 202	Information Processing and Retrieval III- Cataloguing	T	4	100
9	BLC 203	Information Processing and Retrieval IV- Cataloguing	P	1	25
10	BLC 204	Information Technology (Practical)	P	2	50
11	BLC 205	Digital Content Development and e-publishing	T	4	100
12	BLC 206	Digital Information Management	T	4	100
				20	**500**

Credit based Semester Syllabus for

Bachelor of Library and Information Science (BLISc)

First Semester
BLC 101 - Library, Information and Society

(3 Credits / 75 Marks)

Unit -1

- Social and historical foundations of Library: Library as an institution and its evolution, History, Library as a socio and cultural institution.
- Library movement in India.
- Different types of Libraries - functions, objectives, and activities.
- Information - Definitions, Contributions of Belkin, Robertson, Derwin, Ingwersen, etc.
- Information, Information Science, Information as a resource/commodity, Information society.
- Information Transfer Cycle-Generation, Collection, Storage and dissemination.
- Role of Information in planning, Management, Socio-economic development, Technology transfer.
- Communication theories and models. Barriers to communication. Levels of communications – Intrapersonal, interpersonal and mass communication.

15 Hours

Unit -2

- Five laws of Library Science and their implications.
- Development of Libraries in India with special reference to Goa
- Library legislation – Need and purpose. Library legislation in India – problems and prospects.
- Overview of public Library acts in Indian States, Detailed study of Goa Public Library Act 1993.

- Delivery of Books (Public Libraries) and News paper Act, 1954 and 1956, Intellectual Property Rights (IPR) and Copyright Act, Right to Information Act.

15 Hours

Unit - 3

- Library and Information Profession: Attributes of a profession, Librarianship as a profession, Professional ethics and qualities, Professional education and research.
- Professional associations – Objectives and functions, Role of professional associations in Library development; Regional Library associations- KALA; National Library associations - ILA, IATLIS, IASLIC ; International Library associations – IFLA, FID,ALA, SLA, and LA.
- Promoters of Library and Information services: National level - RRRLF, International level – UNESCO. Public relations and extension activities.
- National Knowledge Commission (NKC) and its role. 15 Hours

Selected Readings:

1. Burahohan, A. (2000).Various aspects of librarianship and Information Science. New Delhi: ESS ESS.
2. Chapman, E.A. and Lynden, F.C. (2000). Advances in librarianship. 24th Vol. San Diego: Academic Press.
3. IFLA (1977). IFLA standards for Library service, 2nd Ed. Munich: Verlag.
4. Isaac, K.A. (2004). Library legislation in India: A critical and comparative study of state Library acts book description: New Delhi: Ess Ess Publication.
5. Khanna, J.K. (1987). Library and society. Kurukshetra: Research Publisher.
6. Kumar, P.S.G.(2003) Foundations of Library and Information Science. Paper I of UGC Model Curriculum. New Delhi: Manohar.
7. Kumar, P.S.G. (1997). Fundamentals of Information Science. Delhi: S. Chand.
8. Parekh, H. (2007) Five laws of Library Science: Continuing foundations in an Information society, DLIBCOM, 2(8-9), p.7-9.
9. Ranganathan, S.R. (1957). Five laws of Library Science. 2nd Ed., Bangalore: Sarada Ranganathan Endowment for Library Science.
10. Ranganathan, S.R. (1999). The Five Laws of Library Science, 2nd Ed., Bangalore: Sarada Ranganathan Endowment for Library Science.
11. Richard E.R. (2000). Foundations of Library and Information Science. Neal-Schuman.

12. Rout, R.K. Ed. (1999) Library legislation in India. New Delhi: Reliance.
13. Rudinow, J. & Graybosch, A. (2000). Ethics & Values in the Information Age. NY.
14. Sadhu, S.N. & Saraf, B.N. (1967). Library legislation in India. Delhi: Sagar, 1967.
15. Sen B.K. (2002). Five laws of Library Science? IASLIC Bulletin, 47(3), p.121-140.
16. Sharma, P. S.K.(1992). Library and society. 2 Ed. Delhi: ESS ESS.
17. Surendra S. & Sonal Singh. Ed. (2002).Library, Information and Science and society. New Delhi: ESS ESS.
18. Velaga V. & Madhusudhan, M. (2006). Public Library legislation in the new millennium: New Model Public Library Acts for the Union. Bookwell.
19. Venkatappaiah, V. (1990). Indian Library legislation. 2nd Vol. New Delhi: Daya.
20. Vyas, S.D. (1993). Library and society. Jaipur: Panchasheel.

