

MAHARISHI MAHESH YOGI VEDIC VISHWA VIDYALAYA

DIRECTORATE OF DISTANCE EDUCATION

SCHEME FOR BACHELOR OF LIBRARY & INFORMATION SCIENCE

(BLIS)

THIS IS A ONE YEAR PROGRAMME LEADING TO BACHELOR OF LIBRARY & INFORMATION SCIENCE

S. No.	Paper Code	Paper No.	Paper Name	Max. Marks			Total
				Theory	Practical	Assignment	
1.	1DBLIS1	I	Maharishi Vedic Science - I	70	-	30	100
2.	1DBLIS2	II	Library and Society	70	-	30	100
3.	1DBLIS3	III	Library Management	70	-	30	100
4.	1DBLIS4	IV	Library Classification Theory	70	-	30	100
5.	1DBLIS5	V	Library Cataloguing Theory	70	-	30	100
6.	1DBLIS6	VI	Reference and Information Sources	70	-	30	100
7.	1DBLIS7	VII	Information Services	70	-	30	100
8.	1DBLIS8	VIII	Information Technology: Basics	70	-	30	100
9.	1DBLIS9	IX	Library Classification (Practical)	-	70	30	100
10	1DBLIS10	X	Library Cataloguing (Practical)		70	30	100

FUNDAMENTALS OF MAHARISHI VEDIC SCIENCE (MAHARISHI VEDIC SCIENCE – I)

UNIT – I

Meaning of Guru Pujan

Name of 1-20 areas of Vedic Science & their expression in Human Physiology, detail with diagram

Consciousness – Characteristics and types

UNIT – II

Maharishi's Yoga – Principles of Yoga Asans ,A general Introduction of T.M., T.M. & T.M. Sidhi Program

Types of Speech

UNIT – III

Third law of Thermodynamics, Miessner Effect, Maharishi Effect

UNIT – IV

Introduction to Maharishi's Vedic Swasthya Vidhan, Theories of Dincharya & Ritucharya, Theories of Ayurved.

UNIT – V

Theory of Invincibility. Introduction to Maharishi Jyotish.

Suggested Readings:

Maharishi Sandesh -1 and 2 , II-His Holiness Maharishi Mahesh Yogijee

Scientific Yoga Ashanas –Dr.Satpal.

Chetna Vigyan His Holiness Maharishi Yogi Ji.

Dhyan Shailly by Brahmchari Dr. Girish Ji

LIBRARY AND SOCIETY

UNIT - I

Development of Libraries and Their Role in Society: Role of Libraries in Modern Society. Laws of Library science. Development of Libraries in UK and USA. Library Development in Modern India-plans and programme since 1947.

UNIT - II

National Libraries: A Descriptive Account of National Libraries of India, UK, USA & USSR. Academic Libraries : University, College and School Libraries. Public Libraries. Special Libraries and Information Centres.

UNIT - III

Library Legislation: Library Legislation and Model Public Library Act. Library Legislation in Indian States—their Salient Features (Karnataka, A. P., Maharashtra, Goa, Pondicherry and Bengal).

UNIT - IV

Resource sharing and User Studies: User Studies. User Education. Resource Sharing — Concept, Need, Form, Resource Sharing—Selected Case Studies through networking.

UNIT - V

Library Associations, Organisation and Institution: Librarianship as a Profession. Professional ethics. Role of Professional. Organisation and Institutions involved in Development of Library and Information Services.

LIBRARY MANAGEMENT

UNIT – I

Principles of Library Management: General Principles of Management and Library Management. Library Organisational Structure. Management Information System. Physical planning.

UNIT - II

Information Resources Development: Types of Information Resources Selection Principles including the communication Media. Different Types of Selection Tools and the Importance. Acquisition Procedure Books and Non- Printing Material. Acquisition of Periodicals and Serials. Technical Processing

UNIT – III

Use and Maintenance of the Library: Circulation Work. Maintenance Shelving and Stock Verification, etc. Elements of Binding and Preservation.

UNIT - IV

Human Resource Development: Human Resource Development Concept and Contours. Personnel Planning. Participatory Management and Total Quality Management(TQM).

UNIT - V

Library Finance, Library Budget: Library Finance. Budgeting and Accounting.

LIBRARY CLASSIFICATION (THEORY)

UNIT - I

Elements of Classification Theory: Basic Terminology and Historical Perspective. Perspective Need and Purpose of Library Classification.

UNIT - II

Theory and Development of Library Classification: General Theory of Library Classification. Species of Schemes of Library Classification. Learning about subjects. Different scheme of classification a sort account.

UNIT - III

Approaches to Library Classification: Postulation and Systems Approaches. Fundamental Categories; Facet Analysis and facet Sequences. Phase Relations and Common Isolates. Devices in Library Classification.

UNIT - IV

Study of Selected Schemes of Classification: Dewey Decimal Classification. Study of 19th, 20th Edition of DDC. Universal Decimal Classification.

UNIT - V

Colon Classification. Different Versions of Colon Classification. Current Trends in Library Classification.

