

ManonmaniamSundaranar University, Tirunelveli – 12

Course Outcome based Curriculum

Vision of the University

To provide quality education to reach the un-reached

Mission of the University

- To conduct research, teaching and outreach programmes to improve conditions of human living.
- To create an academic environment that honours women and men of all races, caste, creed, cultures, and an atmosphere that values intellectual curiosity, pursuit of knowledge, academic freedom and integrity.
- To offer a wide variety of off-campus educational and training programs, including the use of information technology, to individuals and groups.
- To develop partnership with industries and government so as to improve the quality of the workplace and to serve as catalyst for economic and cultural development.
- To provide quality / inclusive education, especially for the rural and un-reached segments of economically downtrodden students including women, socially oppressed and differently abled.

REGULATION FOR B.Lib.Sci.

Name of the Course:

B.Lib.I.Sc (Bachelor of Library and Information Science) . This course is designed with lectures / tutorials / computer laboratory/ Internship/ field work / seminar / practicals and Library Automation and software training / assignments / term paper or report writing etc., to meet effective teaching and learning requirements.

Department offering the Course:

The Department of Library and Information Science has been offering the course since 2021.

Eligibility for admission:

A pass in any degree as approved by AIU/UGC/any recognized University.

Duration of the course:

The duration of the programme is One year. In a Academic year shall consist of two semesters, viz. Odd and Even semesters. Odd semester shall be from June/July to October/November and Even semester shall be from November/December to April/May. There shall be not less than 90 working days which shall comprise **450** teaching clock hours for each semester (exclusive of the days for the conduct of University end-semester examinations).

Course Fees:

Each student admitted to the Bachelor of Library and Information Science degree course will pay Tuition, Lab, Special, Stationery, computer and other fees as decided by the University from

time to time. The students have to pay additional fees prescribed by the University for recognition, matriculation *etc.* **In addition, the student has to pay a sum of Rs.1,000/- as Laboratory Caution Deposit, which would be refunded depending upon breakages *etc.*, at the end of the course.**

Board of Studies:

The Board of Studies for academic programme, syllabi *etc.*, will consist of all the members of the faculty of Department of Library and Information Science and external experts including academician, industrialist and alumni. The Head of the Department of Library and Information Science will be the Chairman.

Syllabus:

The Syllabi for the various courses are designed keeping in view the usefulness of the course to the students for (1) continuation of academic activity leading to research, (2) employability in Library and Information Science, Data Science, e-Content Resources and Information Systems related vocations and (3) self-employment.

Academic visits to institutions and/or industries related to the courses during the semesters of study will form part of the curriculum. The students depending on their performance and choice would either have to carry out a project or undergo training or submit a report at the end of the final semester in an area of Library and Information Science.

From the academic year (2016-2017) **Choice Based Credit System (CBCS)** is introduced in all departments of the University. According to this system the Bachelor of Library and Information Science Course requires a student to earn 45 credits in Two semesters. The basic course structure and the scheme of examinations are given in tables that follow. A student has to take five core courses including practical in the first semester and four core courses including practical and two elective courses in the second.

Semesters:

In each semester, this course is offered in 15 teaching weeks and the remaining 5 weeks are to be utilized for conduct of examinations and evaluation purposes. Each week shall have 30 working hours spread over 5 days a week.

Credits:

The term “Credit” refers to the Weightage given to a course, usually in relation to the instructional hours assigned to it. For instance, a six hour Course is assigned four to six credits, four/five hour Course is assigned three to five credits. However, in no instance the credits of a Course can be greater than the hours allotted to it. The total minimum credits required for awarding all programmes is 90.

Examinations:

The question paper setters for the examinations in theory will be from out of a panel of examiners suggested by the course teachers and the board of studies. There will be a single valuation of the theory papers by the external examiner. There will be two examiners for each practical course examination of whom one will be internal. There will be combined evaluation of the students by the two examiners. Each practical course examination will include a viva-voce component.

- i. There shall be examinations at the end of each semester, for odd semesters in the month of October/November; for even semesters in April/May.
- ii. A candidate who does not pass the examination in any course(s) may be permitted to appear in such failed course(s) in the subsequent examinations to be held in October/November or April/May. However, candidates who have arrears in Practical's shall be permitted to appear for their arrears Practical examination only along with Regular Practical examination in the respective semester.
- iii. A candidate should get registered for the first semester examination. If registration is not possible owing to shortage of attendance beyond condonation limit/regulation prescribed OR be lated joining OR on Industries and corporate, the candidates are

permitted to move to the next semester. Such candidates shall re-do the missed semester after completion of the course.

- iv. The results of all the examinations will be published through the department where the student underwent the Course.

