PROGRAMME GUIDE

for

Bachelor's Degree Programme

in

Library and Information Science (BLIS)

ignou
THE PEOPLE'S UNIVERSITY

Faculty of Library and Information Science
School of Social Sciences
Indira Gandhi National Open University
Maidan Garhi, New Delhi – 110 068

CONTENTS

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1. ABOUT THE UNIVERSITY

The Indira Gandhi National Open University (IGNOU) is a University with a difference in that it aims at providing educational opportunities to all those who desire higher education without being handicapped by the limitations of place and time. With a view to developing a versatile education system with emphasis upon innovation, cost effectiveness, flexibility, universality and societal involvement, IGNOU was established in September, 1985 by an Act of Parliament.

The significant features of Indira Gandhi National Open University are:

- relaxed entry rules;
- study according to the student's own pace and convenience;
- study at the student's own chosen place;
- flexibility in choosing a combination of courses from across a whole range of disciplines; and
- use of modern educational, computer and communication technology.

The University functions with the objectives of:

- providing access to higher education to large segments of population and thereof seeking to achieve the educational well being of the community;
- providing access to higher education to the disadvantaged groups and individuals and thereby opening up opportunities to upgrade their knowledge and skills;
- bringing higher education to the door-steps of all those who want it;
- providing an integrated development of human personality;
- promoting awareness of national integration; and
- providing high quality education at the university level.

2. BACHELOR'S DEGREE PROGRAMME IN LIBRARY AND INFORMATION SCIENCE (BLIS)

The Bachelor's Degree Programme in Library and Information Science (BLIS) was started by IGNOU in 1989 in response to the demand for large number of trained human resources in the field of library and information activities. Such human resources are required to occupy various positions in libraries, documentation centres and information centres/institutions in the country at various levels. For instance, professionally trained personnel at different levels are necessary to manage libraries in schools, colleges, universities, government departments, commercial and industrial establishments, scientific research institutions, R&D establishments, public libraries, etc. set up by central, state governments, local and corporate bodies.

To meet this requirement, IGNOU initiated the BLIS Programme in distance education mode. In this mode, education is imparted through different media, such as printed lessons, audio cassettes, video films, face to face counselling and tele and radio counselling sessions. Modern communication technologies are utilised for imparting educational inputs to students in a relaxed and convenient manner, while counselling at study centres is intended to provide the students the

opportunity of periodic face-to-face interaction with the tutors. These alternative approaches provide certain degree of flexibility and help in the self-learning process.

Over the years there have been tremendous changes in the field of library and information science due to the developments in information communication technologies. These include changes in computer and communication technologies, storage technologies and multimedia technology. These developments are changing the traditional face and concept of libraries and information institutions. The University, therefore, felt the need for accommodating these new developments in the course contents of the BLIS Programme.

The BLIS Programme is conducted by the Faculty of Library and Information Science, which forms a part of the School of Social Sciences.

3. OBJECTIVES AND SCOPE

The Bachelor's Degree Programme is meant to impart skills and training necessary for the effective organisation and management of libraries and information units in the present day context and providing varieties of library and information services with the help of IT. The main purpose of the Programme is to help professional development for those who are already employed in different types of libraries and aspire for better employment. It also provides a platform for the fresh entrants who wish to pursue a career in library and information science.

It is the first degree in Library and Information Science, after a Basic Degree (graduation) in any of the streams of knowledge. The duration of the Programme is one academic year.

The programme is of 40 credits. It comprises 10 courses of which six courses (BLI224, BLI 225, BLIE 227, BLIE 228, BLIE 229 and BLII 230) have practical component and four courses (BLI 221, BLI 222, BLI 223 and BLIE 226) are theory based courses. The programme is currently being offered in English medium only. However, the students can write their assignments and term-end examination in Hindi medium also. The maximum time provided for the completion of all the ten courses in different sittings is two years from the date of registration.

4. TARGET PARTICIPANTS AND ADMISSION CRITERIA

Eligibility:

i) Bachelor's Degree with 50% marks and 45% for General and for the SC/ST/OBC/PH category respectively.