LIBRARY CATALOGUING (THEORY)

UNIT – I: History, Purpose and Types of Library Catalogue

Library Catalogue: Objectives, Purpose functions. History and Development of Library Catalogue codes. Physical form of Catalogue. Inner form of Catalogue. Types of Catalogues. Different technique of cataloging . AACR II and CCC (Introduction).

UNIT - II : Format of Catalogue Entries

Kinds of Entries. Date Elements in Different Types of Entries. Filing of Entries – Classified and Alphabetisation. Centralised Cataloguing, Cataloguing in Publication and MARC. Machine Formats : MARC and CCF.

UNIT - III : Choice of Rendering of Headings

Personal Authors (Western and Indian Names). Corporate Authors. Pseudonyms, Anonymous Works and Uniform Titles. Cataloguing of Non- Print Media.

UNIT - IV: Subject Indexing, Vocabulary Control and Recent Development in Cataloguing - I

Subject Cataloguing –Problems. Vocabulary Control : Subject Heading List Thesauri. Subject Indexing Models.

UNIT -IV: Subject Indexing, Vocabulary Control and Recent Development in Cataloguing - I

Techniques for subject indexing. Recent Trends in Library Cataloguing.

REFERENCE AND INFORMATION SOURCES

UNIT - I: Study of Reference Sources - I

Reference and Information Access Tools Overview. Types of References and Information Access tools. Kinds of Bibliographies.

UNIT - II: Study of Reference and Information Sources Sources – II

Different reference and Information Sources. Indexing and Abstracting Periodicals. Reviews, States of Art Reports, Trends Reports.

UNIT - III: Categories of Reference Sources –I

Dictionaries. Encyclopedias. Hand book, Manuals, year Books, etc. Standards, Patents, Trade Catalogue, etc.

UNIT - IV: Categories of Reference Sources –II

Geographical Sources. Biographical Sources. Statistical Information Sources. Sources of Current Affairs.

UNIT - V: Non Documentary Sources

Human Resources and referral Systems. Institutional Information Sources. Mass Media.

INFORMATION SERVICES

UNIT - I: Information Services and Organisations - I

Concept and need for Information.

UNIT - II: Information Services and Organisations - II

Information Services : An Overview. Users of Information Services.

UNIT - III: Information Services and Organisations - III

Organisations of Information Services and information centers's study in short like: DESIDOC, INSDOC, INFLIBNET, VINIT, DELNET.

UNIT - IV: Information Services and Techniques - I

Reference Services. Current Awareness Services.

UNIT -V: Information Services and Techniques - II

Literature Search and Data Base Services. Document Delivery Service.

INFORMATION TECHNOLOGY: BASICS

UNIT - I: Information Technology: Concepts and Basics

Introduction to Information Technology. Introduction to Computers. Telecommunications : Basics

UNIT - II: Application Software

Introduction to Application Software. Library and Information Software Package. Features of Indian Software Package. LIBSYS , SOUL.

UNIT - III: Library Automation

Library House Keeping Operations. Computerised Information Services. Management of Computerised Library. Library Automation.

UNIT - IV: Information System and Networks

Basic Concepts and Contours of Computer Based Information Systems. National Information policy.

UNIT - V: Information System and Networks

Resources Sharing Networks. Internet. Library Science in the light of Maharishi Mahesh Yogi's Total Knowledge.

LIBRARY CLASSIFICATION PRACTICE (PRACTICAL)

UNIT - I

Dewey Decimal Classification (19th Edition) - I: Introductions, Structure and Organisation. Definitions, Notes and Instructions. Introduction to Three Summaries and Steps in Classifying Documents. Relative Index and its use.

UNIT - II

Dewey Decimal Classification (19th Edition) –II: Study of Tables and Schedules. Auxiliary tables and Devices. Practical Classification. Principles for classification of Philosophical, Religion, Social Science , History and Geography.

UNIT - III : Colon Classification (6th Edition) : Preliminaries

Introduction, Structure and Organisation. Schedules and Techniques. Steps in Classification

UNIT – IV:

Colon Classification (6th Edition) : Introduction to the Application of Postulates and Principles for Facet Analysis and Synthesis – I: Humanities and Social Sciences. Biological Sciences. Introduction to the 7th edition of CC.

UNIT – V:

Colon Classification (6th Edition) : Introduction to the Application of Postulates and Principles for Facet Analysis and Synthesis – II: Physical Sciences and Generalia.

LIBRARY CATALOGUING (PRACTICAL)

UNIT - I: AACR-2R-Part -1

Preliminaries. Single Personal Author, Joint Author, Corporate Author. Choice Among Different Names and References. Series and Multivolume.

UNIT - II: AACR -2R-Part -2

Subject Headings. Corporate Bodies. Uniform Titles and Serials. Cataloguing of Non Print Material and Users –Guide to AACR-2R.

UNIT- III: Classified Catalogue Code Part-1

Preliminaries Classified Catalogue Code. Class Index Entries and Tracing. Personal Authors. Corporate Authors

UNIT - IV: Classified Catalogue Code Part-2

Analytical Entries and Composite Books. Series and Composite Books

UNIT - IV: Classified Catalogue Code Part-3

Multivolume. Periodical Publications