Netaji Subhas Open University
(Established by WB Act (XIX) of 1997, Recognized by UGC)
DD-26, Sector-I, Salt Lake, Kolkata-700064

Bachelors of Library and Information Science (BLIS)
Reduced Syllabus for TEE June 2021/Dec 2021

Paper- I: Library and Society

Module-1: Development of Libraries and Their Role in Society
Unit-1: Role of Library in Modern Society
Unit-2: Laws of Library Science
Unit-4: Library Development in India–Plans and Programmes.
Module-2: National Libraries of UK, USA, France, India
Unit-5: National Libraries and their importance.
Unit-6: Academic Libraries: University, College and School Libraries.
Unit-7: Public Libraries: Role and Functions
Unit-8: Special Libraries and Information Centres.
Module-3: Library Movement in India
Unit-9: Library Legislation and Model Public Library Act.
Unit-11: User Study
Module-4:
Unit-13: Networking and Resource sharing
Module-5: Library Associations, Systems and Programmes
Unit-15: Library Professional Associations
Unit-16: Organizations, Systems and Centres: their activities

Paper - II: Library Management

Module-1: Principles of Library Management
Unit-1: General Principles of Management and their application to Library Management.
Unit-3: Technical processing: steps.
Module-2: Library Operations and Services
Unit-4: Circulation Activities
Unit-6: Preservation of library materials
Module-3: Personnel Management
Unit-8: Library Committees
Module-4: Financial Management
Unit-10: Fiscal Management in Libraries
Unit-11: Library Statistics
Unit-12: Annual Report

Paper - III: Library Classification Theory
Module-1: Classification in General
Unit-1: Basic Concepts and Terminology

Unit-2: Classification of knowledge
Unit-3: Library classification: Need and Purpose.
Module-2: General Theory of Library Classification
Unit-4: Postulational Approach to Classification

Unit-5: Canons of Classification
Unit-6: Common Isolates
Unit-7: Formation, Structure and Development of Subjects
Module-3:
Unit-9: Notation: Need, Functions and Types
Module-4: Study of selected Schemes of Classification
Unit-12: Dewey Decimal Classification
Unit-13: Universal Decimal Classification
Unit-14: Colon Classification
Unit-15: Modern Trends, BSO, Role of CRG.

Paper-IV: Library Cataloguing Theory
Module-1: Basic Concept
Unit-1: Library Catalogue: Definition, Objectives, Purpose and functions
Unit 2: Parts of a book and the Catalogue Process
Unit-3: Physical Forms of Catalogue

Module-2: Format of Catalogue Entries
Unit-5: References
Unit-6: Descriptive Cataloguing
Module-3:
Unit-7: Analytical Entries
Unit-8: Subject Cataloguing
Unit-9: Economy in Cataloguing
Module-3: Choice and Rendering of Headings
Unit-11: Catalogue code
Unit-12: Western Names and Indic Names

Paper-V: Reference and Information Services
Module-1:
Unit-1: Concept of Reference and Information Services
Unit-2: Varieties of Reference Services; Theories
Unit-3: Nature of Reference Books
Unit-4: The Reference Process
Module-2: Study of Bibliographical Tools
Unit-5: Bibliographies Need and Types, Bibliographical control
Unit-6: Subject Bibliography
Unit-7: National Bibliography (BNB & INB)
Unit-8: Trade Bibliography
Unit-9: Study of Abstracting and Indexing Tools
Module-3: Reference Sources
Part-I:
Unit-10: Dictionaries
Unit-11: Encyclopaedia
Unit-12: Ready Reference Sources
Part-II:
Unit-13: Geographical Sources
Unit-14: Biographical Sources

Module-4: Information Services
Unit-17: Varieties of Information Sources
Unit-18: Information Service: Organisation

Paper-VI: Classification Practice

Unit 1: Construction of class members of documents according to the 19th ed. Dewey's Decimal Classification, 1979.
Unit 2: Construction of Class numbers of documents according to the Colon Classification, 6th ed. 1963 Reprint.

Paper - VII: Cataloguing Practice

Module-1: AACR-2R- an introduction; Subject Headings-introduction; general rules for description; single personal author ; Tracings. List of Subject Headings.
Module-2: Editorial work; shared responsibility; Multi volumes ; Corporate Bodies ; Choice among different names ; References.
Module-3: Serials ; Analysis ; Uniform Titles ; Cataloguing of Bengali documents.
Module-4 : Classified Catalogue Code-introduction Tracing ; Class index entry ; Personal author ; corporate body ; series ; Periodicals.

Paper VIII: Computer Basics and Applications [Theory]
Module-1: Introduction to Computer Applications
Unit-1: Introduction to Computer –
Unit 2: Computer Hardware
Unit 3: Computer Software, Operating System (MS-DOS/Unix).
Unit 4: Data representation and Number Systems
Unit 5: Boolean Algebra and Logic Gate
Unit 6: Computer Programming Language; Flowcharting
Unit 10: Library Automation