BLC 102 - Reference and Information Sources

(3 Credits / 75 Marks)

Unit -1

- Information sources: Meaning, Definition, Nature, Evolution, Characteristics, Functions, Importance, and Criteria for evaluation.
- Types of sources (Primary, Secondary & Tertiary (print and electronic), Human and Institutional sources)
- Primary sources- Structures and components journals; Patents; Technical Reports, Standards and Specifications; Conference proceedings; Trade literature; Theses and Dissertations.
  - Electronic sources: Internet Information resources, Databases (Bibliographic, Numeric and Full text). E-books, Open Access Resources. List servers, Subject gateways.
  - Study of the features and functionality of electronic resources (E.g. Dictionary. com, Encyclopedia Britannica, Wikipedia, ACM digital Library, IEEE / IEE Electronic Library Online (IEL), Emerald, EBSCO,

PsycINFO, Elsevier Science, PubMed Central, J-Gate , J-Store, Web of Science, SCOPUS, SciFinder Scholar, PLOS, DOAJ, RePEc, etc.)

- 15 Hours

Unit -2

- Secondary sources- Dictionaries, Encyclopedias, Yearbooks and Almanacs, Biographical sources, Geographical sources, Bibliographical sources, Abstracting and Indexing periodicals, Handbooks and Manuals, Current sources, and Statistical Information sources.
- Tertiary sources - Directories, Guides to reference sources, Bibliography of bibliographies, Monographs, Union Catalogues, Textbooks, etc. 15 Hours

Unit -3

- Human Sources: Technological gatekeepers, Invisible colleges, Information consultants, Experts/ Resource persons, Representatives of firms, Personal home pages, common men (priest, village head, postman, receptionist, etc.) and others.
- Institutional / Organisational Sources: Government, Ministries and departments, R& D organizations, Learned societies, Publishing houses, Press, Broadcasting stations, Museums, Archives, Data banks, Information analysis centers, Referral centers, Exhibitions & trade fairs. Institutional web sites, etc. 15 Hours

Selected Readings:

1. Alan P., Gwyneth T. and Goff S.(1999). The Library and Information Professional's Guide to the World Wide Web. London : Facet Publishing.
2. Chowdhruy, G. G. and Sudatta Chowdhury(2001). Searching CD-ROM and Online Information Sources. London : Facet Publishing.
3. Chowdhury, G. G. and Sudatta Chowdhury(2001). Information Sources and Searching on the World Wide Web. London: Facet Publishing.
4. Gopinath, M.A.(1984). Information Sources and Communication Media. Bangalore : DRTC.
5. Grogan, Dennis. (1984).Science & Technology: An introduction to literature, London: Clive Bingley.
6. Katz, W.A. (2000). Introduction to reference work, London: Butterworths. 2V.
7. Krishna Kumar (2003). Reference service, Ed.3, New Delhi: Vikas.

8. Kumar (PSG). Ed.(2001). Indian encyclopedia of Library and Information Science. New Delhi : S. Chand & Co.
9. Rao, I.K.R(2001). Electronic sources of Information. Bangalore: DRTC.s
10. Sewasingh (2001). Hand book of international sources on reference and Information. New Delhi: Crest Publication.
11. Sharma, J.S & Grover, D.R (1998). Reference service and sources of Information. New Delhi: ESS ESS.
12. Subramanayam, K. (1981). Scientific and technical Information resources. New York : Marcel Dekkar.
13. Walford, A.J. (1990). Guide to reference materials, London: Library Association, 3V.
14. http://www.Libraryspot.com
15. http://www.refdesk.com
16. http://www.infolibrarian.com

BLC 103 - Information Processing and Retrieval - I: Classification

(3 Credits / 75 Marks)

Unit -1

- Classification – Meaning, Definition.
- Library Classification – Definitions, Need, Purpose and Functions. Understanding the developments in theory of Library Classification. Study of the contributions of E.C. Richardson, H.E. Bliss, W.C. Berwick Sayer, J.D. Brown, E.W. Hulme, CRG, and S.R. Ranganathan.
- Types of Classification schemes. Understanding the concept of and schemes in Knowledge Classification. Knowledge Classification vs. Library Classification. Understanding the Knowledge Classification Systems such as Vedic Classification, Greek Classification. General theory of Library Classification. 15 Hours

Unit-2

- Normative Principles of Classification, Three planes of work. Canons, Principles and Postulates. Devices, Mnemonics. Five fundamental categories and Notation.