Condonation:

Students must have 75% of attendance in each semester to appear for the examination. Students who have attendance between 65% and 74% shall apply for condonation in the prescribed form with the prescribed fee. Students who have attendance between 50% and 64% shall apply for condonation in prescribed form with the prescribed fee along with the Medical Certificate. Students who have attendance below 50% are not eligible to appear for the examination. They shall re-do the semester(s) after completion of the Programme (i.e. 1 years).

Question Paper Pattern:

Time: 3 Hours

Max. Marks = 75

Part A: 10 Questions x 1 Mark = 10 Marks

(Answer all questions, Two questions from each unit)

Part B: 5 Questions x 5 Marks = 25 Marks

(Answer all questions Choice A or B and one set of questions from each unit)

Part C: 5 Questions x 8 Marks = 40 Marks

(Answer all questions Choice A or B and set of questions from each unit)

(Question paper has to be set as per the RUPASCE model)

Evaluation:

The performance of a student in each Course is evaluated in terms of percentage of marks with a provision for conversion to grade points. Evaluation for each Course shall be done by a Continuous Internal Assessment (CIA) by the Course teacher concerned as well as by an end semester examination and will be consolidated at the end of the semester. The components for continuous internal assessment are:

Theory

Best 2 Internal tests out of 3	- 15 Marks
Seminar	- 5 Marks
Assignments	- 5 Marks

Total	- 25 Marks

Practical

Continuous performance	- 20 Marks
Model practical	- 20 Marks
Record	- 10 Marks

Total	- 50 Marks

Passing Minimum:

A candidate shall be declared to have passed in each course if he/she secures not less than 40% marks in the University Examinations and 40% marks in the CIA and not less than 50% in the aggregate, including CIA and University Examinations marks.

Candidates who have secured the pass marks in the end-semester Examination (U.E.) and in the CIA, but failed to secure the aggregate minimum pass mark (U.E. + C.I.A.) are allowed to secure aggregate minimum pass mark only by appearing for University Examination.

Candidates who have failed in the Internal Assessment are permitted to appear for their Internal Assessment marks in the subsequent semesters (two chances will be given) by writing the CIA tests and assignments.

Grading System:

Once the marks of the CIA and end-semester examinations for each of the courses are available, they will be added. The marks, thus obtained will then be graded as per the scheme provided in Table 1.

From the second semester onwards the total performance within a semester and continuous performance starting from the first semester are indicated by **Semester Grade Point Average (GPA)** and **Cumulative Grade Point Average (CGPA)**, respectively. These two are calculated by the following formulae:

$$\text{WAM (Weighted Average Marks)} = \frac{\sum_{i=1}^n C_i M_i}{\sum_{i=1}^n C_i} \qquad \text{GPA} = \frac{\sum_{i=1}^n C_i G_i}{\sum_{i=1}^n C_i}$$

where ‘C_i’ is the Credit earned for the course i; ‘G_i’ is the Grade Point obtained by the student for the course i. ‘M’ is the Marks obtained for the course I and ‘n’ is the number of Courses **passed** in that semester.

CGPA = GPA of all the courses starting from the first semester to the current semester.

GRADING OF THE COURSES – Table 1

Marks	Grade point	Letter Grade
96 and above	10	S+
91-95	9.5	S
86-90	9.0	D++
81-85	8.5	D+
76-80	8.0	D
71-75	7.5	A++
66-70	7.0	A+
61-65	6.5	A
56-60	6.0	B
50-55	5.5	C
Below 50	0	F

FINAL RESULT – Table 2

CGPA	Letter Grade	Classification of Final Result
9.51 and above	S+	First Class – Exemplary
9.01 – 9.50	S	
8.51 - 9.00	D++	First Class - Distinction
8.01 - 8.50	D+	
7.51 - 8.00	D	
7.01 - 7.50	A++	First Class
6.51 - 7.00	A+	
6.01 - 6.50	A	
5.51 - 6.00	B	Second Class
5.00 - 5.50	C	
Below 5.00	F	Fail

Conferment of the Degree:

A candidate shall be eligible for the conferment of the Degree only after he/she has earned the minimum required credits for the Programme prescribed thereof (i.e. 90 credits for all Programmes).

University Ranking:

A candidate shall be eligible for the conferment of the University Ranking Certificate only after he/she scores top in the University Examinations.