<div align="center">**OR**</div>

ii) Bachelor's Degree with Diploma (one year) in Library Science

<div align="center">**OR**</div>

iii) Bachelor's Degree with 2 years of working experience in Library and Information Centre
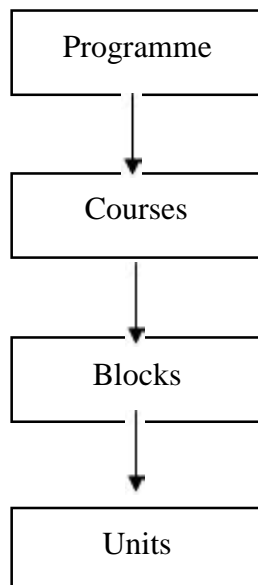
5.   COMPONENTS OF THE BLIS PROGRAMME

Course Code	Title of the Course	Credits
BLI 221	LIBRARY, INFORMATION AND SOCIETY	4
BLI 222	INFORMATION SOURCES AND SERVICES	4
BLI 223	ORGANISING AND MANAGING INFORMATION	4
BLI 224	ICT FUNDAMENTALS	4
BLI 225	COMMUNICATION SKILLS	4
BLIE 226	MANAGEMENT OF LIBRARY AND INFORMATION CENTRE	4
BLIE 227	DOCUMENT PROCESSING: PRACTICE	4
BLIE 228	INFORMATION PRODUCTS AND SERVICES	4
BLIE 229	ICT IN LIBRARIES	4
BLII 230	INTERNSHIP	4
	Total Credits	**40**

Detailed contents of these courses may be seen in Annexure-I.

6.   STRUCTURE OF THE COURSES

The BLIS Programme is structured in the following way:

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┌─────────────┐
│  Programme  │
└─────────────┘
       │
       ▼
┌─────────────┐
│   Courses   │
└─────────────┘
       │
       ▼
┌─────────────┐
│   Blocks    │
└─────────────┘
       │
       ▼
┌─────────────┐
│    Units    │
└─────────────┘
```

The entire Programme comprising nine courses has been divided into 36 blocks and each block has certain number of units ranging from 2 to 5. The entire course material works out to 125 units in print, and constitutes 34 booklets. In other words, one unit constitutes the lowest self-contained measure of the course material. The details regarding the unit format are as follows:

- Unit number: the topic covered in the unit
- Objectives
- Introduction

- The theme divided into sections and sub-sections

- Sections containing Self Check Exercises to measure, on your own, your progress

- Summary of the unit

- Answers to Self Check Exercises

- Keywords

- References and Further Reading

The different units are developed thematically in a logical sequence and graded in such a way as to enable the student to grasp and retain in memory the topics discussed in the units. The main sections are printed in bold capital letters while the sub-sections are shown by lower case bold type faces.

7.   STUDY METHODOLOGY

You must have a definite study programme in order to take maximum advantage of the facilities provided to you by the University. We suggest that you read the units very carefully and make note of important points in a separate notebook. It is convenient for you to note down important points in the margins given in the units for easy reference. These points will help you in answering the Self Check Exercises. Before you attempt to answer Self Check Exercises you should ascertain whether you understood the relevant text, and try to locate pertinent portions of the text which form the answer to the individual questions. After this step, write down your answers to the Self Check Exercises in the blank space provided for the purpose or in your note book according to necessity. The Self Check Exercises are incorporated with a view to help you assess your progress in the learning process. Do not send the answers of Self Check Exercises to the Faculty for evaluation. Check your answers yourself with the answers given at the end of the Unit and evaluate your performance. It will be fruitful if you keep the classification scheme/catalogue code and subject headings list handy while studying the practical course BLIE-227.

8.   STUDY CENTRES

Each student admitted to BLIS Programme will be attached to a Study Centre. At present, there are a number of Study Centres for BLIS Programme located in different places of the country. Students may opt themselves for enrolment in the nearest convenient Study Centre suitable to them. Every Study Centre is managed by a Coordinator. The students are advised to be in regular contact with their respective Study Centres and interact with the Coordinator as frequently as possible. The facilities provided at the Study Centres normally include the following:

- Counselling sessions in different courses relating to BLIS Programme.

- Facilities for practical work in the concerned courses.

- Library facility with basic reading materials related to various aspects of the discipline.

9.   HOW TO MAKE BEST USE OF STUDY CENTRES

Education is not imparted through regular class room lectures in an Open University system. Distance education mode is generally followed in the Open University system. This mode of learning is different from the conventional system you are used to. There will be no regular lectures relating to any course. On the other hand, there will be counselling for different courses included in the curriculum. Your Counsellor is available to you at the Study Centre which organises counselling sessions on different topics. 10 counselling sessions are provided for each of the courses BLI-221, BLI-222, BLI-223 and BLI-225, BLIE-226, BLIE-228 and 5 counselling sessions for BLI-224 and BLIE-229. 15 counselling sessions are provided for BLIE-227. The duration of each counselling session is 2 hours. In addition, a student is required to do 15 hours of compulsory computer practical work each in the courses BLI-224 and BLIE-229 respectively.

S.No.	Name and Code of the Course	Hours of Counselling	
		Theory	**Practical**
1.	BLI-221 : Library, Information and Society	20	——
2.	BLI-222 : Information Sources and Services	20	
3.	BLI-223 : Organising and Managing Information	20	——
4.	BLI-224 : ICT Fundamentals	10	15
5.	BLI-225 : Communication Skills	20	——
6.	BLIE-226 : Management of Library and Information Centre	20	——
7.	BLIE-227 : Document Processing: Practice	——	30
8.	BLIE-228 : Information Products and Services	20	——
9.	BLIE- 229 : ICT in Libraries	10	15