- Universe of subjects – Concept, Definition, Structure, and Attributes of subjects. Spiral of Scientific Method; Modes of Formation of Subjects, Different types of subjects. Universe of Knowledge as mapped in different schemes of Classification. Call number and its structure. 10 Hours

Unit 3

- Fundamental categories: Facet analysis and facet sequence, Phase relations, Common Isolates.
- Notational system: Meaning, need, functions and types, mnemonics, Hospitality in array and chain, Devices.
- Classification schemes: Standard schemes of Classifications and their features: CC, DDC, and UDC.
- Classification Research Group (CRG).
- Design and development of schemes of Library Classification. 10 Hours

Unit 4

- Trends in Library Classification, Thesaurofacet, Classaurus, Automatic Classification, Classification in online systems, Web Dewey.
- Knowledge Organisation Systems: Concepts. Facet Ontologies, Folksanomies, OWL, SKOS. Taxonomies, Authority Files. Knowledge Organisation in Digital Environment 10 Hours

Selected Readings:

1. Berwick Sayers, W.C.(1950). Introduction to Library Classification. London: Andra dautch.
2. Chernyi, A.I.(1973). Introduction to Information retrieval theory. London: ASLIB.
3. Dhyani, P.(1998). Library Classification: Theory and practice. New Delhi: Vishwa Prakashan.
4. Jennifer, E. R.(1987). Organising knowledge: An introduction to Information retrieval. Aldershot: Gower.
5. Krishan Kumar (1980). Theory of Library Classification, 2 Ed. New Delhi: Vikas.

6. Parkhi, R.S. (1977). Library Classification: Evolution of a dynamic theory. Bombay: Asia.
7. Kumar, P.S.G.(2003). Knowledge organization, Information processing and retrieval theory. Delhi: BR.
8. Ranganathan, S.R. (1960).Colon Classification, 6th ed. Bangalore: Sarada Ranganathan Endowment for Library Science.
9. Ranganathan, S.R. (1957 &1965). Prolegomena to Library Classification, Ed2, London: LA.
10. Ranganathan, S.R. (1999). The five laws of Library Science. Bangalore: Sarada Ranganathan Endowment for Library Science.
11. Rijsbergen, C.J. V.(1070). Information retrieval, 2nd ed., London: Butterworths.
12. Sinha, S.C. & Dhiman, A.K.(2002). Prolegomena to universe of knowledge. New Delhi: ESS ESS.
13. Srivastava, A.P.(1993). Theory of knowledge Classification in Libraries. New Delhi: Sage.

BLC – 104 Information Processing and Retrieval II - Classification

(Practice)

(2 Credits / 50 Marks)

Classifying the documents according to Dewey Decimal Classification (Latest edition)

Unit 1

- Classification of simple documents. 25 Hours

Unit 2

- Classification of documents using common auxiliary tables. 20 Hours

Unit 3

- Classification of documents using special auxiliary tables. 20 Hours

Unit 4

- Classification of complex documents. 25 Hours

Selected Readings:

1. Raju, A. A. N. (1985) Universal Decimal and Colon Classification
2. Chan, Lois mai and others: Dewey decimal classification. A practical guide. 2nd Edition, Albany, New York :OCLC.
3. Satija, M.P. and Comaromi, J. P. (1998). Exercises in the 21th Edition of Dewey Decimal Classification. New Delhi: Concept
4. Latest edition of Decimal Classification

BLC 105 - Management of Libraries and Information Centers

(5 Credits / 125 Marks)

Unit -1

- Management – meaning and definitions. Role, functions and principles of management. Schools of thought in management. Levels of management. Functions and principles of management; Application to Library and Information Centers. Organizational structure. 10 Hours

Unit -2

- *Functional units of Library and Information Centre.*
- Acquisitions section: Functions and procedures.
- Technical section: Functions and procedures.
- Circulation section: Functions. Methods of charging and discharging systems.
- Periodical section and its functions and activities.
- Reference and customer care service. 30 Hours

Unit -3

1. Collection development – Book selection policies and principles for print and electronic resources. Problems of Collection development for print and electronic

resources (including licensing). Online Bookstores – Identification, Advantages. Online book shops Vs. Traditional book shops.