Manonmaniam Sundaranar University
B.Lib.I.Sc – Bachelor of Library Science - Syllabus
Effect from the Academic Year 2021-2022

					Marks				
					Maximum			Passing Minimum	
Course	Course Code	Name of the Course	Hrs/Week	Credits	Int.	Ext.	Tot.	Ext.	Total
Semester - I									
Core 1		Foundations of Library and Information Science	4	4	25	75	100	38	50
Core II		Information Sources and Services	4	4	25	75	100	38	50
Core III		Knowledge Organization -I (Classification Theory)	4	4	25	75	100	38	50
Core IV		Basics of Information Technology in Library and Information Science	4	4	25	75	100	38	50
Core Practical		Knowledge Organization -I (Classification Practical)	4	2	50	50	100	38	50
Elective I		Optional Paper : Library Automation and Networking (or) Document Processing and organization (Swayam Portal)	2	3	25	75	100	38	50
		Total	22	21					
Semester - II									
Core 1		Management of Library & Information Centers	4	4	25	75	100	38	50
Core II		Types of Library and Systems	4	4	25	75	100	38	50
Core III		Knowledge Organization -II (Cataloguing Theory)	4	4	25	75	100	38	50
Core IV		Knowledge Organization -II (Cataloguing Practice)	4	2	50	50	100	38	50
Core Practical		Internship Program (21 days)	4	4	50	50	100	38	50
Elective		Optional Paper : Technical Communication,	2	3	25	75	100	38	50

I		Community Information Systems (or) Library Automation and Digitization (Swayam Portal)							
		Total	22	21					

Programme Outcomes

- Awarding Professional Post Graduate Degree in Library and Information Science.
- Making the learners to acquire professional Skills, Caliber and Maturity in order to enter the government, HEI and Research organizations, NGO organizations and Industry and corporate as entry level academicians or officers both national and global organizations.
- Developing the capabilities of the learners to venture as entrepreneur.
- Getting the learners acquainted with basic knowledge on higher academic and research tools and techniques.
- Enabling the learners to develop professional, personal, communication skills and leadership qualities in order to perform better in a competitive environment globally.
- Motivating the learners to carry out innovative research in LIS field and make users as life-long learners.
- Making the learners to gain social credibility.
- Making the learners responsible to make the citizens well informed through which any common man can utilize information and take better decisions.

Programme Specific Outcomes

- Eligible to become a researcher and to avail the national and international research fellowship in the field of Library and Information Science, Information Technology, Knowledge Management and Higher Education.
- Attain the skills and knowledge on competitive exams, national and state level eligibility tests and other equivalent competitive examinations in the field of Library and Information Science.
- Capability of getting employment as Librarian, Information Officer, Knowledge Manager, Digital Archivist, e content and e-learning professional, Trainer on ICT,

Information Managers and many more positions in Government, Inter Government, Private and Corporate Administration.

- Placement of middle level technical positions in public, national, district libraries, research and the institutions of national importance at state and central level.
- Eligible to become Programmer, Information Systems Manager, Information Analyst at various organizations by acquiring technology based courses.
- Attain the capabilities to design and implement Academic, Research and Generic Information Systems for any type of organization to adopt web and mobile enabled technologies.
- Attain the complete professional skills and abilities for organizing information systems and services.
- Prepare to impart training and induction to the stakeholders in order to make use of the knowledge resources optimally.

OBJECTIVES OF LIS IN DLIS: MANONMANIAM SUNDARANAR UNIVERSITY

Educate and capacitate every Master of Library and Information Science product to demonstrate awareness of the ethics, values, and foundational principles of the information profession, and discuss the importance of information/data literacy and intellectual freedom within the LIS profession and an overall research attitude by helping them

- To obtain an thorough knowledge about the organizational settings both in hybrid and digital library systems affiliated to Academic, Public, Special organizations in which information professionals practice;
- Recognize the diversity (such as cultural and economic) in the information needs of the clientele and employees of an organization and become familiar with matching information/data services;
- To apply the principles to information system and services; design, query, and evaluate information as well as databases and retrieval systems;

- To use the basic concepts and principles related to the selection, evaluation, organization, archiving and preservation of traditional documents and digital information materials;
- Demonstrate the understanding of basic principles and standards of planning, organizing, management, marketing, and advocacy involved in organization and management of data/information such as classification and controlled vocabulary systems, cataloging systems, metadata schemas as well as other systems for promoting recall and precision towards promoting user satisfaction; demonstrate proficiency in identifying, using, and evaluating current and emerging information and communication technologies applicable to Library and Information services;
- Use service concepts, principles, and techniques to precisely enunciate and connect individuals or groups with accurate, relevant, and appropriate data/information;
- Describe the fundamental concepts of information-seeking behaviors; design instructional programs based on learning principles and theories;
- Demonstrate understanding of quantitative and qualitative research methods, the ability to design a research project, and the ability to evaluate and synthesize research literature besides knowledge about plagiarism checker software;
- Demonstrate oral and written communication skills necessary for professional work including collaboration and presentations; evaluate programs and services using measurable criteria;
- Identify ways in which information professionals can contribute to the cultural, economic, educational, and social well-being of our global communities;

These competencies are supplemented by statements specific to the school's career pathways.

