

GURU GHASIDAS VISHWAVIDYALAYA, BILASPUR (C.G.)
(A Central University)
BACHELOR OF LIBRARY AND INFORMATION SCIENCE
ONE YEAR (TWO SEMESTERS) GRADUATE DEGREE PROGRAM
CBCS BASED PROGRAMME
Scheme of Examination w.e.f. Session: 2021-2022 Onwards

PROGRAM OUTCOMES

The programme learning outcomes relating to Bachelor's degree in Library and Information Science include the following:

- PO1: Demonstrate in depth knowledge of the basic concepts, principles, theories and laws related with the broad field of Library and Information Science and its sub-fields such as types of libraries, types of information sources, library Management, reference and information services.
- PO2 : Demonstrate understanding of rationality and procedures of (i) selection, acquisition, classification, cataloguing and physical processing of documents; (ii) using Information and Communication Technologies in Libraries and Information Centers.
- PO3 :Demonstrate knowledge, understanding and skills that offer job opportunities as librarians in public libraries and school libraries; as assistant librarians in different types of college libraries, as library assistants / technical assistants in university libraries and other libraries of higher education institutes, as librarians and/or assistant librarians in corporate and industrial libraries, libraries of research institutes, etc.
- PO4 :Ability to classify simple, compound, and complex documents using standard classification schemes; capability to catalogue all types of documents using standard catalogue codes
- PO5: Capable of self-paced and self-directed learning aimed at personal development.
- PO6:To train and expose to research problems through Internship -Project work / Field Work / Survey Report/ Literature Survey.
- PO7 :To make students fully aware of various sources of Information.

PROGRAM SPECIFIC OUTCOMES

- PSO1 : Students will develop the professional competencies for LIS and related field.
- PSO2 : To familiarizes students with the role of library and information society.
- PSO3 : Analyze the Foundation Knowledge about the library and Information systems, Library& Information Science as a discipline and Librarianship as a profession

First Semester					
Courses Code	Title	Credits (L:T:P)	MARKS DISTRIBUTION		
			Continuous Evaluation	Semester End Examination	Total Marks
C1	Core Courses (CC) Foundation of Library and Informationscience	3:1:0	30	70	100
C2	Knowledge Organization - Classification (Theory)	3:1:0	30	70	100
C3	Knowledge Organization – Cataloguing (Theory)	3:1:0	30	70	100
C4	Basics of Information and Communication Technology(Theory)	3:1:0	30	70	100
C5	Information Sources, Systems and Services	3:1:0	30	70	100

GE1	Generic Elective (GE)* Statistics for Librarianship	3:1:0	30	70	100
GE2	Digital Library: Fundamentals				
GE3	Collection Development				
TOTAL		24	180	420	600
Second Semester					
C6	Core Courses (CC) Library Management	3:1:0	30	70	100
C7	Knowledge Organization - Classification (Practice)	0:1:3	30	70	100
C8	Knowledge Organization – Cataloguing (Practice)	0:1:3	30	70	100
C9	Basics of Information and Communication Technology (Practice)	0:1:3	30	70	100
AECC1	Ability Enhancement Compulsory Course (AECC) Communication skill	0:1:1	30	70	100
SEC1	Skill Enhancement Course (SEC) Information Sources and Services (practice)	0:1:1	30	70	100
DSE1	Discipline Specific Elective (DSE)* School Library and Media Center	3:1:0	30	70	100
DSE2	Public Library and Information System				
DSE3	Special Library and Information System				
Project Work (In lieu of DSE)		4	---	---	100
TOTAL		24	210	490	700

Note: *Any One

*** Student may opt any one Course/opt any one Course (current/upcoming) available at SWAYAM and notified by the department.**

Note: Practical and Viva-voce will be conducted by internal examiners.

First Semester

Core Course – C1

Foundations of Library and Information Science TM 100 (Internal Assessment 30 + Theory 70) (Credit-04)

Objectives:

To get the foundational knowledge about the library and libraries system, as a profession and as a discipline.

Course Outcomes:

After studying this paper, students shall be able to:

CO1: Comprehend the basic philosophy of Library and Information Science.

CO2: Understand laws related to libraries and information.

CO3: Understand librarianship as a profession.

CO4: Assess the role of national and international library associations and organizations.

CO5: Highlight role of various library promoters at the national and international level.

CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PSO1	PSO2	PSO3
CO1	3	3	3	3	2	3	3	3	3	3
CO2	3	3	3	2	3	3	2	3	2	2
CO3	3	3	3	3	3	2	3	3	2	3
CO4	3	3	2	3	3	2	3	2	3	2
CO5	2	3	3	3	2	3	3	3	3	3

Unit 1: Information, Knowledge and Society

- Information: Meaning, Characteristics.
- Data, Information, Knowledge, Wisdom.
- Information Transfer Cycle: Storage and Dissemination of information.
- Library and Information Science as a Discipline.

Unit 2: Libraries- Types and Roles

- Historical Development of Libraries with special reference to India.
- Types of Libraries : Objectives , distinguishing Features and Functions.
- Information Centers : Objectives and Functions.
- Role of Libraries and Information Centers in Modern Society.
- Five Laws of Library Science.
- Commission – committees Reports in library development with special reference to India.

Unit 3: Laws Related to Libraries and Information

- Library Legislation: Need and essential Features, Special Mention to India.
- The Press and Registration of Books Act; The Delivery of Books and Newspapers

(Public Libraries) Act; Copyright Act.

Unit 4: Resource Sharing and User Studies

- User studies.
- User education.
- Resource sharing.
- Public Relations and Extension Activities.

Unit 5: Professional Associations and Organizations

- Librarianship as a Profession.
- Professional Ethics.
- National and International Professional Associations: ILA, IASLIC, IATLIS, IFLA, ALA, CILIP, ASLIB and SLA.
- Role of UNESCO, UGC and RRRLF in the promotion and development of libraries.

Reading list:

