Netaji Subhas Open University

School of Professional Studies

PROGRAMME GUIDE

For

Bachelor of Library and Information Science (BLIS)

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PREFACE

In the curriculum structure introduced by the University for Bachelor Degree Programme/ Post Graduate Degree Programme in various disciplines is equally available to all learners. Instead of being guided any presumption about ability level, it would perhaps stand to reason if receptivity of a learner is judged in the course of the learning process. That would be entirely in keeping with the objectives of open education which does not deliver in artificial differentiation.

Keeping this in view, Self Learning Materials of the programme in different disciplines are being prepared on the basis of a well laid out syllabus. The course structure combines the best elements in model syllabi of UGC in respective subject. It has been so designed as to be upgradable with addition of new information as well as of fresh thinking and analysis. The University has also taken initiatives to prepare the Programme Guide for the benefit of the learners. The Programme Guide will help the learners in completing the course successfully by well designed plan of entire learning process. It also provides different sources of e-Resources.

The more a learner would seriously follow the Programme Guide the easier it will be for her/ him to reach out to longer horizons of a subject. If anything remains still difficult to follow, the learners are advised to attend the counselling sessions arranged at designated Learner Support Centres (LSCs) of the University.

Needless to add, a great part of these efforts is still experimental – in fact, pioneering in certain areas. Naturally, there is every possibility of some lapse or deficiency here and there. With the new initiatives of the University, I hope that the Programme Guide would be beneficial to the learners and as well as to the Academic Counsellors. I also welcome suggestions and feedback from the users for its further improvement.

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Bachelor of Library and Information Science (BLIS)

0. Introduction:

Libraries are social institution that collects, preserve, organise and navigate available knowledge to the society. The discipline of Library & Information Science aims to educate and train learners to create and manage libraries in an effective manner. It also supports to develop service attitude and ethical values in the aspirants of Library and Information professionals. The entire sector of Libraries, Information Centers, Documentation centres are established and maintained to fulfill the reading and information needs of various categories of library users. The Bachelor of Library & Information Science (BLIS) degree program imparts education and training so as to develop skilled manpower, who are able to manage aforesaid centers effectively and efficiently with professional attitude and values.

The Learning Outcome-based Curriculum for the BLIS degree aims to provide sustainable framework to impart qualitative and equitable education to the learners. The framework is to develop an evolving nature of the Library and Information Science as a discipline. This framework was adopted after several review with the eminent subject experts in programme and course level. Emergence of Information and Communication Technologies and digital convergence, online databases, e-resources like e-books and e-journals, introduction of different Software for smooth running of library, Barcode and RFID, Library Networks and Consortia, development of new Standards and Protocols for creation and exchange of bibliographic information, introduction of different of metrics, digital libraries and institutional repositories embedded with web 2.0 technologies has broadened the spectrum of Library and Information Science. With the motto of generate skilled library professionals, Netaji Subhas Open University has introduced BLIS course on 2005.

1. Expectation From the Learners

LIS study generates skilled professional. Either they are engaged in professional career orthey are supposed to join their professional life. So in this scenario to opt a degree for career development Open and Distance Education is the right choice to carry on. Where students or professional can simultaneously run their career and education for further career development. For such reason following expectations are formed from the learners:

➢ To provide education not only to acquire knowledge but also to inculcate a sound philosophy for a holistic living;

➢ To encourage self-evaluation, personality development & guide the learners to strive towards perfection and competence.

➢ Department of LIS provides excellent teaching and learning environment with its focus on continuing education.

➢ To provide large number of trained human resource in the field of library and information activities for the knowledge society

2. Program Information

The Bachelor's Degree Programme in Library and Information Science (BLIS) was started by NSOU in 2005 in response to the demand for large number of skilled human

resource in the field of library and information science. These human resources are required to serve various positions in libraries, documentation centers and information Centers/institutions in the country at various levels.

To meet the challenge of the changing needs in respect of information communication technologies the University, therefore, designed the course contents of the BLIS Programme, which is already following by the faculties and students for several years with minor changes. Any graduate (10+2+3) learner from any stream having minimum 45% in Hon's subject for Hons. Graduate / 50% in aggregate for pass graduate(For fresher's) and In-service candidates having experience of working in a library or similar other organizations in a salaried post not below the category of clerical cadre in a Govt. Organization or equivalent for at least 3 years may enroll themselves in this one year course. Such In-service candidates also be exempted from the requirement of minimum marks at the graduation level (10+2+3). Such candidates will have to submit No-objection certificate and a certificate stating the last pay drawn from his / her employer. Minimum Duration of this course is 1 Year and Maximum Duration is 3Years. There is NO age bar.