- The DLIS/MSU provides structured opportunities and activities for the development of desirable personal attributes and qualities. As articulated by professional associations, the school strives to develop commitment to service, flexibility, leadership, vision, communication, self-motivation, collaboration, mutual respect and trust, independence, respect for diversity, courage, tenacity, critical and creative thinking, professional involvement, networking and personal career planning.
- To have enhanced practical skills in ICT and also to face the crucial challenges of their application so as to become professionally fit as 'ready-to-work'.
- Capability of getting employment as Librarian, Information Officer, Knowledge Manager, Digital Archivist, Trainer on ICT, Information Managers and such other positions in the Government, Inter Government, Private and Corporate Administration.
- Placement of middle level technical positions in academic, public, research and special libraries at the district, state, national levels as well as institutions of national importance at state and central level.
- Eligible to become Programmer, Information Systems Manager, Information Analyst at various organizations besides research wings of the IT industry by acquiring technology based courses.
- Acquire professional skills and attain the capabilities to design, organize, and implement Academic, Research and Generic Information Systems affiliated to different type of organizations that require the adoption of web and mobile enabled technologies.
- Prepare to impart training and induction to the stakeholders in order to make use of the knowledge resources optimally.

SEMESTER I

PAPER I - CORE

Title of the Paper: FOUNDATIONS OF LIBRARY AND INFORMATION SCIENCE

Course –1.1: Information, Communication and Knowledge Society
Course Code:

Course Objectives:

- To enable the students to understand the concept of Information, features of different types of Library systems and Information centres.
- To enable the students to understand the Communication Channels and its barriers.
- To enable the students to understand the importance of information in the context of social, political, cultural, economical and industrial environments.
- To enable the students to understand the relevance of Library profession.

Course Outcomes:

By the end of learning this Paper, the students will be able to know about the broader perspectives of library systems, information and its importance to the development of information society and right use of information.

1. Acquire the knowledge on the concepts of information and characteristics of library systems, and Information centres and their roles and functions
2. Understand the Communication Channels and barriers to communication
3. Visualize information science as a discipline.
4. Understand the importance of information in the context of social, political, cultural, economic and industrial environments.
5. Learn S.R.Ranganathan's five laws and its implications on library and society
6. Become familiar with the roles and functions of Library associations at the state, national and international levels.

Mapping with PSO

(H-High, M-Medium, L-Low)

COs	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6	PSO7	PSO8
CO1	H	H	L	H	L	M	L	M
CO2	H	L	M	L	H	L	H	M
CO3	H	M	M	M	M	H	M	H
CO4	L	M	H	H	H	H	H	H
CO5	H	H	M	H	M	M	M	M
CO6	H	M	M	H	H	L	H	M

Unit 1: Introduction to Library

Library & Society: Role of Libraries in Socio-economic cultural and Educational development; Information Institutions of Different kinds: Libraries, Archives, Documentation Centres, Information Analysis Centres, Museums and their respective roles and functions; Five Laws of Library Science and their Implications.

(14L)

Unit 2: Library legislation

Library legislation: need and essential features' Library legislation in India; Model Public Library Act and its features; Press and Registration Act; Delivery of Books and Newspapers (Public Libraries) Act; Copyright Act

(11L)

Unit 3: Documentation and Information Centres

Library and Information Profession: ethics and standards; Professional Associations: National and International; Information and Documentation Organizations: Role of UNESCO, DESIDOC, NASSDOC, RRRLF, UGC.

(12L)

Unit 4: Library and Society

Characteristics and attributes of Information / Knowledge Society; Legal and Ethical Issues; Information and Knowledge as Economic Resources; Economics of Information; The digital divide; National Information Policy, National Information Infrastructure.

(13L)

Unit 5:Communication Channels

Types of Communication; Theories and Models of Communication; Channels – formal and informal; Information Transfer Cycle; Barriers to Communication Categories of users; information use contexts; Information seeking behaviour; Theories of Information behaviour: ASK hypotheses; Contributions of Belkin, Wilson, Peter Ingwersen.

(10L)

Selected Readings:

Baman (P). Studies on information systems, services and programs in India and abroad. 1993. Ajanta, Delhi.

Barua (B P). National policy on library and information systems and services for India: perspectives and projections. 1992. Popular Prakashan, New Delhi.

Burahohan, A. (2000). Various aspects of librarianship and Information Science. New Delhi: ESSESS.

Chapman, E.A. and Lynden, F.C. (2000). Advances in librarianship. 24th Vol. San Diego: Academic Press.

Gates, J.K. Guide to the Use of Libraries and Information Sources, 7th ed. (McGraw, 1993).

Gravey, William. D. Communication: Essence of Science facilitating information exchange among libraries, Scientists, Engineers and students. Oxford: Pergamon Press, 1979

IFLA (1977). IFLA standards for Library service, 2nd Ed. Munich: Verlag.

Isaac, K.A. (2004). Library legislation in India: A critical and comparative study of state Library acts book description: New Delhi: EssEss Publication.

Kent (A). Resource sharing in libraries: why, how, when next action step. 1974. Marshall Dekker, New York.