- 1 RANGANATHAN (S R), Ed. Book service for all. 1969. Asia; Bombay.
- 2 RANGANATHAN (S R). A librarian looks back: an autobiography.1992. Asia; Bombay
- 3 RANGANATHAN (S R). Five laws of library science. 1991. Asia; Bombay.
- 4 RANGANATHAN (S R). Preface to library science. 1948. University of Delhi; Delhi.
- 5 SHARMA (Pandey S K). Library and Society.1992 .2nd rev. &enl. Ed . Ess Ess; New Delhi. \
- 6 SHERA (J H) Sociological foundation of Librarianship. 1970. Asia; Bombay.
- 7 THOMPSON (Carl) et al. Adult education activities for public libraries. 1950. UNESCO; Paris.
- 8 UNESCO.National libraries: there problem and prospects. 1960. UNESCO;Paris.
- 9 VENKATAPPAIAH (V). Library legislation in India.2v. 1990.
- 10 BAWDEN(David) and ROBINSON(Lyn). Introduction to Information Science. July 2012
- 11 BUNCH (Allan). The basics of information work. 1984. Clive Bingley; London.
- 12 CHOWDHURY(G G), BURTON(Paul F), MCMENEMY(David) and POULTER(A).
Librarianship An introduction Dec 2007
- 13 GARDNER (Frank M). Public library legislation: a comparative study. 1971. UNESCO; Paris.
- 14 GEORGE (K M),Ed. Indian libraries: trends and perspectives. 1985. Orient Longmans; Calcutta.
- 15 GUHA(B). Documentation and information: services, techniques and systems.1983. 2nd rev. ed.
- 16 GUPTA(B M).,Ed.. Handbook of libraries, Archives and information centre in India. V 1-13.
1991;New Delhi
- 17 HAY WOOD T: Info-Rich Info-poor: Access and exchange in the global information
society.1995. Page 20 of 30
- 18 INDIA. MINISTRY OF EDUCATION. Report of the Advisory Committee for Libraries. 1959.
Manager of publications; Delhi.
- 19 KAULA (P N). National library of India: a critical study. 1971.
- 20 KENT A, ed. : Encylopaedia of library and information science.VI-62.
- 21 KHANNA (J K). Library and society. 1987. Research publications; Kurukshetra.
- 22 MACHLUP(F). Knowledge; its creation, distribution and economic significance. VI, 1980; V2,
1982; V3. 1984.
- 23 MAHAPATRA (P K). Library and information science: an introduction. 1989. World Press;
Calcutta.

Core Course – C2
Knowledge Organization - Classification (Theory)
TM 100(Internal Assessment 30 + Theory 70) (Credit-04)

Objectives:

To get the theoretical knowledge about various classification schemes and to get knowledge, how to arranged reading materials in the Libraries.

Course Outcomes:

After studying this paper, students shall be able to:

CO1: Explain the nature and attributes of universe of knowledge.

CO2: Elaborate meaning and types of subjects and modes of subject formation.

CO3: Illustrate knowledge as mapped in different classification schemes.

CO4: Express the meaning, purpose, functions, theories and canons of library classification.

CO5: Elucidate various facets of notation and call number.

CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PSO1	PSO2	PSO3
CO1	3	3	3	3	3	3	2	3	3	3
CO2	2	3	2	3	3	3	2	3	2	2
CO3	3	2	3	3	2	3	3	3	2	3
CO4	2	3	2	3	2	2	3	2	3	3
CO5	3	3	3	3	3	3	3	3	3	2

Unit 1: Universe of Knowledge

- Universe of Knowledge: Nature, Attributes.
- Modes of Subject Formation.
- Universe of Knowledge as Mapped in Different Classification Schemes (DDC, UDC,CC, LCC)

Unit 2: Library Classification

- Concept, Purpose, Functions.
- Canons and Postulates.
- Knowledge Classification and Book Classification.

Unit 3: Classification Schemes

- Dewey Decimal Classification (DDC)
- Colon Classification (CC)
- Universal Decimal Classification (UDC)
- Library of Congress Classification (LCC)

Unit 4: Notational System

- Postulation approach.
- Concept of Fundamental Categories, Facet Analysis and Facet Sequence .
- Phase- Relation .

- Isolates & auxiliaries: Common and special isolates; Standard subdivisions .
- Notation: Meaning, Need, Functions, Types, Qualities.
- Call number and its structure.

Unit 5: Recent Trends

- Classification and Information Technology: Role of Classification in Organizing and Searching the WWW.
- Trends in Classification : Simple Knowledge Organization Systems (SKOS), Taxonomies, Folksonomies
- Knowledge Organizations: ISKO, CRG and EDUG,etc.

Reading list:

1. Chan, L. M. and Salaba, Athena (2015). *Cataloguing and classification: an introduction*. 4th ed. Lanham, MD: Rowman & Littlefield Publishers
2. Dhyani, Pushpa (2000). *Theory of library classification*. Delhi: VishwaPrakashan.
3. Jennifer, E. R. (1987). *Organizing knowledge: an introduction to information retrieval*. Aldershot: Gower.
4. Joudrey, Daniel N. & Taylor, Arlene G. (2015). *Introduction to cataloguing and classification*, 11th ed. Santa Barbara: Libraries Unlimited.
5. Krishan Kumar (1993). *Theory of classification*. New Delhi: Vikas Publishing House.
6. Kumbhar, Rajendra (2011). *Library classification trends in 21st century*. Oxford: Chandos Publishing.
7. Lazarinis, Fotis (2014). *Cataloguing and classification: an introduction to AACR2, RDA, DDC, LCC, LCSH and MARC 21 standards*. Oxford: Chandos Publishing.
8. Mann, Margaret (1943). *Introduction to cataloguing and the classification of books*. 2nd ed. Chicago: American Library Association.
9. Ranganathan, S. R. (2006). *Prolegomena to library classification*. 3rd ed. New Delhi: EssEss Publications.
10. Rowley, Jennifer & Hartley, Richard (2008). *Organizing knowledge: an introduction to managing access to information*. 4th ed. London: Routledge.

Core Course – C3

Knowledge Organization - Cataloguing (Theory) TM 100(Internal Assessment 30 + Theory 70) (Credit-04)

Objectives:

To get the idea about various cataloguing schemes and to get knowledge how cataloguing scheme helps to retrieve information from the library.

Course Outcomes:

- CO1: Understand the concept of library catalogue
- CO2: Comprehend various inner and outer forms of library catalogue
- CO3: Understand the main and added entries of library catalogue
- CO4: Understand various approaches of deriving subject headings
- CO5: Explain the current trends in library cataloguing

CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PSO1	PSO2	PSO3
CO1	3	3	3	3	2	3	3	3	3	2
CO2	3	3	2	3	3	3	2	3	3	3
CO3	2	3	3	3	3	3	3	2	3	3
CO4	3	2	3	3	2	3	3	3	3	2
CO5	3	3	2	3	3	2	3	3	3	3

Unit 1: Library Catalogue:

- Library Catalogue: Concept, Objectives, Functions
- Physical Forms of Library Catalogue: Conventional and Non-conventional
- Types of Catalogue: Dictionary Catalogue, Classified Catalogue, Alphabetic-Classed Catalogue, Alphabetic-Subject Catalogue

Unit 2: Catalogue Codes and Normative Principles

- Catalogue Codes: History and Development
- Normative Principles
- Kinds of Entries.
- Fillings of Entries
- Silent Features of CCC and AACR : Comparative Analysis

Unit 3: Choice and Rendering of Headings

- Personal Names – Western and Indian
- Corporate Authors
- Pseudonyms and anonyms works
- Uniform Titles

Unit 4: Subject and Union Catalogue

- Subject Catalogue: Meaning, Purpose
- Union Catalogue: Concept, Purpose

- Tools and Techniques for Deriving Subject Headings
- Cooperative and Centralized Cataloguing

Unit 5: Current Trends in Cataloguing

- ISBD, CCF, RDA, FRBR and Bibframe.
- MARC 21, DUBLIN CORE, and Others
- Standards for Bibliographic Interchange and Communication: ISO 2709, Z39.50 and Z39.71

Reading list:

1. Bowman, J. H. (2003). *Essential cataloguing*. London: Facet Publishing.
2. Brenndorfer, Thomas (2016). *RDA Essentials*. Chicago, American Library Association.
3. Bristow, Barbara A. (2018). *Sears List of subject headings*. 22nd ed. New York: Grey House Publishing.
4. Chan, L. M., & Hodges, T. (2007). *Cataloging and classification: An introduction*. 3rd ed. Lanham, Md: Scarecrow Press.
5. Chowdhury, G. G., & Chowdhury, S. (2007). *Organizing information: From the shelf to the Web*. London: Facet Publishing.
6. Girja Kumar & Krishan Kumar (2011). *Theory of cataloguing*. 5th ed. Delhi: Vikas Publishing House.
7. Gorman, M., & Winkler, P. (2005). *Anglo-American Cataloguing Rules -2R*. Chicago: American Library Association.
8. Krishan, G. (2000). *Library online cataloguing in digital way*. Delhi: Authors press.
9. Lazarinis, Fotis (2014). *Cataloguing and classification: An introduction to AACR2, RDA, DDC, LCC, LCSH and MARC 21 Standards*. London: Chandos Publishing.
10. Mitchell, A. M., & Surratt, B. E. (2005). *Cataloging and organizing digital resources: A how to-do-it manual for librarians*. London: Facet Publication.
11. Ranganathan, S. R. (1964). *Classified catalogue code: With additional rules for dictionary catalogue*. 5th (Reprint) ed. New Delhi: EssEss Publications.
12. Taylor, A. G. & Miller, D. P (2007). *Introduction to cataloging and classification*. 10th ed. Westport, Conn: Libraries Unlimited.
13. Welsh, A., & Batley, S. (2012). *Practical cataloguing: AACR, RDA and MARC 21*. London: Facet Publishing.

Core Course – C4
Basics of Information and Communication Technology (Theory)
TM 100(Internal Assessment 30+Theory 70) (Credit-04)

Objectives :

To get the basic knowledge about the Information and Communication Technology and its implication in the Library fields.

Course Outcomes:

CO1: Understand the structure of computer and functions of its various units

CO2: Plan and implement automation in library housekeeping operations and services

CO3: Evaluate various library management software

CO4: Identify and state the features of telecommunication channels, modes, media, modulation, standards and protocols

CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PSO1	PSO2	PSO3
CO1	2	2	2	3	2	3	2	3	2	3
CO2	3	3	3	2	3	3	2	3	2	3
CO3	3	2	2	2	3	3	3	3	3	3
CO4	3	2	3	2	2	2	3	3	3	3

Unit 1: Fundamentals of Computers

- Concept, Generations, Types, Hardware
- Units of Computers: Arithmetic and Logic Unit, Control unit, Input and Output Unit, Memory Unit
- Software: System Software; Application Software
- Introduction to Character Recognition

Unit 2: Library Automation

- Definition, Purpose, Historical Development of Library automation software.
- Library Management Software: Proprietary, Free and Open Source Software (FOSS); Evaluation

Unit 3: Telecommunication Technologies

- Transmission Channels, Mode, and Media, ISDN, PSDN, Hubs, Router, Modem
- Wireless Communication: Media, Wi-fi, Li-fi, Satellite Communication, Mobile Communication

Unit 4: Computer Networks & Security

- Computer Networks: Concept, Need, Topologies, Types: LAN, MAN, WAN
- Internet: Web Browsers, WWW, E-mail; Search Engines; Web2.0, Web3.0
- Internet Protocols and standard
- Intranet and Extranet, Internet Security

Reading list:

1. Bharihoke, Deepak (2012). *Fundamentals of Information Technology*. 4th ed. New Delhi: Excel Books.
2. Borgman, Christine L. (2017). *Big data, little data, no data: Scholarship in the networked world*. Cambridge: The MIT Press.
3. Haravu, L. J. (2014). *Library automation: Design, principles and practice*. Allied Publishers, New Delhi.
4. Hennig, Nicole. (2017). *Keeping up with emerging technologies: Best practices for information professionals*. Santa Barbara: Libraries Unlimited.
5. Joiner, Ida. (2017). *Emerging library technologies: It's not just for geeks*. Oxford: Chandos Publishing.
6. Leon-Garcia, Alberto & Widjaja, Indra (2006). *Communication networks: Fundamental concepts and key architectures*. 2nd ed. New Delhi: McGraw-Hill.
7. Phadke, D. N. (2017). *Library information technology*. Pune: Universal Publications.
8. Rajaraman, V. & Adabala, Neeharika (2014). *Fundamentals of computers*. 6th ed. New Delhi: Prentice-Hall of India.
9. Tanenbaum, Andrew S. & Wetherall, David J. (2013). *Computer networks*. 5th ed. New Delhi: Prentice Hall.

Core Course – C5
Information Sources, Systems and Services
TM 100 (Internal Assessment 30 + Theory 70) (Credit-04)

Objectives :

To acquire the concepts of information, its sources , Systems and Services.

Course Outcomes:

- CO1: Understand, identify and explore the different types of information sources.
 CO2: Evaluate various types of information sources.
 CO3: Explore, collate and facilitate access to the electronic resources, such as e-journals, e-books, databases and institutional repositories.
 CO4: Provide library services using sources such as blogs, portals, wikies, subject gateways, digital libraries.
 CO5: Understand the concept of library resource sharing and consortia.

CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PSO1	PSO2	PSO3
CO1	3	2	2	3	3	3	3	3	2	3
CO2	2	3	3	3	3	2	2	3	3	3
CO3	3	3	3	2	3	3	3	3	2	2
CO4	3	2	3	3	3	3	3	2	3	3
CO5	3	3	3	2	2	3	2	3	2	3

Unit 1: Information Sources

- Nature, Characteristics, Types .
- Documentary and Non-Documentary Sources
- Primary, Secondary and Tertiary Sources of Information

Unit 2: Reference Sources and Electronic Information Sources

- Reference Sources: Characteristics, Types, Usefulness.
- Subject Gateways, Web Portals, Library Portals, Bulletin Boards, Discussion Group/Forum, Multimedia Resources, Databases, Institutional repositories.
- Evaluation of Reference Sources and Electronic Information Sources.

Unit 3: Reference and Information Services

- Reference Service: Concept, Purpose, Types, Theories.
- Documentation Services: Current Awareness Service (CAS), Selective Dissemination of Information (SDI), Translation Services, Indexing and Abstracting Services, Bibliographical Services.
- Document Delivery Services, Inter Library Loan (ILL) Service

Unit 4: Information Systems and Networks

- National Information Systems and Networks: NISCAIR, NASSDOC, DESIDOC, SENDOC, ENVIS, NICNET, ERNET; National Knowledge Network (NKN)
- Global Information Systems and Network: MEDLARS, AGRIS, INIS, INSPEC, BIOSIS, ERIC, Patent Information System (PIS).
- Library resources sharing and Consortia.

Unit 5: Information Sources & Services on Web

- Web Resources: Concept and Use & types.
- E-resources in Science and Technology, Social Science and Humanities.
- Role of Reference Librarian and Information Officer in Electronic Environment.