3. Recommended Approach

Department of Library and Information Science, NSOU conducts its teaching-learning system in both ways. Face to Face (f2f) and Online mode. Face to face mode includes three pillars to satisfy users need viz,
✓Personal Counseling Programme (PCPs) in different PCP centers all over the West Bengal to satisfy learners doubt.

✓Self-Learning Tools like Study material, Lab based practices, Technology-driven educational materials like computer lab, Library facility along with Institutional OER repository; and

✓Direct teacher-student interactions for sustainable development in different regional centers through Special Lecture Program and personal interaction with the learners.

Online mode of teaching-learning process includes Audio/video lectures, online classes using learning management software. There are sufficient amount of educational materials available for learners of DLIS, NSOU like e-SLMs. University posses Institutional OER repository where study materials and audio-video lectures along with previous years' questions are also accessible and downloadable in free of cost for the learners.

✓University also extend its ICT enabled services through LMS.

✓University generally offers technology embedded facilities like Website, On-line admission, E-mail, SMS alert, instant messaging, e-SLM e-Lecture Mobile-Learning etc. to promote quality learning.

4. Program Objectives
  ➢ To opens up good possibilities to promote a better learning opportunities, fit with the local contextual and cultural needs.
  ➢ To increase enrolment ratio by creating awareness amongst the said community prospective learners of the marginalised communities.
  ➢ To increase accessibility of education through information and communication technology for widening up scope and coverages of educational system.
  ➢ To motivate learners in research work.

➢ To raise the standard of our learners at per global standards and make them employable;

➢ To provide a platform to the learners to exhibit their talents & creativity.

5. Course/ Paper Objectives

Name of the Course	Objectives
Paper – I: Library and Society	After going through this paper learners will be able to: • Provide learners with learning experiences that help to acquire deep interests in learning Library and Information Science; • Develop extensive knowledge and understanding of fundamental concepts, principles, and theories related to Library and Information Science. • Connect relationships between libraries and society as a whole.
Paper – II: Library Management	After going through this paper learners will be able to: • explain the meaning and purpose of management; • Know about different theories and levels of management like scientific management Neo classic management through which they will opt required managerial skills for smooth running of library; and • Identify Financial Management includes Budgeting, statistics etc.
Paper – III: Library Classification Theory	After going through this paper learners will be able to: • obtain the meaning of terms and their use in the theory and practice of library classification. • identify the meaning, need, purpose and function of library classification, • understand technical terminology in a Library Classification ; and • obtain expertise knowledge into the underlying principles and characteristic features of DDC and CC
Paper – IV: Library Cataloguing	After going through this paper learners will be able to: • explain the objectives and functions of a library catalogue; • describe the different physical forms of library catalogues; • list the different types of inner forms and outer forms of a library catalogue
Paper – V: Reference and Information Services	After going through this paper learners will be able to: • know the importance of reference work in a library; • understand role of reference sources/books in providing information service;

	• describe the process of giving reference service;
	• have insight knowledge on reference book/work and state their characteristic features;
Paper – VI: Classification Practice	After going through this paper learners will be able to:
	• explain the salient features of the Dewey Decimal Classification;
	• describe the three volume text of DDC 191h edition;
	• explain the steps in practical classification.
	• explain the meaning of various types of notes and instructions to implement in an entry;
	• apply the instructions while constructing a class number for a subject;
	• Use seven auxiliaries table
	• Understand the nature of synthesis to build classification number
	• explain the salient features of the Colon Classification scheme
	• explain the facet formula for each main classes and construct class number for books with subjects belonging main classes
	• understand the recent trends in classification.
Paper – VII: Cataloguing Practice	After going through this paper learners will be able to:
	• understand the structure of Anglo-American Cataloguing Rule and Classified Cataloguing Code;
	• able to distinguish different areas of descriptions to be included in the catalogue of books, maps, CD/DVDs, Journals etc.
	• decide the actual situation to introduce reference entries and analytical entries
Paper – VIII: Computer Basics and Applications [Theory]	After going through this paper learners will be able to:
	• understand the concept of information technology;
	• identify the different components of information technology and their applications on Library and Information Science;
	• identify the specific telecommunications technologies and their current or potential applications in library and information activities;
	• Understand about different data system, Boolean logic and Flow chart.
	• Understand BASIC programming;
	• understand the generic concepts relating to software;
	• identify and select the most appropriate software package for Library house-keeping operations;
	• identify the basic module of LMS for effective and efficient implementation in any library management system.

6. Learning Outcomes

✓To create professionally learned society;

✓To create a bunch of skilled professional who are responsible to manage, organise and navigate whole educational system by facilitating right information to the right people at any time to any people.