The Counsellor will 'guide' you through the material, as 'interpreter' and as 'facilitator' to enable you to understand different problem areas. To get the best out of the 'Counsellor', you must carefully read your course material in advance, identify your problems and seek clarifications regarding them from the Counsellor. Therefore, it is essential for you to attend the counselling and practical sessions and be an active participant. If you attend counselling sessions well prepared with your own questions, the discussion will be purposeful and you will become faithfully involved in the learning process. You may seek clarifications from faculty members also at IGNOU Headquarters through e-mail. The addresses of individual faculty members are provided in the 2nd cover of this booklet. The replies also will be sent by e-mail.

Document Processing and Organisation: Practice would be based on library and information science tools that would be provided to you in the Study Centre. Computers with relevant software would be provided to you for practical counselling in BLI-224: ICT Fundamentals and BLIE-229: ICT in Libraries at the Study Centre. There will be no separate counselling classes for practical in BLIE-228: Information Products and Services.

10. EXAMINATION AND EVALUATION

The examination relating to BLIS Degree has two components:

i)   Continuous Evaluation (CE) 30% weightage

ii)   Term End Examination (TEE) 70% weightage

CE is related to the assignments that each student has to submit before being declared eligible to appear for the TEE. There will be one assignment each for all the courses. The assignment for the course BLIE-227 is practical only. In the courses, BLI-224, and BLIE-228 and BLIE-229 there is a practical component also. A student has to secure minimum pass marks (40%) in the assignments. The evaluation of the performance of the student in Continuous Evaluation (CE) will be done by the counsellors and marks will be awarded to each student.

The Term End Examination (TEE) for all the courses are held twice a year in June and December respectively. However, you are eligible to appear for the TEE after a minimum of one year after your registration in the Programme. A student of BLIS Programme is required to secure a minimum of 40% marks in continuous evaluation of a course and 40% in Term End Examination (TEE) of that course separately in order to become eligible for award of Bachelor's Degree in Library and Information Science. The TEE would be theoretical. The TEE for BLIE-227– Document Processing and Organisation: Practice, would also be a written exam. In addition to the theory exam, for BLI-224 and BLIE-229, there would be a practical exam also which you have to attempt on computers. Your Study Centre would guide you about this exam. There would be no separate TEE for practical in BLIE-228: Information Products and Services.

On the basis of the aggregate marks obtained in all the courses (theory and practicals) the division will be awarded as under:

Division	Aggregate
I	60% and above
II	50% and above
Pass	40% and above

Candidates who obtain marks below 40% or who miss to attend the TEE may appear at the subsequent TEE and complete the Programme. This facility will be available to the student until s/he secures a pass percentage in all courses missed earlier. But, the maximum period provided for a student to complete the Bachelor Degree Programme in Library and Information Science is **two years** from the date of her/his registration into the Programme. In case a student is not able to secure the pass percentage in **two years**, s/he has to re-register as a fresh candidate, in case s/he wants to pursue the Programme.

11. SOME USEFUL ADDRESSES

Given below are the addresses of some important officers dealing with various aspects. Whenever you have a problem, you can directly contact the concerned officer.

i) Clarifications regarding the BLIS Programme : **Programme Co-ordinator** (BLIS)
Prof. Jaideep Sharma
(email: jaideep@ignou.ac.in) and
Dr. Pawan K Saini (email: pawan@ignou.ac.in)
Faculty of Library & Information Science
School of Social Science, IGNOU, Maidan Garhi
New Delhi-110068, Ph.011-29572735, 011-29572789

ii) Regarding non-receipt of study materials : Registrar
Material Production & Distribution
Division, IGNOU, Maidan Garhi
New Delhi-110068

iii) Matters relating to admissions, fees,etc. : Concerned Regional Centre

iv) Information about examinations, examination centres, results, etc. : Registrar
Student Evaluation Division, IGNOU
Maidan Garhi, New Delhi-110 068

v) Problems relating to counselling, Study Centres, etc. : Deputy Director
Student Affairs
Regional Services Division
IGNOU, Maidan Garhi, New Delhi-110 068

vi) About change of Address : Computer Section
Student Registration Division
IGNOU, Maidan Garhi, New Delhi-110 068

vii) For the purchase of Audio/Video tapes/CDs : Director,
Electronic Media Production Centre
Sanchar Kendra
IGNOU, Maidan Garhi, New Delhi-110 068

ANNEXURE I

Curriculum and Syllabus

BLI 221	:	**LIBRARY, INFORMATION AND SOCIETY**
Block 1	**:**	**Library and Information in Societal Perspective**
Unit 1	:	Libraries, Information and Knowledge based Society
Unit 2	:	Types of Libraries
Unit 3	:	Information Institutions
Unit 4	:	Laws of Library Science
Block 2	**:**	**Library, Information and Related Legislation**
Unit 5	:	Library Legislation and Model Public Library Act/Bill
Unit 6	:	Library Legislation in Indian States; Their Salient Features
Unit 7	:	Other Information Related Legislations', IT Act, IPR, Patent Act and Cyber Laws