Reading list:

1. Bopp, R. E. & Smith, L. C. (Eds.). (2011). *Reference and information services: An introduction*. Santa Barbara: ABC-CLIO Publishing.
2. Cassell, K. A. & Hiremath, U. (2013). *Reference and information services: An introduction*. Chicago: American Library Association.
3. Chowdhury, G. & Chowdhury, S. (2001). *Information sources and searching on the World Wide Web*. London: Facet Publishing.
4. Cheney, F N. & Williams, W. J. (2000). *Fundamentals of reference sources*. Chicago: American Library Association.
5. Grogan, Dennis (1982). *Science and technology: An introduction to literature*. London: Clive Bingley.
6. Guha, B. (1999). *Documentation and Information Services (2nd Ed.)*. Kolkata: World Press.
7. Higgins, C. (Ed.). (1980). *Printed reference materials*. London: Library Association.
8. Katz, W. A. (2000). *Introduction to Reference work*. London, Butterworths.
9. Krishan Kumar (1984). *Reference Service*. New Delhi, Vikas Publishing House.
10. Ranganathan, S. R. (1991). *Reference Service*. Bangalore: Sarada Ranganathan Endowment for Library Science.
11. Rowley, J. E. (1996). *The basics of information systems*. London: Facet Publishing.
12. Shuman, Bruce A. (2004). *Issues for libraries and information science in the internet age*. London: Libraries Unlimited Inc.

Generic Elective - GE1
Statistics for Librarianship

TM 100 (Internal Assessment 30 + Theory 70) (Credit 4)

Objectives :

To know the Implication of statistical techniques and methods for the research purpose in Library science discipline.

Course Outcomes:

CO1: Know the use of statistical tools and techniques for data analysis and interpretation of research findings

CO2: Aware the methods of presenting and reporting research findings

CO3 : Aware the research and their fields.

CO4 : Understand the how to use research techniques in the library fields

CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PSO1	PSO2	PSO3
CO1	3	3	3	3	2	2	3	3	3	3
CO2	2	3	3	2	3	3	2	3	2	3
CO3	3	3	3	3	3	2	3	2	2	3
CO4	2	3	3	3	3	3	2	3	3	2

Unit 1: Methods of Data Collection

- Data Collection Techniques: Primary and Secondary Data
- DataCollectionTools:Questionnaires,Schedule,Interview,ObservationScales And Check Lists, Library Records and Reports
- Sampling Techniques

Unit 2: Data Analysis and Interpretation

- Descriptive Statistics: Measures of Control Tendency; Mean ,Median and Mode
- Tabulation and Generalization
- Measures of dispersion
- Graphical Presentation of Data-Bar, Pie, Line Graphs, Histograms

Unit 3: Report Preparation

- Research Reporting: Structure, Style, Contents; Style Manuals-Chicago, MLA, APA etc.
- Current Trends in LIS Research
- Codes and Standards
- Selective and Simplified Cataloguing

Unit 4: Measuring Techniques for Library Data

- Statistical Librarianship Librametrics, Bibliometrics, Scietometrics , Informetrics.

- Bibliometrics Analysis, and Laws of Bibliometrics
- Webometrics : Definition and Use

Reading List :

1. Busha, CH & Harter, SP: Research Methods in Librarianship: Techniques and Interpretation, New York Academic 1980.
2. Mohsin , SM: Research Methods in behavioural Sciences ,Kolkatta Orient Longman, 1984.
3. Sharma , RN & Sharma, RK: Research methods in Social Sciences, Bombay, Media Promoters & Publishers Pvt. Ltd., 1987.
4. Sing, Sadhu: Research Methodology in Social Sciences, Bombay, Himalaya Publishing House, 1980.
5. Stevens , RE . Ed: Research Methods in Librarianship, London, Bingley 1971.
6. Wilson , EB: Introduction to scientific Research , New Delhi, Mc- Graw Hill, 1952.
7. Young, PV: Scientific Social Surveys and research, Ed 4, New Delhi, Prentice Hall, 1982.
8. Charles, H. et.al.: Research methods in librarianship: Techniques and interpretations, New Delhi: Sage, 1993.
9. Fowler, F.J.: Survey research methods. New Delhi: Sage, 1993. 10. Goode, W.J. and Hatt, P.K.: Methods in social Science research. New Delhi: McGraw Hill, 1986.

Generic Elective – GE2
Digital Library: Fundamentals
TM 100 (Internal Assessment 30 + Theory 70) (Credit 4)

Objectives :

- To develop skills for handling information sources.
- To provide practical exposure to different information sources.

Course Outcomes:

- CO 1: Understand and work on experience with IT products and services.
- CO2: Get knowledge to work with digital library software and management tool Dspace etc.
- CO3: Gain Overall knowledge of Digital Library and the parts of its operations using different types of software
- CO4: Gain knowledge of both system software and application software related to Digital Library and management.

CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PSO1	PSO2	PSO3
CO1	2	2	3	2	3	2	3	2	3	3
CO2	2	3	2	3	3	3	2	3	3	2
CO3	3	2	3	3	3	2	3	2	3	3
CO4	3	3	2	3	2	3	3	3	2	3

Unit 1 : Digital Libraries

- Digital Libraries : Concept and definition
- Historical development of Digital Libraries
- Copyright and license issues.

Unit 2: Digitization Process

- Software, hardware and best practices
- Scanners and scanner types
- OCR and OCR software.

Unit 3: ICT Application for DLs

- Open source software
- DSpace, GSDL : Features and comparative study of Dspace, Eprints and Fedora
- Open Standards and File formats, harvesting metadata.

Unit 4: Digital Library Architecture

- Grid architecture. Open URL integration.
- Digital Preservation : Persistent identifiers : DOI and CNRI Handles
- Multilingual digital repositories and Cross-language information retrieval

Readings list:

1. Arms, W. Y. (2005). Digital libraries. New Delhi: Ane Books.
2. Bose, Kausik. (1994). Information Networks in India: Problems and Prospects. New Delhi: Ess Ess,
3. Chowdury, G.G. (2003). Introduction to Digital Libraries. London: Facet Publishing,
4. Cohn, John M., Kelsey, Ann L., and Fiels, Ketih Micheal. (1998). Planning for Library Automation: A Practical Handbook. London: Library Association.
5. Papy, F. (2013). Digital Libraries. Somerset: Wiley.
6. Pedley, Paul. (2001). The invisible Web: Searching the hidden parts of the Internet. London: Aslib.
7. Xavier, C. (2000). World Wide Web Design with HTML, New Delhi: TMH.

Generic Elective – GE3

Collection Development

TM 100(Internal Assessment 30+ Theory 70) (Credit 4)

Objectives : To know the importance and policies of collection development in library .

Course Outcomes:

CO1: Understand the various types of collection in library.

CO2: Gain knowledge about different selection procedure, evaluation techniques, preservation processes and policies related to collection development.

CO3 : Understand the how to preserve library materials in the library.

CO4 : Aware the how to use IT of collection development in the library.

CO5 : Understand the various types of collection development policy.

CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PSO1	PSO2	PSO3
CO1	3	3	3	2	3	3	2	3	3	3
CO2	3	2	3	3	2	3	3	3	3	3
CO3	3	3	3	3	3	3	3	2	3	2
CO4	2	3	3	3	3	3	3	3	2	3
CO5	3	3	3	3	3	3	3	2	3	3

Unit 1: Basics of Collection Development

- Definition, Need and Function
- Collection Development Policy
- Collection Development Vs Collection Management

Unit 2: Types of Collection

- Collection: Importance of collection in library
- Conventional Documents
- Audio-visual Materials
- Electronic Materials

Unit 3: Document Selections and Acquisition Procedure

- Acquisition Programme: Objectives and Functions
- Material selection: Principles and Selection Aids
- Allocation of Library Funds: Norms and Standards
- Problems in Acquisition of reading Materials
- Good Office Committee

Unit 4: Collection Evaluations and Weeding

- Collection Evaluation: Definition, Need, and Utility
- Techniques/Methods of collection evaluation
- Weeding: Need and Safeguards

- Electronic Publication and its collection
- Role of document backup Services in Collection Development

Unit 5: Preservation, Its Impact on Collection Development

- Preservation: Need, Areas, Limitations and Safeguards
- Preservations: Methods and Remedies
- Impact of IT on Collection Development

Reading List :

1. Academic Libraries: Role in the National Development, by Dorothy Issac, A.A.N. Raju and L.S. Ramaiah (Ed) (1993). Madras: T.R. Publications. (Section 2 : Collection Development).
2. Advisory Committee for Libraries. (Chairman : K.P. Sinha) (1960). Report. Rev. ed. Manager of Publications p. 63 (Govt. of India); 1961, Delhi, India.
3. American Library Association (1956). Public Library Service: A Guide to Evaluation with Minimum Standard. Chicago, ALA. American Library Association. (1977). Resources and Technical Services Division. Guidelines for the Formulation of Collection Development Policies. In Library Resources & Technical Services, Volume 21. pp. 40-47.
4. Gelfand, M.A. (1974). University Libraries for Developing Countries. Delhi: The University Book.
5. Hingwe, K.S. (1982). Management of University Libraries in India: Principles and Practices. Calcutta: The World Press.
6. India. University Grants Commission (1965). Library Committee (Chairman: S.R. Ranganathan) University and College Libraries: Report. New Delhi: UGC.
7. Indian Library Association. 13th All India Library Conference, Jaipur, January 28- 31, 1985. Building Library Collections and National Policy for Library and Information Services. Seminar Papers. Ed. by P.B. Mangla, Delhi: Indian Library Association.
8. Krishan Kumar (1985). Library Manual, New Delhi: Vikas Publishing House.
9. Mittal, R.L. (1993). Library Administration: Theory and Practice. Ed.5. New Delhi: Metropolitan Book.
10. Ranganathan, S.R. (1989). Library Book Selection. Ed.2. Bangalore: Sarada Ranganathan Endowment for Library Science.

Second Semester

Core Course – C6

Library Management

TM100 (Internal Assessment 30 + Theory 70) (Credit-04)

Objectives :

To know the importance and role of “management” to perform the Library Services and activities.

Course Outcomes:

After studying this paper, students shall be able to:

CO1 :Understand the concept and history of management

CO2 :Elaborate principles and functions of management

CO3: Carry out various operations of Library and Information Centres

CO4 :Manage, preserve and provide access to various print and non-print informationsources.

CO5 :Comprehend the concept of financial management and human resource management

CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PSO1	PSO2	PSO3
CO1	3	3	3	3	3	3	2	2	3	3
CO2	3	2	3	3	2	3	3	3	3	2
CO3	3	3	3	3	3	3	3	2	3	3
CO4	2	3	2	3	3	3	3	3	2	3
CO5	3	3	3	3	3	2	3	3	3	3

Unit 1: Principles and Functions of Management

- Management: Concept, Scope
- Schools of Management Thoughts
- Principles and Elements of Management
- Functions of Management
- TQM (Total Quality Management)

Unit2: Resource Development

- Types of Information Resources, Selection Principles Including Communication Media
- Different Types of Selection Tools and Their Importance
- Human Resource Development : Concept and Contours
- Personnel Planning

Unit 3: Maintenance of Library

- Acquisition of Books and Subscription of Periodicals

- Technical Processing
- Circulation Methods and Processes
- Maintenance: Stock Verification, Shelf-rectification, Binding, Preservation

Unit 4: Financial and Human Resource Management

- Sources of Library Finance, Estimation of Library's Financial Requirements
- Budgeting, Accounting, Auditing and Annual Report.
- Cost Effectiveness Analysis and Cost Benefit Analysis
- Human Resource Management: Introduction

Unit 5: Library Committee, Rules, and Reports

- Library Committee
- Library Statistics; Annual Report
- Library Rules and Regulations
- Library Building and Space Management

Reading list:

1. Beard W. Ian & Holden, Len. (1996). *Human Resource Management: A contemporary perspectives*. London: Longman.
2. Bryson, Jo. (1996). *Effective library and information management*. New Delhi: Jaico Publishing House.
3. Evans, G. Edward & Layzell, Patricia. (2007). *Management basics for information professionals*. 2nd ed. London : Libraries Unlimited.
4. Harvey, Poss. (1993). *Preservation in libraries: a reader*. London: R.R. Bowker.
5. Johnson, P. (2014). *Fundamentals of collection development and management*. 3rd ed. Chicago : American Library Association.
6. Koontz, H. & Weihrich, H. (2015). *Essentials of management*. 10th ed. Chennai, McGraw Hill Inc.
7. Krishan Kumar, (2007). *Library management in electronics environment*. New Delhi: Har -Anand Publications.
8. Mittal, R. (2007). *Library administration: Theory and practice*. New Delhi: EssEss Publications.
9. Narayana, G J. (1991). *Library and information management*. New Delhi: Prentice Hall of India.
10. Stoner, James A.F. et al. (1996). *Management: Global perspectives*. 10th ed. New Delhi: McGraw Hill Inc.
11. Stueart, Robert D. & Moran, B. (2007). *Library and information centre*

management, 7th ed. London: Libraries Unlimited.

Core Course – C7
Knowledge Organization - Classification (Practice)*

TM 100(Internal Assessment 30 + Practice 70) Credit-04)

Objectives :

To get the practical knowledge about various Classification schemes and to get knowledge how to use of classification scheme in the Libraries.

Course Outcomes:

After studying this paper, students shall be able to:

CO1: Construct class numbers for documents with simple, compound and complex subjects.

CO2 : Synthesize class numbers by using the standard subdivisions/common isolates/auxiliary tables

CO3: Compile book numbers and be able to use index of the classification scheme.

CO4: To get knowledge about the how to assign book numbers.

CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PSO1	PSO2	PSO3
CO1	3	2	3	3	3	3	3	2	3	3
CO2	3	2	3	3	3	3	2	3	3	3
CO3	3	3	3	3	2	3	3	3	3	3
CO4	3	2	3	3	3	3	3	3	2	2

Unit 1: Classification of documents with simple subjects

Unit 2: Classification of documents with compound subjects

Unit 3: Classification of documents with complex subjects using standard subdivisions/common isolates/special isolates/auxiliary tables/add notes from schedules

Unit 4: Assigning Book Numbers

**Note: Departments may impart practical training in any two classification schemes.*

Reading list:

1. British Standards Institute (2006). *Universal Decimal Classification*. 2 vols. Standard ed. London: BSI.
2. Dewey, Melvil and Mitchell, Joan S. (2011). *Dewey Decimal Classification and Relative Index*. 23rd ed. Dublin: OCLC
3. Ranganathan, S. R. (2008). *Colon classification*. 6th rev. ed. New Delhi: EssEss Publications.
4. Ranganathan, S. R. & Gopinath, M. A. (1989). *Colon classification*. 7th ed. Vol. 1, schedules for classification. Bangalore, Sarada Ranganathan Endowment for Library Science.
5. Schedules of Library of Congress Classification Schemes

Core Course – C8
Knowledge Organization - Cataloguing (Practice)*

TM 100(Internal Assessment 30 + Practice 70) (Credit-04)

Objectives :

To get the Practical knowledge about various Cataloguing schemes and to get knowledge how to use cataloguing Scheme in the libraries to help to retrieve information from the library.

Course Outcomes:

After studying this paper, students shall be able to:

CO1: Use the catalogue codes and standards

CO2: Prepare catalogue entries for various types of information sources.

CO3: Derive subject headings using various methods and tools.

CO4 : To get knowledge about the preparation of catalogue card of the documents.

CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PSO1	PSO2	PSO3
CO1	2	3	3	3	3	3	3	3	3	2
CO2	3	2	3	3	3	3	2	3	2	3
CO3	3	2	3	3	2	3	3	3	3	3
CO4	2	3	3	3	3	2	3	3	3	3

Unit 1: Cataloguing of Works of Single Authorship, Shared Authorship, Pseudonyms,

Mixed Responsibilities

Unit 2: Cataloguing of Editorial Works, Composite Works, Multi-volume Works

Unit 3: Cataloguing of Serial Publications, Uniform Titles

Unit 4: Cataloguing of Works of Corporate Authorship

**Note: Departments may impart practical training in library cataloguing using one or more Catalogue Codes and Standards*

Reading list:

1. Bristow, Barbara A. (2018). *Sear's list of subject headings*. 22nd ed. New York: Grey House Publishing.
2. Gorman, M., & Winkler, P. (2005). *Anglo-American Cataloguing Rules -2R*. Chicago: American Library Association.
3. Ranganathan, S. R. (1964). *Classified catalogue code: with additional rules for dictionary catalogue*. 5th (Reprint) ed. New Delhi: EssEss Publications.

Core Course – C9
Basics of Information and Communication Technology (Practice)

TM 100(Internal Assessment 30+ Theory 70) (Credit-04)

Objectives :

To get the basic practical knowledge about the Information and Communication Technology and its implication in the Library fields.

Course Outcomes:

After studying this paper, students shall be able to:

CO1: Create, edit and manage files using Word Processing, Spread Sheet and PowerPoint

Presentation software

CO2: Carry out library housekeeping operations using library management software

CO3: Generate different types of report using library management software

CO4: Search information from internet and databases adopting suitable search strategies

CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PSO1	PSO2	PSO3
CO1	2	3	3	2	3	2	2	3	3	3
CO2	2	3	3	3	2	3	3	3	3	3
CO3	3	3	3	3	3	2	3	3	3	3
CO4	3	3	2	3	3	2	3	2	3	3

Unit 1: Setting of Desktop; Use of Operating System; Use of Word Processing Software, Spread Sheet Management Software and Power Point Presentation Software, Ms-Dos & Linux Commands

Unit 2: Use of Library Management Software (all modules); Database management software (MS Access)

Unit 3: Searching Information from Internet using Different Search Engines; Searching WebOPAC, WorldCat, IndCat

Unit 4: Searching Databases by adopting various search strategies and filters.

Reading list:

1. Brown, Christopher & Bell, Suzanne (2018). *Librarian's guide to online searching: cultivating database skills for research and instruction*. 5th ed. London: Libraries Unlimited
2. Clayton, Marlene (2018). *Managing library automation*. 2nd ed. London: Routledge.
3. Markey, Karen (2019). *Online searching: A guide to finding quality information efficiently and effectively*. 2nd ed. Lanham, Maryland: Rowman & Littlefield Publishers.

4. Marmel, Elaine (2015). *Office 2016 Simplified*. Hoboken. New Jersey: John Wiley & Sons.
5. Mishra, Vinod Kumar (2016). *Basics of library automation, Koha library management software and data migration: Challenges with case studies*. New Delhi: EssEss Publications.

Ability Enhancement Compulsory Course - AECC1
Communication Skill
TM 100(Internal Assessment 30 + Project 70) (Credit 2)

Objectives:

To increase the communication ability and to improve the skills to become more effective library professionals.

Course Outcomes:

CO1: Get knowledge about the fundamental of communications.

CO2: Get to know about the work place skills and overall communications skills.

CO3: To get knowledge of how to communicate with others.

CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PSO1	PSO2	PSO3
CO1	3	2	3	3	2	2	2	3	3	2
CO2	3	3	3	2	3	3	3	2	2	3
CO3	2	3	3	3	2	3	3	2	3	3

Unit 1 : Communication Fundamentals

- Your Profile
- Introducing the Institution
- The Basics
- Social Skills

Unit 2: Preparing for Job Interview

- The Job Interview
- preparing your resume / Curriculum vitae
- Preparing Your Portfolio
- Your Profile

Unit 3: Workplace Skill

- Body Language
- Group Discussions
- Telephone Skills
- Presentation Skills

Reading List :

- 1.Gladis, S. D. (1993). Write type, personality types and writing styles. Amherst, Mass.: Human Resource Development Press.
- 2.Gupta, S. (2009). Personality development and communication skills. Jaipur, India: Book Enclave.
3. Karten, N. (2010). Presentation skills for technical professionals achieving excellence.. Ely: IT Governance Publications.
- 4.Masters, L. A., Wallace, H. R., & Harwood, L. (2011). Personal development for life and work (10th ed.). Australia: South-Western Carnage Learning.
- 5.McMurry, J. H. (2002). The etiquette advantage: personal skills for social success. Wilmington, NC: Stellar Publications.

Skill Enhancement Course – SEC1
Information Sources and Services (Practice)
TM 100(Internal Assessment 30 + Practical 70) (Credit-02)

Objectives:

- To understand the practical knowledge of information sources.
- To study documentary and non-documentary sources of information.
- To familiarize students with Print and Electronic versions of information sources
- To understand the Primary, secondary and tertiary information sources

Course Outcomes:

After studying this paper, students shall be able to:

- CO1: Understand the basic concept, importance, characteristics, functions, and evolutions of both print and non- print sources of information.
- CO2: Gain the knowledge of primary, secondary and tertiary sources of information
- CO3: Know the categories of information like documentary and non – documentary sources as well as the human and institutional sources of both print sources and e-resources.
- CO4: Clearly understand the major print and electronic resources related to primary sources of Information.
- CO5: Understand the important secondary sources of both print & electronic versions information Sources.

CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PSO1	PSO2	PSO3
CO1	3	3	3	2	3	3	2	3	3	3
CO2	3	2	3	3	2	3	3	3	3	3
CO3	2	3	2	3	3	2	3	3	3	3
CO4	2	3	2	3	3	2	3	2	3	3
CO5	3	3	3	3	2	2	2	3	2	3

- A. Evaluation of Various Reference Sources
- B. Visit to various Library & Information Centers and Evaluate Library Services at College, University, and Special Library Level.
- c. Preparation of Current Awareness List, Press Clippings: Local, National and International Newspapers and Content List

Annexure – I

**Suggested List of Reference/Information sources for Evaluation and
Information Queries**

(A) Encyclopedias

1. New Encyclopaedia Britannica
2. Encyclopaedia Americana
3. International Encyclopaedia of Social Sciences
4. McGraw Hill Encyclopaedia of Science and Technology
5. Encyclopaedia of Library and Information Science

(B) Dictionaries

1. Webster's Third New International Dictionary of English Language
2. The Oxford English Dictionary
3. Funk and Wagnall Dictionary

(C) Year Books and Almanacs

1. Statement's Year Book
2. Europe Year Book
3. India: A Reference Annual
4. Manorma Year Book
5. World Almanac and Book of Facts

(D) Directories

1. World of Learning
2. University Handbook
3. Directory of Scientific Research Institutions in India

(E) Biographical Sources

1. International Who's who
2. India's who's who
3. Directory of National Biography

(F) Geographical Sources

1. Chamber's World Gazetteers and Geographical Dictionary
2. Webster's Geographical Dictionary
3. Gazetteer of India: India Union
4. Fodor's India/India Handbook
5. Britannica Atlas

(G) Serial Reference Sources

1. Ulrich's International periodical Directory
2. Keeping's Record of World Events
3. Asian news digest
4. Index India
5. Guide to Indian Periodical Literature

(H) Bibliographies

1. Indian National Bibliography
2. British National Bibliography
3. National Bibliography of Indian Literature
4. Cumulative Book Index S. Books in Print
6. Indian. Books in Print

(I) Hindi Sources

1. Hindi Vishwakosh
2. Bhartiya Kahavat Sangrah

Reading list :

- 1 Dhiman A.K. & Rani Y. (2005). Reference Sources and Services. New Delhi: Ess Ess Publications.
- 2 Guha, B. (1983). Documentation and information: Services, techniques and systems. Calcutta: World Press.
- 3 Gupta, B. M. et al. (1991). Handbook of libraries, archives, information centres in India. New Delhi: Aditya Prakshan.
- 4 Katz, W A (1992). Introduction to Reference Work. New York: McGraw- Hill.
- 5 Krishan Kumar. (1990). Reference service. New Delhi: Vikas.
- 6 Neelameghan, A. & Prasad, K. N. (Eds.). (2005). Information systems and services in India. Bangalore: SRELS.
- 7 Ranganathan, S.R. (1992). Reference Service. Bangalore: SRELS.
- 8 Rowlay, J E & Turner. (1987). Reference Service and sources of Information. New Delhi: EssEss.
- 9 Sharma, J S. & Grover, D. R. (1992). Reference Service and Sources of Information. New Delhi: EssEss publications.
- 10 Singh G (2013). Information Sources, Services and Systems. Delhi: PHI learning Pvt.ltd.
- 11 Singh, S. (1997). International Manual of Reference and Information Services. Delhi: Beacon.
- 12 Subramanayam, K/ (2001). Scientific and Technical Information Resources, New Delhi: Anmol.
- 13 Sunitha, A. (1998). Documentation services in India: A review of some selected documentation centres. New Delhi: Academic Publications.
- 14 Vickery, B. C. (1987). Information systems. London: Butterworths.
- 15 Walford, A.J. (1990). Guide to Reference Materials, London: Library Association

Discipline Specific Elective – DSE1

School Library and Media Centre

TM 100 (Internal Assessment 30+ Theory 70) (Credit 04)

Objectives :

To know how the Library services run in the school structure along with the importance and implication of Media Centers .

Course Outcomes:

After studying this paper, the students shall be able to:

CO1: Understand the nature and functions of School Library and Media Centre.

CO2: Highlight the role of School Library and Media Centre in inculcating reading habit among school students.

CO3: Select, acquire organize and manage collection of School Library and Media Centre.

CO : Promote reading among children and young adults through the use of quality literature that reflect and fulfils diverse developmental, cultural, social and linguistic needs of school students.

CO5: Provide various types of library services to school students.

CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PSO1	PSO2	PSO3
CO1	3	3	2	3	3	3	3	3	2	3
CO2	2	3	3	2	3	3	3	3	3	3
CO3	3	2	3	3	3	2	2	3	3	2
CO4	3	3	2	3	3	2	3	2	3	3
CO5	2	3	3	3	2	3	2	3	2	3

Unit 1: Basics of School Library and Media Centre

- School Library: Definition, Objectives, Functions.
- Development of School Libraries in India.
- Types of School Library Users: Their Reading Habits and Information Needs.
- Role of School Library and Media Centre in Inculcating Reading Habits.

Unit 2: Collection Development and Management

- Print Information Sources: Selection, Acquisition, Evaluation.
- Electronic Information Sources: Selection Acquisition, Evaluation.
- Information Sources for Children: Illustrated Books, Literary Genre, Reference Books, Magazines, Comics, Audio-Video Collection, Internet Resources, Websites, Subject Portals, Digital Library Resources.
- Organization and Management of Library Collection.

Unit 3: Management of School Library and Media Centre

- Financial Management.
- Skills and Competencies for School Library and Media Centre staff.
- Library Automation.
- Resource Sharing and Library Networking.

Unit 4 : Services of School Library and Media Centre

- Circulation Service
- Reference Service
- Storytelling, Read Aloud, Summer Reading Programmes
- User Orientation

Unit 5 Library Management

- Library Classification and Cataloging
- Financial Management of School Libraries
- File and Registered Management in School Library
- Library Orientation

Reading list:

1. Barr, Catherine & Gillespie, John T. (2009). *Best books for high school readers: Grades 9–12*. 2nd ed. Westport: Libraries Unlimited.
2. Craver, Kathleen W. (2002). *Creating cyber libraries: An instructional guide for school library media specialists*. Santa Barbara: Libraries Unlimited.
3. Dickinson, Gail K. & Repman, Judi (2015). *School library management*, 7th ed. Columbus: Linworth Publishing.
4. Harper, Meghan (2018). *Reference sources and services for youth*. Chicago: American Library Association.
5. Martin, Barbara Stein & Zannier Marco (2009). *Fundamentals of school library media management: A how-to-do-it manual*. New York: Neal-Schuman Publishers, Inc.
6. Messner, Patricia A. & Brenda S. Copeland (2011). *School library management: Just the basics*. Westport: Libraries Unlimited.
7. Mohanraj, V. M. (2011). *School library: An educational tool*. New Delhi: EssEssPublications.
8. Preddy, Leslie B. (2007). *SSR with intervention: A school library action research project*. Santa Barbara: Libraries Unlimited.
9. Ranganathan, S R., (2006). *New education and school library*, New Delhi: EssEssPublications.