✓To dedicate their professional career for the development of the subject-domain by catering services in different academic libraries. Special libraries, public libraries, research centers, government departments, non-government organisations.

✓A learned society who are able to pull-up a good number of upcoming generation for sustainable subject development. Library Professional like library assistant, library trainee in University/Colleges, Information Centers, Industrial organisation, Research Library, Special Library, Public Library. School Librarian, Even students can do freelancing with the appropriate skill.

✓To contribute to store, retrieve, and use that information through professional service, and assist in the transfer of the knowledge/ information for their research and day-to-day

7. Examination System

DLIS, NSOU follows generic style of 80-20 to assess learners' skills so that they can prove themselves for the job market. Two methods are follows as Internal Assessment: 20% and Term-end Examinations: 80% which means both assessments are generally conducted by the university with full marks 100. 20% of the Internal Assessment and 80% Term-end Examinations are aggregated for the final marks to obtain Degree in Library and Information Science.

Candidates who obtain marks below 40% or who miss to attend the TEE may appear at the subsequent TEE and complete the Programme. But, the maximum period provided for a student to complete the Bachelor Degree Programme in Library and Information Science is three years from the date of her/his enrollment into the Programme. In case a student is not able to secure the pass percentage in three years, s/he has to re-register as a fresh candidate, if, s/he wants to pursue the Programme again.

Course/Paper wise Segregation of the marks (BLIS):Total-800, 64 credits

Sl. No.	Subjects	Marks
1	Library and Society	100
2	Library Management	100
3	Library Classification Theory	100
4	Library Cataloguing	100
5	Reference and Information Services	100
6	Classification Practice	100
7	Cataloguing Practice	100
8	Computer Basics and Applications [Theory]	100

8. Detailed Syllabus

http://www.wbnsou.ac.in/student_zone/courses/school_of_professional_studies/syllabus/2nd_Degree_Programmes/BLIS_Syllabus.pdf

9. Previous Year's Question Papers

http://www.wbnsou.ac.in/student_zone/e-resources/question_bank/2nd_degree/question_bank_2nd_degree.shtml#questionbank_2nddegree