Khanna, J.K (1987). Library and Society. Kurushektra: Research Publication.

Kumar, P.S.G. (2003) Foundations of Library and Information Science. Paper I of UGC Model Curriculum. New Delhi: Manohar.

Lester J, Koehler WC. Fundamentals of information studies: understanding information and its environment. New York, NY: Neal-Schuman, 2003.

Mount, Ellis. Special Libraries and Information Centers, 3rd ed. (Special Libraries, 1995).

Ranganathan, S.R. (1957). Five laws of Library Science. 2nd Ed., Bangalore: Sarada Ranganathan Endowment for Library Science.

- Rayward, Boyd. 1983. "Library and Information Sciences." In *The Study of Information: Interdisciplinary Messages*. Edited by Fritz Machlup and Una Mansfield. New York: Wiley, 343–363.
- Reitz, Joan M. *Dictionary for Library and Information science*. Libraries Unlimited, 2004.
- Richard E.R. (2000). *Foundations of Library and Information Science*. Neal-Schuman.
- Rout, R.K. Ed. (1999) *Library legislation in India*. New Delhi: Reliance.
- Rubin, Richard E. *Foundations of Library and Information Science*. Neal Schuman Publishers, Inc., 100 Varick St., New York, NY 10013, 1998.
- Rudinow, J. & Graybosch, A. (2000). *Ethics & Values in the Information Age*. NY.
- Sadhu, S.N. & Saraf, B.N. (1967). *Library legislation in India*. Delhi: Sagar, 1967.
- Sharma, P.S.K. (1992). *Library and society*. 2 Ed. Delhi: ESS ESS.
- Stieg, M.F. *Change and Challenge in Library and Information Science Education* (ALA, 1991).
- Surendra S. & Sonal Singh. Ed. (2002). *Library, Information and Science and society*. New Delhi: ESS ESS.
- Velaga V. & Madhusudhan, M. (2006). *Public Library legislation in the new millennium: New Model Public Library Acts for the Union*. Bookwell.
- Venkatappaiah, V. (1990). *Indian Library legislation*. 2nd Vol. New Delhi: Daya.
- Vickery, A. & Vickery, B. (1988): *Information Science - Theory and Practice*, London: Bowker-Saur.
- Budd, John (2001), *Knowledge and Knowing in Library and Information Science: A Philosophical Framework*, Scarecrow Press.
- Henderson, Kathrine A. (2009), *Case Studies in Library and Information Science Ethics*, McFarland.
- Prashar, Ram Gopal (1997), *Library and Information Science: Information science, Information technology and its application*, Concept Publishing Company.
- Rubin, Richard (2010), *Foundations of Library and Information Science*, Neal-Schuman Publishers, Incorporated.

PAPER II - CORE

Title of the Paper: **INFORMATION SOURCES AND SERVICES**

Objectives:

1. To help the students learn the various information systems and their functioning.
2. To train the students on various Library and Information services in different library environments.
3. To give exposure to Online research information systems in various subjects
4. To make aware on existing National Information Systems

Course Outcome

At the end of learning program of this paper, students should have

1. Elaborated analysis to various information systems and their functioning.
2. Attain the knowledge how to teach and train on the various Library and Information services in different library
3. Discussed the national and international information systems and services in library
4. Discussed to get idea about consortia in different levels and different areas.
5. Attained the knowledge on various sources and services provided by library
6. Discussed elaborately the Digital Information Services; Institutional Repository, Web OPAC, Online DDS, Citation and

Mapping with PSO:

(H-High, M-Medium, L-Low)

COs	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6	PSO7	PSO8
CO1	H	H	H	L	H	L	H	L
CO2	H	H	M	M	L	H	H	H
CO3	H	H	H	H	L	M	H	M
CO4	H	L	H	H	M	M	L	H
CO5	H	H	H	M	L	H	M	H
CO6	H	H	L	H	H	H	M	H

Unit-1: Reference Service:

Definition, need, scope. Reference service in public libraries, special libraries and academic libraries. Types of reference service – Orientation of a freshman, Ready Reference Service and Long Range Reference Service. Reference Process. Information Kiosks. (14L)

Unit-2: Information Services:

Definition, need, scope. Reference service vis-à-vis Information Service. Methods of dissemination of information – Current Awareness Service. SDI. Referral. Kinds Of Reference And Information Sources; Information Sources – Documentary & Non-Documentary, Primary, Secondary and Tertiary Sources. Evaluation of reference sources. Searching Information from different Reference Tools / Sources -- Strategies. (11L)

Unit-3: Reference Sources:

Dictionaries, Encyclopedias, Almanacs, Year Books, Directories, Handbooks, Manuals, News- Summaries, Concordances, Biographical, Geographical Information Sources, Electronic Resources (12L)

Unit-4: Bibliography:

Meaning, scope, functions. Kinds: Enumerative / Systematic, Analytical, Historical, Textual, and Descriptive. Types: Retrospective and Current. General, Special, National (INB and BNB), Trade, subject. Preparation of bibliographies. Documentation list. Bibliographic Control -- Meaning, purpose, UBC and UAP. (13L)

Unit-5: Abstracting Services:

Abstract : Meaning, use. Types: Indicative and informative. Parts of an Abstract. Abstracting Services / Products. – Examples from different subjects. Indexing Services Index : Meaning, use. Indexing Services / Products – Examples from Different Subjects – Citation Indexes. Citation of Documents – Purpose.

