GURU GHASIDAS VISHWAVIDYALAYA, BILASPUR (C.G.)
(A Central University)
BACHELOR OF LIBRARY AND INFORMATION SCIENCES
ONE YEAR (TWO SEMESTERS) GRADUATE DEGREE PROGRAM
CBCS BASED PROGRAMME
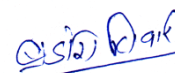<u>**Scheme of Examination w.e.f. Session: 2022-2023 Onwards**</u>

<u>PROGRAM OUTCOMES</u>

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.

<u>PROGRAM SPECIFIC OUTCOMES</u>

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

Courses Code	Title	Credits (L:T:P)	MARKS DISTRIBUTION		
	First Semester				
			Continuous Evaluation	Semester End Examination	Total Marks
	Core Courses (CC)				
LIUATT1	Foundation of Library and Information science	3:1:0	30	70	100
LIUATT2	Knowledge Organization - Classification (Theory)	3:1:0	30	70	100
LIUATT3	Knowledge Organization – Cataloguing (Theory)	3:1:0	30	70	100
LIUATT4	Basics of Information and Communication Technology(Theory)	3:1:0	30	70	100
LIUATT5	Information Sources, Systems and Services(Theory)	3:1:0	30	70	100
LIUATG1 LIUATG2 LIUATG3	**Generic Elective (GE)*/**** Statistics for Librarianship Digital Library: Fundamentals Collection Development	3:1:0	30	70	100
	TOTAL	**24**	**180**	**420**	**600**
	Second Semester				
LIUBTT1	**Core Courses (CC)** Library Management (Theory)	3:1:0	30	70	100
LIUBLT2	Knowledge Organization - Classification (Practice)	0:1:3	30	70	100
LIUBLT3	Knowledge Organization – Cataloguing (Practice)	0:1:3	30	70	100
LIUBLT4	Basics of Information and Communication Technology (Practice)	0:1:3	30	70	100
LIUBLA1	**Ability Enhancement Compulsory Course (AECC)** #** Communication skill	0:1:1	30	70	100
LIUBLL1	**Skill Enhancement Course (SEC) #** Information Sources and Services (practice)	0:1:1	30	70	100
LIUBPD1	**Discipline Specific Elective (DSE)**** **Internship Based-Project Work/ Field work/ Survey Report/ Literature Survey**	4	30	70	100
	TOTAL	**24**	**210**	**490**	**700**

Note: *Any One
* * Student may opt any one MOOC Course (current/upcoming) available at SWAYAM and notified by the department.
 # Value added Courses
Note: *Practical and Viva-voce will be conducted by internal examiners.*

LIUATT1

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

Course Outcomes:

CO1 :Comprehend the concept of information and the discipline of Library and
InformationScience.
CO2 :Understand the development of libraries.
CO3 : Classify libraries on the basis of their purpose and functions.
CO4 : Know the role of libraries in the development of various aspects of society.
CO5 : Comprehend the basic philosophy of Library and Information Science.

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	2	3	3	3	3	2	3	3	3	3
CO4	3	3	3	2	3	2	3	3	3	3
CO5	3	3	3	2	3	2	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

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:

CO1: Understand the concept of nature & attributes of universe of knowledge.
CO2: Express the meaning, purpose, function & canons of library classification.
CO3: Discuss the characteristics merit &demerit of different classification schemes.
CO4: Elaborate the various facets of notations & call number.
CO5: Review the current Trend in Library classification**.**

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

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)

Unit 4: Notational System
- Postulation approach.
- Concept of Fundamental Categories, Facet Analysis and Facet Sequence.
- Principles of facet sequences
- Phase- Relation, Devices and their types.

- 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.

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, Alphabetico-Classed Catalogue, Alphabetico-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

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.

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

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
CO5: Highlight the nature and components of computer networks and their protocols and standards
CO6: Discuss of Internet, search engines and network security
CO7: Examine the concept of library networks and highlight their types and importance.

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
CO5	3	3	2	2	2	2	2	2	2	2
CO6	2	3	3	2	3	3	2	3	2	3
CO7	3	3	2	3	2	3	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
- Database

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.