10. e-Resources

Institutional
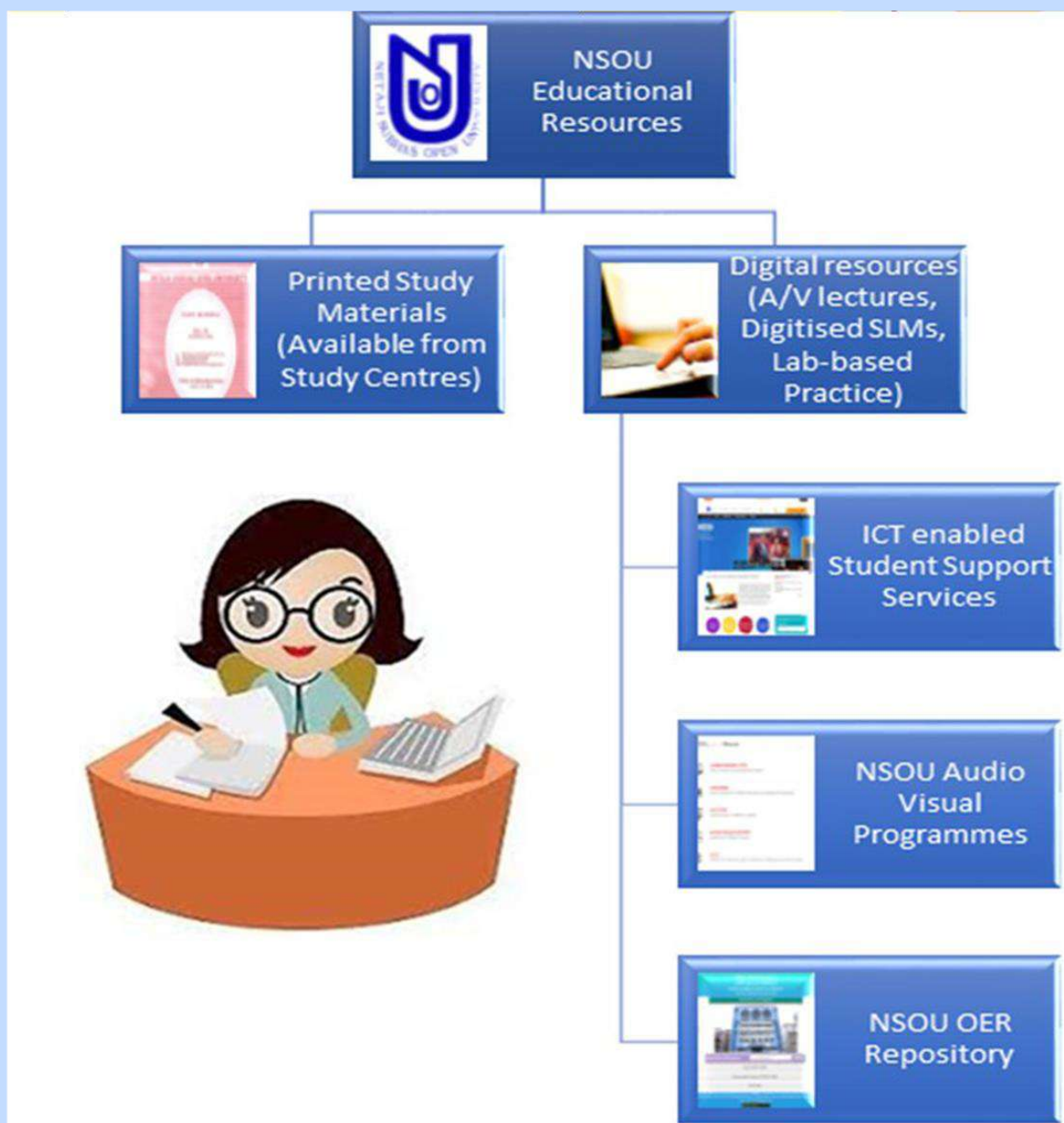
Study Materials

- NSOU-OER repository is accessible from the OER Repository button of NSOU's home page <http://www.wbnsou.ac.in/index.shtml > or from direct

URL <nsouoer.krc.net.in>. By clicking on this button NSOU-OER repository home page is there. This repository consists two search options search NSOU-OER repository (centralized search service) and search other OER repositories (Federated search service) to broaden search outside the NSOU repository. NSOU acknowledging CEMCA's contribution by sharing its logo in the home page of repository here. This page also declares adopted creative commons license for each material available under this repository. NSOU release its all document under CC-BY-SA-NC license.

- http://www.nsouict.ac.in/

- http://www.wbnsou.ac.in/online_servicesslm_2nd_Level_Degree_Programme. shtml#active_slm_2nd_Level

- Audio Visual Lectures (A/V Lectures): The school has already taken initiates to upload audio/visual lectures on different topics of Commerce, Library and Information Science and Social Work. The learners of respective subject can access these lectures and have an experience on online learning support provided by the University (http://www.nsouict.ac.in/).

Other References:

Open Access Platform:

☞ Connexions	☞ DOAJ
☞ CORE	☞ Curriki
☞ Digiref	☞ Economics Network Online Learning and Teaching Materials
☞ eGyankosh	☞ Jorum
☞ Merlot	☞ National Learning Network
☞ National Science Digital Library (NSDL)	☞ OpenLearn
☞ Zunia	☞ Open Education Consortium

Open Courses:

- ☞ MIT OpenCourseWare
- ☞ Harvard Online Learning
- ☞ Khan Academy
- ☞ edX
- ☞ Lumen Learning
- ☞ Coursera
- ☞ NPTEL
- ☞ SWAYAM

Open Textbook

- ☞ DOAB

☞ Project Gutenberg

☞ JSTOR Open Access eBooks

☞ Open Book Publishers

☞ Open Textbook Library

☞ OpenStax

☞ Saylor Academy

☞ MIT OpenCourseWare: Online Textbooks

☞ College Open Textbooks

☞ The Global Text Project

☞ FLOSS Manuals

Open Images

☞ Google Advanced Image Search

☞ Flickr

☞ UWM Libraries Digital Collections

☞ UW Digital Collections

☞ New York Public Library Digital Collections

☞ Library of Congress Digital Collections

Open Videos

☞ YouTube

☞ Vimeo

☞ TED

☞ Khan Academy

☞ Wikimedia Commons

☞ Public Domain Project

National Portals

☞ e-PG Pathshala

☞ eGyanKosh

☞ SWAYAM PRABHA

☞ CEC-UGC YouTube Channel

☞ National Digital Library of India (NDLI)

☞ Shodhganga

OER Repositories

☞ NROER	☞ NSOUOER
☞ WOU OER Repository	☞ OER Asia
☞ OER Commons	☞ OER Online Archive
☞ Open Educational Resources (OER) Africa	☞ GLOBE
☞ Creative Commons	☞ Copyright Licenses
☞ OAsis : COL Open Access Institutional Repository	☞ The Orange Grove
☞ RRU Open Educational Resource	

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