10. Repman, Judi & Dickinson, Gail K. (2007). *School library management*, 6th ed. Columbus: Linworth Publishing.
11. United States Office of Education (2018). *Public, society, and school libraries* (Classic Reprint). London: Forgotten Books.
12. Vardell Sylvia M. (2014). *Children's literature in action: A librarian's guide*, 2nd ed. Santa Barbara: Libraries Unlimited
13. Wilson, Martha (2013). *School library management*. Charleston: Nabu Press.

Discipline Specific Elective – DSE2
Public Library and Information System
TM 100(Internal Assessment 30* + Theory 70) (Credit 04)

Objectives :

To know the impact of Public Library and information system toward the society.

Course Outcomes:

After studying this paper, the students shall be able to:

CO1: Understand the nature and role of Public Libraries and Information Systems

CO2: Explain the role of government and other agencies in the development of libraries

CO3: Perceive the role of public library in the promotion of formal and informal education

CO4: Select, acquire, organize and manage public library collection

CO5: Provide various types of library and information services

CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PSO1	PSO2	PSO3
CO1	2	3	3	3	3	3	2	3	3	2
CO2	3	3	3	3	3	3	3	3	3	3
CO3	3	2	3	2	3	2	2	3	2	3
CO4	2	3	2	3	3	2	3	2	3	3
CO5	3	3	3	3	3	2	2	3	3	2

Unit 1: Role of Public Library and Information System

- Public Library: Definition, Purpose & Organizational Structure
- Development of Public Library System with special reference to India
- Public Library manifesto of IFLA & UNESCO.
- National Library Policy & Library Legislation in India

Unit 2: Collection Development and Management

- Printed & Electronic Information Sources: Selection, Acquisition, Evaluation

- Information Sources for Special Categories of Users: Children, Young Adults, Senior Citizens, Differently Abled People
- Organization and Management of Library Collection.

Unit 3: Management of Public Library and Information System

- Library Governance: compositions & functions of Library Authority/Committee.
- Financial Management: Sources of Finance ; Budgeting Methods
- Human Resource Management
- Resource Sharing and Library Networking
- Public Library Norms, Standards and Guidelines

Unit 4: Services of Public Library and Information Systems

- Circulation Service, Reference service, Readers' Advisory Service
- Information literacy
- Extension Services: Author Talk, Book Clubs, Exhibition, Lectures
- Outreach Activities: Mobile Library Services, Online Services
- Extension and Public Activities of Public Library;

Reading list:

1. Baker, Sharon L. & Wallace, Karen L. (2002). *The Responsive public library*. 2nd ed. Englewood Colo: Libraries Unlimited.
2. Goulding, Anne (2017). *Public libraries in the 21st century: Defining Services and debating the Future*. London: Routledge.
3. Koontz, Christie & Gubbin, Barbara. (2010). *IFLA public library service guidelines*. 2nd Rev ed. Berlin: Walter de Gruyter & Co.
4. Matthews, Joseph R. (2005). *Measuring for results: The dimension of public library effectiveness*. London: Libraries Unlimited.
5. Matthews, Joseph R. & Herson, Peter (2013). *Reflecting on the future of academic and public libraries*. London: Facet Publishing.
6. McMenemy, David (2009). *Public library*. London: Facet publishing.
7. Nicholson, Kirstie (2017). *Innovation in public libraries: Learning from international library practice*. London: Chandos Publishing.
8. McCook, Kathleen de la Pena (2011). *Introduction to public librarianship*. New York: Neal Schuman Publication.
9. Pateman, John & Willimen, Ken (2017). *Developing community-led public libraries: Evidence from the UK and Canada*. London: Routledge.
10. Ranganathan, S. R, and Neelameghan, A. (1972). *Public library*

- system*. Bangalore: SaradaRanganathan Endowment for Library Science.
11. Shaffer, Gary L. (2018). *Creating the sustainable public library: The triple bottom line approach*. London: Libraries Unlimited.
 12. Sharma, P. (1985). *Public libraries in India*. New Delhi: EssEss Publications.
 13. Venkatappaiah, Velega. (2007). *Public library legislation in the new millennium*. New Delhi: Bookwell Publications.
 14. Venkatappaiah, Velaga(1994). *Model library legislation*. New Delhi: ConceptPublishing Company.
 15. Wallace, Karen L. (2002). *Responsive public library: How to develop and market a winning publication, distribution, etc*. Englewood: Libraries Unlimited.

Discipline Specific Elective – DSE3
Special Library and Information System
TM 100(Internal Assessment 30* + Theory 70) (Credit 04)

Objectives :

To get the Information about what makes a Library special and what types of collection is acquired and Services is being provided.

Course Outcomes :

After studying this paper, the students shall be able to:

CO1 : Understand the nature and role of Special Libraries and Information Systems

CO2: Explain the role of parent body in the development of Special libraries

CO3: Perceive the role of Special library in the promotion of formal education.

CO4: Select, acquire, organize and manage Special library collection

CO5: Provide various types of library and information services.

CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PSO1	PSO2	PSO3
CO1	3	2	3	2	3	3	3	2	3	2
CO2	3	3	3	3	3	3	3	3	3	3
CO3	2	3	3	2	3	2	2	2	2	3
CO4	2	3	2	3	3	2	3	2	3	2
CO5	3	3	3	3	2	3	2	3	3	3

Unit 1: Special Library

- Special Library : Characteristics and Functions;
- History and Development of Special Library;
- Role of Special Libraries in transformation of parent organization into learning organizations
- The emergence of Hybrid Special Library

Unit 2: Resource Development

- Library Authority, Leadership and Decision Making Mechanisms;
- Collection Development Policies
- Preservation management and weeding out collections.
- Circulation Management and Control.

Unit 3 : Management and Organization

- Planning and acquisition of equipment ;
- Management of Technical Services.
- Sources of finance & budgeting techniques

- Special Library Marketing

Unit 4: Special Library Services

- Types of Special Library Services;
- Extension and Special Activities of Special Library;
- Automation of special library operations and services.
- CAS & SDI

Reading List:

1. Ashworth, W. (1985). Special librarianship. London: Clive- Bingley. Ashworth, W (1982).
2. Handbook of special librarianship and information work. London: Aslib. Auger, C. P. (1998). Information sources in grey literature. 4th ed. London: Bowker. Buckett, J., & Morgan, T.S. (1963).
3. Special materials in the libraries. London: Aslib. Chapman, L. (2001).
4. Managing acquisitions in library and information services. London: Library Association. Clapp, V. W. (2010). Features of the research library. Urbana: University of Illinois. Griffith, J. M., & King, D. W. (1993).
5. Special libraries: Increasing the information edge. Washington D C: SLA. Grogan, D. (1982).
6. Science and technology: An introduction to the literature. London: CliveBingley. Herson, P., & Whitman, J. R. (2001).
7. Delivering satisfaction and service quality: A customerbased approach for libraries. Chicago: American Library Association. Houghton, B. (1985).
8. Technical information sources. London, N Y: Scarecrow. Jackson, F. B. (1985).
9. Special librarianship: A new reader. New York: Scarecrow. Jones, N., & Jordon, P. (1982).