Block 3	**:**	**Resource Sharing and Library Networks**
Unit 8	:	Resource Sharing
Unit 9	:	Global Library Networks and Consortia: Role of Technology
Unit 10	:	Library Networks and Consortia: Indian
Block 4	**:**	**Library and Information Profession and Related Agencies**
Unit 11	:	Librarianship as a Profession
Unit 12	:	Ethical Issues in Librarianship
Unit 13	:	Role of Professional Associations
Unit 14	:	Organisations and Institutions Involved in Development of Library and Information Services
BLI 222	:	**INFORMATION SOURCES AND SERVICES**
Block 1	**:**	**Documentary Sources**
Unit 1	:	Categorisation of Sources
Unit 2	:	Primary Sources
Unit 3	:	Secondary and Tertiary Sources
Unit 4	:	Criteria of Evaluation
Block 2	**:**	**Non-Documentary Sources**
Unit 5	:	Humans as Sources of Information
Unit 6	:	Institutions as Sources of Information
Unit 7	:	Media as Sources of Information

Block 2	:	**Middleware Technologies**
Unit 5	:	Office Tools: Word Processing, Presentation and Spreadsheets
Unit 6	:	Database Management Systems
Unit 7	:	Specialised Application Packages (DTP, Image, Multimedia)
Block 3	**:**	**Network Fundamentals**
Unit 8	:	Network Topology
Unit 9	:	Communication Protocols and Network Addressing
Unit 10	:	Protocol Architecture
Unit 11	:	Network Applications and Management
Unit 12	:	Network Security
Block 4	**:**	**Internet Tools and Services**
Unit 12	:	E-mail and E-Messaging
Unit 13	:	World Wide Web (How Web functions, Protocols, General Markup Language Web 2.0)
Unit 14	:	Search Engines
Unit 15	:	Interactive and Distributive Services
BLI 225	**:**	**COMMUNICATION SKILLS**
Block 1	**:**	**Communication Fundamentals**
Unit 1	:	The Basics
Unit 2	:	Social Skills
Unit 3	:	Introducing the Institution
Block 2	**:**	**Preparing for the Job Interview**
Unit 4	:	Your Profile
Unit 5	:	Preparing your Portfolio
Unit 6	:	Preparing your Curriculum Vitae
Unit 7	:	The Job Interview
Block 3	**:**	**Workplace Skills**
Unit 8	:	Presentation Skills
Unit 9	:	Telephone Skills
Unit10	:	Group Discussions
Unit 11	:	Body Language

BLIE 229: ICT IN LIBRARIES

Block 1   :   Library Automation

Unit 1   :   Library Automation: An Introduction

Unit 2   :   Automating Your Library

Unit 3   :   Library Automation Process/ Packages

Unit 4   :   KOHA and New GenLib

Block 2   :   Digitisation and Digital Libraries– D-Space and GSDL

Unit 5   :   Introduction to Digital Library

Unit 6   :   Digitisation Process

Unit 7   :   Creating Digital Libraries Using D-Space

Unit 8   :   Creating Digital Libraries Using GSDL

BLII 230 :   INTERNSHIP

Kindly refer detailed standard operating procedures of internship available on the IGNOU website.

ANNEXURE II

Audio Video Programmes

For video programmes on BLIS courses, kindly visit **egyankosh.ac.in** and watch YouTube videos given under SOSS of IGNOU.

Indira Gandhi National Open University
Student Satisfaction Survey

Kind Attention: All Past and Present Students of IGNOU!
Now you rank our Performance...

Dear Student,

As the largest distance education institution in the world. We have always endeavoured to imbibe values and skills for the development of knowledge and competencies. And it is our belief that you as the former or present student are the best person to judge how far we have succeeded in our efforts. To gain your invaluable impression, we present here a short questionnaire. All you have to do is fill it and maill it back to us. You can also fill this questionnaire online by logging on to www.ignou.ac.in. Your invaluable inputs shall guide us towards a direction where we shall imporve our services and evolve more student-friendly study programmes.

Vice-Chancellor, IGNOU.

Enrolment No. .... Name ....

Gender : ☐ M ☐ F   Age Group : ☐ Below 30 ☐ 31-40 ☐ 41-50 ☐ Above 51

Programme of Study ....

Year of Enrolment .... Year of Completion ....

Regional Centre .... State .... Study Centre ....

Please Indicate your satisfaction level by putting a tick mark on your choice.

Serial No.	Questions	Very Satisfied	Satisfied	Average	Dissatisfied	Very Dissatisfied
1.	Concepts are clearly explained in the printed learning material	☐	☐	☐	☐	☐
2.	The learning materials were received in time	☐	☐	☐	☐	☐
3.	Supplementary study material (like video/audio) available	☐	☐	☐	☐	☐
4.	Academic counsellors explain the concepts clearly	☐	☐	☐	☐	☐
5.	The counselling sessions were interactive	☐	☐	☐	☐	☐
6.	Changes in the counselling schedule were communicated to you on time	☐	☐	☐	☐	☐
7.	Examination procedures were clearly given to you	☐	☐	☐	☐	☐
8.	Personnel in the study centres are helpful	☐	☐	☐	☐	☐
9.	Academic counselling sessions are well organised	☐	☐	☐	☐	☐
10.	Guidance from the Programme Coordinators and Teachers from the School0	☐	☐	☐	☐	☐
11.	Assignments are returned in time	☐	☐	☐	☐	☐
12.	Feedback on the assignments helped in clarifying the concepts	☐	☐	☐	☐	☐
13.	Project proposals are clearly marked and discussed	☐	☐	☐	☐	☐
14.	Studying in this programme provided the knowledge of the subject	☐	☐	☐	☐	☐
15.	Results and grade card of the examination were provided on time	☐	☐	☐	☐	☐
16.	Overall, I am satisfied with the programme	☐	☐	☐	☐	☐

After filling cut out this questionnaire and mail it to:
STRIDE, Block-14, IGNOU, Maidan Garhi, New Delhi-110068