2. Collection management: Stock rectification. Weeding of resources. Conservation and preservation of Library resources.

3. 10 Hours

Unit -4

- Financial management. Sources of finance. Mobilization of financial resources. Budgeting - methods and techniques. Budgetary Control, Out sourcing.
- Human Resource Management: Job Analysis and Description, Job Evaluation; Inter-personal Relations; Staff selection and recruitment; Motivation, Delegation, Decision Making; Education, Training and Development; Job evaluation and Performance Appraisal; Cost effectiveness and Cost benefit analysis (PERT & CPM) Leadership Qualities.

15 Hours

Unit -5

- Library Buildings and Equipments.
- Performance Evaluation of Library and Information Centers,
- Total Quality Management (TQM).
- Library committee. Library rules and regulations. Library statistics. Annual reports.

- 10 Hours

Selected Readings:

1. Beardwell, I. & Holden, L. Ed.(1996). Human resource management: Contemporary perspective. New Delhi: McMillan.
2. Bratton, J. and Gold, J. (1994). Human resource management: Theory and practice. Basingstoke: Mac Millan.
3. Brophy, P. and Courling K.(1997). Quality management for Information and Library managers. Bombay: Jaico.
4. Bryson, J.O. (1996). Effective Library and Information management. Bombay: Jaico.

5. Edward, E. G.(1982). Techniques for librarians. NY: Academic,
6. Evans, E.G. Ed.(1986). Management Information systems. New Delhi: S. Chand & Co.
7. IASLIC (1979). Application of management techniques in Library and Information systems. (Conference Papers). Kolkata : IASLIC.
8. Katz, W.A.(1980). Collection development selection of materials for Libraries. New York: HRW.
9. Krishna Kumar (1987). Library administration and management. Delhi: Viaks.
10. Kumar, P.S.G. (2003). Management of Library and Information Centres. Delhi: B. R. Publishing corporation.
11. Mahapatra, P.(1997). Library management. Calcutta: World Press.
12. Mittal, R.L. (1984).Library administration: Theory and practice. 4 Ed. New Delhi: Metropolitan.
13. Paliwal, P.K. (2000). Compendium of Library administration. New Delhi: ESS ESS.
14. Paranjpe, V. (1997). Strategic human resource management. New Delhi: Allied.
15. Parker, C. and Café, T.(1993). Management Information systems: Strategy and action. New York: McGraw Hill.
16. Pearson, R.J. Ed.(1983). Management process: Selection of readings for librarians. Chicago: ALA.
17. Ranganathan, S.R. (1954). Library administration. Bangalore: Sharada Ranganathan Endowment for Library Science.
18. Siwatch, A. S.(2004). Library management: Leadership style strategies and organizational climate. New Delhi: Shree.
19. Stuert, R.D. and Moran, B.B.(2004). Library and Information center management. Colorado: Libraries unlimited.

BLC 106 – Information Services and Systems

(4 Credits / 100 Marks)

Unit 1

- Information systems: Basic concepts, Meaning, Objectives and Functions.

- Components of Information System: Structure, Functions and Services, Libraries, Documentation Centres, Information centres, Data centres, Information analysis centres, Clearing houses, Data banks, Data Curation centres, Museums, Memories, Institutional Repositories, Open Archives, Referral, Translation Centres, and Publishing Houses.

- 15 Hours

Unit 2

- Understanding the different systems and their services. Understanding the user communities- Identification of user communities; Introduction to the user centered approach to Information seeking behavior. User Education - methods and techniques. User studies. 15 Hours

Unit 3

- Study of National Documentation Centres, Information Systems and programmes- NISCAIR, DESIDOC, NASSDOC.

- Study of International Information Systems and programmes- CAS, INSPEC, AGRIS, BIOSIS, INIS, MEDLARS, ASINFO, COMPENDEX. ISI.