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

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.

CO6: Comprehend the nature and functions of various information systems and networks.

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
CO6	2	3	3	3	3	3	2	2	3	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.
- Online databases, Open access resources, Internet sources, E-books, E Journals, E-Thesis , E-News papers, Blogs.
- Subject Gateways, Web Portals, Library Portals, Bulletin Boards,

Multimedia Resources, Institutional repositories.

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,, ENVIS, NICNET; National Knowledge Network (NKN)
- Global Information Systems and Network: MEDLARS, AGRIS, INIS, INSPEC, BIOSIS, ERIC, Patent Information System (PIS).
- Library Networks and Resource Sharing: DELNET, INFLIBNET, resources sharing and Consortia, Indian Initiatives

Unit 5: Information Sources& Services on Web

- Web Resources: Concept and Use & types.
- Different types of Web Resources: Information Portals, Subject Directories, Subject Gateways, Online Databases
- E-resources in Science and Technology, Social Science and Humanities.

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. Higgens, 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:* SaradaRanganathan 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.

LIUATG1
Statistics for Librarianship
TM 100 (Internal Assessment 30 + Theory 70) (Credit 4)

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, and Reports
- Sampling Techniques

Unit 2: Data Analysis and Interpretation

- Descriptive Statistics: Measures of Control Tendency; Mean ,Median and Mode
- 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.
- Codes and Standards
- Selective and Simplified Cataloguing

Unit 4: Measuring Techniques for Library Data

- Statistical Librarianship Librametrics,Bibliometrics,Scientometrics,Informetrics.

- Bibliographic Coupling, Co-citation Analysis
- Content Analysis, Citation Studies and Metrics

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 (GE)

LIUATG2
Digital Library: Fundamentals
TM 100 (Internal Assessment 30 + Theory 70) (Credit 4)

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
- Major Digital Library Initiatives in India

Unit 2: Digitization Process
- Digitization: Definition, Purpose and Process,
- Selection of materials for digitization
- Software, hardware and best practices
- Scanners and scanner types
- OCR and OCR software.

Unit 3: ICT Application for DLs

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

Unit 4: Digital Library Architecture

- Components of Digital Library, Principles of Design
- Digital Preservation: Persistent identifiers :DOI and CNRI Handles
- User Interface-Principles of design

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.

LIUATG3
Collection Development
TM 100(Internal Assessment 30+ Theory 70) (Credit 4)

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
- Electronic Resources

Unit 3: Document Selections and Acquisition Procedure

- Acquisition Programme: Objectives and Functions
- 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 Importance

Unit 5: Preservation, Its Impact on Collection Development

- Preservation: Need, Methods, Limitations and Remedies
- Causes of deterioration and preventive methods of preservation
- 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.

LIUBTT1

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 and functions
- Schools of Management Thoughts
- Principles and Elements of Management
- TQM (Total Quality Management)

Unit2: Resource Development

- Information Resources ; Definition , features and types
- Different Types of Selection Tools and Their Importance
- Human Resource Management : Concept and Principles

Unit 3: Maintenance of Library

- Acquisition of Books and Subscription of Periodicals
- Technical Processing
- Circulation Methods and Processes
- House Keeping Operations: 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 .
- Cost Effectiveness Analysis and Cost Benefit Analysis

Unit 5: Library Committee, Rules, and Reports
- Library Committee : Role and functions
- 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 contemporaryperspectives.* London: Longman.
2. Bryson, Jo. (1996). *Effective library and information management.* New Delhi: JaicoPublising 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 centremanagement, 7th,* ed. London: Libraries Unlimited.

LIUBLT2

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/commonisolates/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 on Dewey Decimal Classification and Colon Classification Latest Editions.

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.* 7thed.Vol. 1,

LIUBLT3
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 helps 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 on AACR-2 and Classified Catalogue Code.