Selected Readings:

1. Atherton, P. Handbook of Information Systems and Services, 1977.
2. Burch, J.C. and Stretev, F.R. Information Systems: Theory and Practice, 1974.
3. Choudhary, G. G. and Choudhary, S. Searching CD-ROM and online information sources, 2001
4. Colin, H. Ed. Management Information Systems in Libraries and Information Services. London: Tayler Graham, 1989.
5. Fourie, D. and Dowell, D. Libraries in the information age. New York, Libraries unlimited, 2002
6. Guha, B. (1983). Documentation and Information: Services, techniques and systems. Calcutta:World Press.
7. Gupta, B.M. and others(1991). Handbook of Libraries, archives, Information centres in India.New Delhi: AdityaPrakshan.
8. [Gurdev Singh](#) Information Sources Services and Systems PHI, New Delhi, 2013
9. Kochtanek, Thomas R. and Mathews, Joseph R. Library and Information Systems: From Library automation to distributed information access solutions. West port: Libraries unlimited, 2004.
10. Krishan Kumar (1990). Reference service. New Delhi, Vikas.
11. Lucas, Amy. Ed.(1989). Encyclopaedia of Information systems and services. Detriot: Gale Research.
12. Neelameghan (A): Information Systems, Networks and services in India. 2 vols.,RanganathanCentres for Information Studies, Chennai, 1998.
13. Neelameghan A. and Prasad, K.N. Eds. (2005).Information systems and services in India. Bangalore: SRELS.
14. [PrashantKaushik](#) Library Information Services and Systems Anmol Publisher, New Delhi, 2006,
15. Sewa Singh. Handbook of International sources on reference and information, 2001
16. Sherman, C. and Price, G. The invisible web: uncovering Information Sources Search engines can't see. 2001
17. SunithaAsija(1998). Documentation services in India: A review of some selected documentationcentres. New Delhi: Academic Publications.
18. [U.S. Jadhav](#) and [Suresh Jange](#) Library and Information Sources and Services Regency Publications A Divison of Astral International (P) Ltd. New Delhi, 2013
19. Vickery, B.(1987). Information systems. London: Butterworths.

PAPER III – CORE

Title of the Paper: KNOWLEDGE ORGANIZATION - I (CLASSIFICATION THEORY)

Course - 1.3: KNOWLEDGE ORGANIZATION (THEORY) - CLASSIFICATION AND CATALOGUING

Course Code:

Objectives:

1. To enable the students to understand the concept of knowledge organization.
2. To know the basic concepts of Information Retrieval Systems
3. To understand the importance of various Information Retrieval Systems and techniques
4. To enable students to acquaint with different classification schemes, cataloguing codes and to know various standard bibliographic formats.

Course Outcome

At the end of learning program of this paper, students should have

1. Gained knowledge about the concepts of knowledge organization.
2. Learnt the basic tools of Knowledge Organization
3. Acquired capabilities of various KO systems and techniques
4. Exposure on classification schemes, cataloguing codes and standard bibliographic formats.
5. Acquired the knowledge on the online classification schemes
6. Acquired the theoretical knowledge on classifying the print and electronic resources

e. Mapping with PSO:

(H-High, M-Medium, L-Low)

COs	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6	PSO7	PSO8
CO1	H	M	H	H	L	H	L	M
CO2	M	H	H	L	M	L	H	L
CO3	H	L	H	M	M	M	M	H
CO4	H	H	L	H	H	H	H	H
CO5	M	H	H	H	H	H	M	M
CO6	M	H	H	M	M	M	H	H

Unit-1: Library Classification

Meaning, Need and purpose of classification.- Normative Principles Five Laws of Library Science – Implications. Formation, Structure and Development of Subjects: (14L)

Unit-2: Species of Classification Schemes

Enumerative Classification: Almost enumerative Classification: Almost Faceted Classification - Rigidly Faceted Classification - Freely Faceted Classification - Brief study of major schemes viz: Decimal Classification - Universal Decimal Classification - Library of Congress Classification - and Colon Classification (11L)

Unit-3: General Theory of Classification.