- Resource Sharing and Networks: Consortia- Importance and objectives. Study of Information networks- OCLC, INFLIBNET, UGC-INFONET, DELNET, National Knowledge Resource Consortia (NKRC) and AICTE-INDEST Consortium.
- Information policies and programmes. Planning, Design and Evaluation of Information systems. 15 Hours

Unit 4

- Information Services- Reference and Documentation Services: Introduction to references services, Examination of reference collection for various types of

Libraries. Current Awareness Services (CAS): SDI service. Abstracting service - Abstracting techniques, Types of abstract, abstracting writing (style, content) Abstracting bulletins. Indexing services. Alerting services- List Servs and other email based services. Survey of List servs in different disciplines. FAQs –Developing FAQs – methods and techniques.

- Virtual Reference Desk. VRD- Management, technology and resources. The evolution of VRD. Major VRD projects. Virtual Libraries. Developing portals and virtual Libraries. Data mining for Information. 15 Hours

Selected Readings:

1. Sunitha Asija(1998). Documentation services in India: A review of some selected documentation centres. New Delhi: Academic Publications.
2. Guha, B. (1983). Documentation and Information: Services, techniques and systems. Calcutta: World Press.
3. Gupta, B.M. and others(1991). Handbook of Libraries, archives, Information centres in India. New Delhi: Aditya Prakshan.
4. Krishan Kumar (1990). Reference service. New Delhi, Vikas.
5. Lucas, Amy. Ed.(1989). Encyclopaedia of Information systems and services. Detriot: Gale Research.
6. Neelameghan A. and Prasad, K.N. Eds. (2005).Information systems and services in India. Bangalore: SRELS.
7. Vickery, B.(1987). Information systems. London: Butterworths.

Credit based Semester Syllabus for
Bachelor of Library and Information Science (B.L.I.Sc.)

Second Semester

BLC-201 Fundamentals of Information Technology

(5 Credits / 125 Marks)

Unit 1

- Information Technology - Concepts, Definition, Components and applications
- Historical developments, Characteristics, Applications, Generations and Classification of computer.
- Components of a computer: Central Processing Unit, Input and Output devices, Internal and external storage devices.

- 15 Hours

Unit 2

- Data representation in computers: Number systems, Binary numbers: Binary addition (1's and 2's complement methods), Subtraction, Multiplication and Division. Representation of integers, Fractions. Character encoding standards – ASCII, EBCDIC, ISCII and UNICODE. Issues with respect to character collation and sorting.

- 15 Hours

Unit 3

- Computer software: Types and categories
- Programming concepts: system analysis, algorithms and flow charts, Open source and proprietary software.
- System software**:** Purpose, Operating systems; MS-DOS, Microsoft Windows, UNIX, Linux,.

- Application software: Word processors, Spreadsheets, Presentation packages and Database Management Systems, Internet browsers, Software suites, Anti-virus programs, Sharewares, Web design tools, HTML Editors.
- File organization: Sequential, Indexed Sequential and Direct file.

- 20 Hours

Unit 4

- Computer network: Types, and Topologies. Internet: Evolution, Importance and applications. WWW, Web 2.0 and Library 2.0 tools.
- An overview of Library software like KOHA, NewGenlib, LybSys etc

- 25 Hours

Selected Readings:

1. Arvind Kumar. Ed.(2006). Information technology for all (2 vols.). New Delhi: Anmol.
2. Bansal, S.K.(2005). Information technology and globalisation, New Delhi: A.P.H. Publishing corporation.
3. Basandra , S.K(2002). Computers today, New Delhi: Golgotia.
4. Carter, R.(1987). The Information technology hand book, London : Heinemann.
5. Croucher, P.(1996). Communications and networks. 2nd ed. New Delhi: Affiliated East West.
6. Curtin, D.P. & others: Information technology: The breaking wave. New Delhi: TMH, Latest Edition.
7. Decson, E.(2000). Managing with Information technology. Great Britan: Koganpage Ltd.
8. Dhiman, A.K.(2003). Basics of Information technology for librarians and Information scientists, Vol.1. New Delhi: ESS ESS.
9. Forrester W.H. and Rowlands, J.L.(2002). The online searcher's companion. London: LA.
10. Gupta, V. (2005). Rapidix computer course. New Delhi: Pustak Mahal.
11. Hunter & Shelly(2002). Computers and common sense, New Delhi:s Prentice-Hall.