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*

LIUBLT4

Basics of Information and Communication Technology (Practice)

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

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

CO5: Get to know about bibliographic information

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
CO5	3	3	3	3	2	3	2	3	2	3

Unit1: Computer Hardware: Computer Structure, Input and Output Devices, Memory Devices and their use, Use of Operating System; Application Software: Use of Word Processing Software, Spread Sheet Management Software and PowerPoint Presentation Software,

Unit2: Integrated Library Management Software, Definition, Modules, Open Source ILMS- KOHA, its features and functions.

Unit3: Searching and Retrieval: Search Strategy and Techniques, Keyword Search, Phrase Search, Boolean Search, Proximity Search, Field Search, Use of different search filters

Unit4: Searching Information from Internet using Different Search Engines; Searching Web OPAC,WorldCat,IndCat, Sodhganga, National Digital Library (NDL), Directory of Open Access Journals (DOAJ), Directory of Open Access Books (DOAB), Google Scholar

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.

LIUBLA1

Soft Skill
TM 100(Internal Assessment 30 + Project 70) (Credit 2)

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.

CO4 : Understand the how to developed the personality.

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
CO4	3	2	2	3	3	2	3	2	3	2

Unit 1 : Communication Fundamentals

- Communication, definition, types and purpose
- Listening Skills
- Speaking Skills
- Writing Skills

Unit 2: Preparing for Job Interview

- Resume Writing
- Preparing for an Interview
- Effective Interview Skills
- Group Discussion

Unit 3: Workplace Skill
- Inter personal communication
- Working in Teams
- Presentation Skills
- Negotiation Skills

Unit 4 : Personality Development
- Time Management
- Stress Management
- Leadership

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

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LIUBLL1

Information Sources and Services (Practice)
TM 100(Internal Assessment 30 + Practical 70) (Credit-02)

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**
D. **Preparation of Bibliography/ Webliography, Preparation of Indexing and Abstracting records**

Annexure – I

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

(A) Encyclopedias

1 .New Encyclopaedia Britannica
2. Encyclopaedia Americana
3. International Encyclopaediaof Social Sciences
4. McGraw Hill Encyclopaedia of Science andTechnology
5. Encyclopaedia of Library and InformationScience

(B) Dictionaries

1. Webster's Third New InternationalDictionary 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

l. World of Learning
2. University Handbook
3. Directory of Scientific ResearchInstitutions in India

(E) Biographical Sources

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

(F) Geographical Sources

l. Chamber's World Gazetteers andGeographical 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

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

(I) Hindi Sources

l. Hindi Vishwakosh
2. Bhartiy 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 – DSE

LIUBPD1

Internship -Project work / Field Work / Survey Report/ Literature Survey
TM 100 (Internal Assessment 30+ Practice 70) (Credit 04)

Objectives :
- To know the impact of different Library and information system toward the society
- how the Library services run in the various library structure along with the importance and implication of Media Centers .
- To get the information about various kind of the libraries.

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Course Outcomes:

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

CO1 : To get knowledge how to do internship -project work , field work and different types of perspective.

CO2: Understand the nature and role of different types of Libraries and Information Systems

CO3: To get knowledge how to select, organize , analyze and maintain of reading material in the libraries**.**

CO4: To get the practical knowledge about the library works.

CO5 : To get knowledge the how to use e-resources.

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

Themes: Library Services , Classification, Cataloguing , Reference Services, Indexing, abstracting , Library Digitization, E-resources, Collection development, Resource sharing and Library Networking , User Education, Use of Libraries, Library Literacy.

Note : This paper is related to major areas of Project work / Field Work / Survey Report/ Literature Survey in the field of library and information science. Every Students has to

prepare and submit Project work   from any one area related to the topics given below .

- Public Libraries
- School Libraries
- College Libraries
- University Libraries
- National Libraries
- Special Libraries
- Children Libraries
- Libraries for Prisoners
- Private Libraries
- Libraries for Specially-able
- Online Libraries
- Mobile Libraries
- Village Libraries,
- Personal library , etc.

*Evaluation Criteria and Distribution of marks:

(a) Concept Note including the formulation of objectives and hypothesis-   30
(b) Review of Literature-   30
(c) Justification of scope-   10
(d) Presentation skill including ability to answer the questions-   20
(e) Resources used –   10

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                                     Total =           100
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विभागाध्यक्ष
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