Ranganathan's contribution. Main Class – Canonical Class and Basic Class. Five Fundamental Categories : PMEST. Isolate -- Auxiliary Schedules. Facet Analysis - - Postulates pertaining to Fundamental Categories. Phase Analysis – Phase, Intra-facet & Intra-array relations. (12L)

Unit-4: Principles of Facet Sequence

Wall-Picture Principle, Whole-Organ Principle, Cow-Calf Principle, Act and Action – Actor – Tool Principle. Principles of Helpful Sequence -Different devices - Chronological Devices - Telescoping of array.

Unit-5: Notation

Definition, Development, Types, Structure, Quality and functions. Canons for Classification Idea plane - Canons for characteristics; Canons for succession of characteristics; Canons of Array; Canons - Call Number -- Class Number, Book Number – Types of Book Numbers, Collection Number. Trends in Library Classification (10L)

Selected Readings;

1. Anglo-American Cataloguing Rules. (1988). 2nd rev. ed. Chicago: American Library Association.
2. Austin, D. (1984). PRECIS. A Manual of Concept Analysis. 2nd Ed. London: British Library. p
3. Austin, D. and Digger, J. (1985). PRECIS: The Preserved Context Index System. In: Chan, L.M., (ed.). Theory of Subject Analysis. Littleton Col.: Libraries Unlimited. pp. 369-89.
4. Bhattacharyya, G.(1981). Elements of POPSI. In: Rajan T.N., (ed.). Subject Indexing System. Calcutta:. IASLIC.
5. Chan, Lois Mai (1986). Library of Congress Subject Headings. 7th ed. Colorado: Libraries Unlimited.
6. Chan, Lois Mai (1994). Cataloguing and Classification: An Introduction. 2nd ed. New York : McGraw-Hill.
7. Chan, Lois Mai [et al.] (1996). Dewey Decimal Classification: A Practical Guide. 2nd ed. revision for DDC-21. Albany, New York: Forest Press/OCLC, pp. 1-24.
8. Coates, E.J. (1988). Subject Catalogues. London: Library Association.
9. Library Association. Comaromi, John P. and Satija, M.P. (1990). Exercises in the 20th Edition of the Dewey Decimal Classification. New Delhi: Sterling.
10. Foskett, A.C. (1996). The Subject Approach to Information. 5th ed. London : Library Association Publishing.
11. Hunter, E.J. and K.G.B. Bakewell. (1993). Cataloguing 2nd ed. London :Clive Bingley.
12. Hunter, Eric J. (2002). Classification made simple. 2nd edition. Aldershot: Ashgate.
13. Husain, Shabhat (1993). Library Classification: Facets and Analysis. New Delhi: Tata McGraw-Hill. pp. 272-277.
14. Kishan Kumar (1993). Theory of Cataloguing. New Delhi: Har-Anand.
15. Krishan Kumar (1988). Theory of Classification. 4th ed. New Delhi: Vikas Publishing.
16. Mcllwaine, I.C. (2000). The Universal Decimal Classification: a guide to itsuse. London: BSI Business Information.
17. Needham, C.D. (1977). Organising Knowledge in Libraries: An Introduction to Information Retrieval. 2nd rev. ed. London : Andre

PAPER IV - CORE

Title of the Paper: **BASICS OF INFORMATION TECHNOLOGY IN LIBRARY AND INFORMATION SCIENCE**

Objectives:

1. Help students to learn the basic concepts of Information Technology
2. To train the students in applying Information Technology to library routines and services in Libraries and Information Centers.
3. To understand the concepts of Networking, DBMS and Web Technology.

Course Outcome

At the end of learning program of this paper, students should have

1. Gained practical knowledge to classify the documents using CC and DDC
2. Become thorough with the classification rules and apply relevant principles on document and knowledge classification
3. Learnt how to get online support for classifying the documents
4. Earned skills how to organize the documents in a classified order
5. Earned skills for classifying all documents including non book materials and micro documents
6. Examined how to make familiar the various ICT practices applied in Library services

Mapping with PSO:

COs	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6	PSO7	PSO8
CO1	H	H	H	L	H	L	M	L
CO2	H	H	L	M	H	H	L	H
CO3	H	H	M	M	H	H	H	M
CO4	H	M	H	L	H	M	M	H
CO5	H	H	H	H	L	H	M	H
CO6	H	H	H	M	H	H	H	H

UNIT – I: Introduction to Computers

Computers: Generations, Types, Input and Output Devices, Computer Architecture - Data Representation and Storage Introduction to System Software and Application Software - Window XP, Vista, Windows NT, Linux, etc. Word Processing, Spreadsheets, PowerPoint Presentation - Graphics Software: Basic Functions and Potential Uses - Communication Software

(14L)

UNIT – II: Library Automation

Library Automation: Planning and Implementation In-house Operations: Acquisition, Cataloguing, Circulation, Serial Control, OPAC, etc. Bibliographic Standards: CCF and MARC 21 Introduction to Metadata: Types of Metadata Dublin Core Library Software Packages: Overview and House Keeping Operations Case Studies:, Alice for Windows and SOUL (11L)