12. Jain, V.K.(1994). O Level Module I: Computer fundamentals. Delhi: BPB Publications.
13. Johri, A. & Jauhari, B.S. (1993). Computers today. Vol.1, Mumbai: Himalaya.
14. Kashyap, M.M. (2003). Database systems. New Delhi: Vikas.
15. Keren, C & Perlmutter, L,Ed.(1995). The application of mini and micro computers inInformation, documentation, and Libraries. Amsterdam: Elsevier.
16. Rajaraman, V. (1995). Fundamentals of Computes. New Delhi: PHI, 1995.
17. Rowely, J. (2001). Information systems, 2 Ed. London: Clive Bingley.
18. Satish Jain. Information Technology : `O' Level made Simple. New Delhi: BPB, Latest Edition (All modules).
19. Satyanarayana, R. (2005).Information technology and its facets. Delhi: Manak.
20. Saxena, S.(2001). A first course in computers. New Delhi: Vikas pub. House.
21. Sinha, P.K.(1992). Computer fundamentals: concept, systems and applications. 2nd ed. NewDelhi: BPB Publications, 1992.
22. Shrivastave, R.K.(2001). A: Text book of Information technology, Delhi: Dominant publishers.
23. Shroff, R.(2000). Computer systems and applications, Mumbai: Himalaya, 2000.
24. Williams, B, Sawyer, S. & Hutchinson, S.E. Using Information technology : A practical Introduction to computers and Communication. New Delhi:TMH, (latest edition)

BLC 202 - Information Processing and Retrieval III: Cataloguing

(4 Credits / 100 Marks)

Unit-1

- Resource description: Concepts and definition. Library Catalogue: Meaning, Definition, Need, Purpose, Objectives and functions. History and development of Catalogue codes and practices:
- Resource description standards: ISBD, AACR2R and FRBR**.**

- 15 hours

Unit-2

- Physical forms and Inner forms of Catalogues.
- Kinds of entries (Card Catalogue to OPAC) their structure and uses. Filing rules and procedures.
- Subject Cataloguing: Design and construction, SLSH and LCSH.

- 15 hours

Unit-3

- Normative principles of Cataloguing: Canons, Laws, Principles.
- Resource sharing of bibliographic data: Meaning and importance. Centralized Cataloguing, Co-operative Cataloguing, Cataloguing at Source, CIP, Union Catalogues

- 15 hours

Unit-4

- *Current developments: WebOPACs, and Z39.50,*
- Metadata: Meaning, Definition, Purpose, Use and types. Metadata standards: MARC-21 & Dublin Core. TEI (Text Encoding initiative), METS, TEI, EAD VRA Core etc.
- *Consortia approach to metadata- OAI-PMH.*

- 15 hours

Selected Readings:

1. Anglo American Cataloguing Rules (2002). 2nd Ed. Rev. New Delhi: Oxford.
2. Barbara, M W., Ed. (1997).Sears List of Subject Headings, New York: HW Wilson.
3. Byrne, D. J.(1998). MARC manual: Understanding and records. Chicago: ACA.
4. Maxwell, R.L. and Connell, T.H. Eds. (2000). Future of Cataloguing. Chicago: ALA.
5. Maxwell, R. and Maxwell, M.F. (1997).Maxwell's handbook of AACR2R: Explaining and illustrating the Anglo American Cataloguing Rules and the 1993 amendments. Chicago: ACA.

6. Ramalingam, M. S. (2000).Library Cataloguing and Classification systems. Delhi: Kalpaz.
7. Ranganathan, S. R. (1955). Headings and canons. Madras: S Vishwanathan.
8. Ranganathan, S. R. (1998). Classified Catalogue code. Madras: UBSPD.
9. Ranganathan, S R. (1950). Library Catalogue: Fundamentals and procedures. Madras: LA.

BLC 203 - Information Processing and Retrieval IV: Cataloguing Practice

(1 Credits / 25 Marks)

Cataloguing of book and non-book materials according to AACR2R/RDA and creating records using MARC21 and Dublin Core.

Unit 1

- Creating MARC21 records for simple print documents.
- Creating MARC21 records for simple electronic resources.
- Creating MARC21 records for complex documents – print and e-resources.

20 hours

Unit 2

- *Cataloguing of cartographic, microforms, sound recordings, motion pictures, video recordings and electronic resources by using the latest edition of AACR/RDA:*

10 Hours

Unit 3

- Preparing Simple and Qualified Dublin Core records in HTML.

10 Hours

Unit 4

- Preparing Simple and Qualified Dublin Core records in XML.
- Preparing Simple and Qualified Dublin Core records in RDF.

5 Hours

Selected Readings:

1. Anglo-American Cataloguing Rules (2002) 2nd Rev Ed.
2. MARC 21 and Related standards for Bibliographic Records. New York: LC.
3. http://dublincore.org

BLC 204 - Information Technology (Practical)

(2 Credits / 50 Marks)

Exercises in the use of various Operating Systems like MS-DOS, Windows and Linux
Use of Word Processors MS Word, and Open Office Writer
Use of MS Excel, and Open Office Calc
Presentation packages
Database packages
practice on Integrated Library Management Software like KOHA, NewGenlib and LybSys etc.
Database searching exercises.

90 Hours

BLC – 205 Digital Content Development and E-Publishing

(4 Credits / 100 Marks)

Unit-1

- Content: Types of content. Digital content types, File formats, Encoding systems ASCII, UNICODE and ISCII.

- 15 Hours

Unit-2

- Markup Languages, SGML, HTML and XML.

- 15 Hours

Unit-3

- Page Description Languages: Adobe PDF and Photoshop. Legacy documents-Conversion from analog to digital, OCR Software and Adobe Capture.

- 15 Hours

Unit-4

- Electronic Publishing and scholarly communication, E-journals and e-books. Platforms, Standards and formats. DTP software. Delivery devices. Social, economic, and legal issues in electronic publishing. Use and usability issues. Economics of e-publishing. IPR and copyright issues.

- 15 Hours

Selected Readings:

1. Karen S. W. Marilynn B, Stone, T. A. (2003). Electronic publishing: The definitive guide. UK: Hard Shell Word Factory.
2. Klostermann, D. (2011). The e-book handbook - A thoroughly practical guide to formatting, publishing, marketing, and selling your e-book. Cambridge: Full Stop.
3. Loton, T. (2011). E-book publishing DIY: the do it yourself guide to publishing e-books, 2nd ed. United States: LOTONtech.
4. Meckler, L. (2011). E-book formatting, self-publishing, marketing tips updated . USA: Linda E meckler on smash words.
5. Sahida, f. k. (2010). Publishing e-book for dummies. USA: CreateSpace .
6. Schuster, C. (2011). E-publishing for writers: Trends and opportunities/Fall 2011 (Kindle Edition ed.). UK: Books to Go Now .

BLC – 206 Digital Information Management

(4 Credits / 100 Marks)

Unit 1

- Notion and Nature of Information**:** Data, Information, Knowledge and Wisdom. Information Life Cycle. Information explosion in modern world and need for Information organization.
- Introduction to digital Libraries. Electronic documents - Files and file formats. Electronic Publishing and scholarly communication, Web 2.0 concepts and applications – Wikis, RSS, Blogs, Social book marking, Tags, Folksonomny, Meshups, Social Networking.

- 20 Hours

Unit 2

- Search through general Search Engines, Search engines for scholarly literature, Meta Search Engines, Web Indexes**,** Advanced Search Techniques –Keyword search, Boolean operators, Proximity search, Phrase search, Field searching, concept searching, Wild Card search , Truncation, Searching of databases, Catalogues etc.
- Tools of Internet search: Local search. Vertical search. Search engine optimization. Search oriented architecture. Selection-based search. Social search. Document retrieval. Text mining. Web crawler. Multi search. Federated search. Search aggregator. Index/Web Indexing. Focused crawler. Spider trap. Robots exclusion standard. Distributed web crawling. Web archiving. Website mirroring software. Web search query. Voice search. Natural language search engines. Web query Classification. Image search. Video search engine. Semantic search.

- 20 Hours

Unit 3

- Protocols and standards: Z39.50. Search/Retrieve Web Service. Search/Retrieve via URL. OpenSearch. Representational State Transfer. Website Parse Template. Wide Area Information Servers. OAI/PMH.
- Practical component: Searching of databases, Catalogues. Searching in general search engines and meta search engines. Studying the searching features of the search engines. Searching Proquest, Pubmed, Emerald, EBSCO, JCCC.

- 20 Hours

Selected Readings:

1. Alan S. P and Sarah S O. (2009). Technical writing 101: A real-world guide to planning and writing technical content. London: Scriptorium Publishing Services.
2. Chowdhury, G.G. and Chowdhury, Sudatta (2000). Searching CD-ROM and online Information sources. London: Library Association.
3. Chowdhury, G.G. and Chowdhury, Sudatta (2002). Introduction to digital Libraries. London: Facet publishing.
4. Chowdhury,G G. (1999). Introduction to modern Information retrieval. London: Library
   Association.

5. Forrester,W.H. & Rowlands, J. L. (1999). The online searcher's companion. London: Library Association.
6. http://www.apastyle.org/
7. http://www.chicagomanualofstyle.org/
8. http://www.mla.org/style
9. Jennifer G., Gradiva C. (2011). Search engine optimization: An hour a day. London: John Wiley & Sons.
10. Karen S. W. Marilynn B, Stone, T. A. (2003). Electronic publishing: The definitive guide. UK: Hard Shell Word Factory.
11. Kenna, S. & Ross S. (1995). Networking in the humanities: Proceeding. Bowker-Saur, London.
12. Winship, I. & Alison, M. (2000). The student's guide to the Internet. London: Library Association.

Ordinance OB-28 relating to Degree of B.L.I.Sc. (Bachelor of Library and Information Science) Programme

OB-28.1 GENERAL

Ordinance relating to Degree of B.L.I.Sc .(Bachelor of Library and Information Science) Programme

OB-28.1.1 **Objective of the Programme**: To raise human resource with professional skills in the field of Library and Information Science

OB-28.1.2 **Duration of the Programme**: One year full-time credit based programme consisting of two semesters.

OB-28.1.3 **Degree to be awarded**: Bachelor of Library and Information Science (B.L.I.Sc.)

OB-28.1.4 **Eligibility for admission**: Graduates in any discipline withminimum 40% of aggregate of marks from any recognized university in India and abroad. For students of other universities in India and abroad, the relevant rules of this University pertaining to eligibility will apply.

OB-28.1.5 **Number of seats and reservation**: The intake capacity for the programme shall be as notified by the University from time to time. Reservation of seats for various categories will be as per the norms of Goa University.

OB-28.1.6 There shall be an entrance examination for all eligible candidates if the number of applicants exceeds the intake capacity. The aggregate performance of both, entrance examination and qualifying degree examinatioin, shall be considered for admission.

OB-28.2 PROGRAMME STRUCTURE

OB-28.2.1 There shall be two semesters in the programme of one year.

OB-28.2.2 The number of theory courses and practicals and contact hours for each course shall be as given at Annexure 'A'.

OB-28.2.3 **Attendance requirements**: The students shall maintain attendance as per norms of this University.

OB-28.2.4 **Field work**: Every student shall work at least 30 hours in each semester in all the sections of the Goa University Library.

OB-28.3 SCHEME OF EXAMINATION

OB-28.3.1 **Scheme of examination and standard of passing:** The students shall be examined through Intra Semester assessment (ISA) and Semester End Assessment (SEA). The ISA shall carry 50% of the marks allotted to the course. The details of ISA shall be decided and announced by the Departmental Council in the beginning of each Semester. The SEA shall carry 50% marks of each course.

OB-28.3.2 To pass an examination in any semester, a candidate must obtain at least 40% of the maximum marks in each course by taking ISA and SEA components together.

OB-28.3.3 A student who has not passed any semester may appear for the SEA for the course(s) in which he/she failed, in the subsequent semester by paying the required examination fee.

OB-28.3.4 To obtain a B.L.I.Sc degree, a student shall need to pass in all the courses within a period of 2 years from the date of joining the programme.

OB-28.3.5 The question papers of SEA may consist of objective, multiple choice, essay type and case analysis questions. A model question paper in each subject shall be prepared by the Department

OB-28.3.6 The SEA shall be conducted internally by the Departmental Council. The papers shall be set and evauated by the concerned faculty members teaching the subjects.

OB-28.3.7 Class / Division shall be assigned as follows:

Range of Marks	**Class / Division**
70% & above	Distinction
60% & above but less than 70%	First Class
50% & above but less than 60%	Second Class
40% & above but less than 50%	Pass Class
Below 40%	Fail