UNIT – III: Database Management Systems

Database: Concepts and Components Database Structures, File Organization and Physical Design Database Management System: Basic Functions, Potential Uses (12L)

UNIT – IV: Web Interface

Introduction to Web Interface: Introduction to Web Servers: Apache Server and Internet Information Server Web Interface Software: (13L)

UNIT – V: Introduction to Internet

Basics of Internet -Search Engines and Meta Search Engines -Internet Search Techniques E-resources and Online Databases

Selected Readings:

1. Arvind Kumar. Ed. Information Technology For All (2 Vols.) New Delhi, Anmol, 2006.
2. Bansal, S.K. Information Technology and Globalisation, New Delhi: A.P.H. Publishing corporation, 2005.
3. Basandra, S.K: Computers Today and Globalisation, New Delhi, Golgotia, 2002.
4. Deeson, Eric. Managing with Information Technology, Great Britan, Kogan page Ltd. 2000.
5. Forrester W.H. and Rowlands, J.L. The Online searcher's companion. London, Library Association, 2002.
6. Gupta, Vikas, Rapidix computer course, New Delhi, PustakMahal, 2005.
7. Hunter & Shelly: Computers and Common sense, New Delhi, Prentice-Hall, 2002.
8. Kashyap, M.M: Database Systems, New Delhi, Vikas, 2003.
9. ITL Education Solution. Introduction to Information Technology, Pearson Education. Singapore, 2006. (Google E-Book)
10. Rajaraman, V. Introduction to Information Technology, PHI Learning, New Delhi, 2013. (Google E-Books)

PAPER V – CORE

Title of the Paper: KNOWLEDGE ORGANIZATION - I (CLASSIFICATION PRACTICAL)

Course Code:

Objective:

To help students practice library classification of documents by assigning the call number using CC and DDC schedules.

Exercise

Classification of titles of Books and periodicals according to CC (6th Edition)
Classification of titles of Books and periodicals according to DDC (**22nd Edition**)

Course Outcome

At the end of learning program of this paper, students should have

1. Gained practical knowledge to classify the documents using CC and DDC
2. Become thorough with the classification rules and apply relevant principles on document and knowledge classification
3. Learnt how to get online support for classifying the documents
4. Earned skills how to organize the documents in a classified order
5. Earned skills for classifying all documents including non book materials and micro documents
6. Acquired the theoretical knowledge on classifying the print and electronic resources

Mapping with PSO:

COs	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6	PSO7	PSO8
CO1	H	M	L	M	H	M	L	H
CO2	M	L	H	M	L	L	M	M
CO3	H	H	M	M	M	H	H	H
CO4	H	M	M	H	H	M	M	H
CO5	H	H	H	L	M	H	H	M
CO6	M	H	H	H	M	H	H	H

(H-High, M-Medium, L-Low)

UNIT – I: Classification Schemes

Features of Library Classification Schemes; Salient Features of DDC and CC.

(14L)

UNIT – II: Colon Classification (Ed. 6)

Introduction, Structure and Organization - Steps in Classification

Classification of Documents with Basic Subjects

Classification of Documents with Compound Subjects

(11L)

UNIT – III: Colon Classification (Ed. 6)

Use of Common Isolates, Phase Relations and Devices

Classification of Documents with Compound and Complex Subjects

(12L)

UNIT – IV: Dewey Decimal Classification (Latest Edition)

Introduction, Structure and Organization - Steps in Classification

Classification of Documents using Table 1 and 2

Use of Relative Index

(13L)

UNIT – V: Dewey Decimal Classification (Latest Edition)

Classification of Documents using Tables 3 to 7

Selected Readings

1. Mitchell, Joan S (2003).Dewey decimal classification and Relative Index. 22nd ed. 4 Vol. New York: Forest Press.
2. Comaromi, John P (1989).Dewey decimal classification and Relative Index. 20th ed. 4 Vol. New York: Forest Press.
3. Custer, Benjamin A. (1979). Dewey decimal classification and Relative Index. 19th ed. 3 Vol. New York: Forest Press.
4. Comaromi, John P. and Satija, M.P. (1990). Exercises in the 20th Edition of the Dewey decimal classification. New Delhi: Sterling.
5. Kumar, P S G (2003).Knowledge Organization: Information Processing and Retrieval Practice. New Delhi: B.R Publishing
6. Satija, M.P. and Comaromi, John P. (1998). Exercises in the 21st Edition of the Decimal Classification. New Delhi: Sterling.
7. Ranganathan, S. R (1963). Colon Classification. 6th ed. Bangalore: SaradaRanganathan Endowment for Library Science.
8. Sachdev, Mohan Singh (1983).Colon Classification; Theory and Practice. NewDelhi: Sterling
9. Khanna,J K(1982).Colon Classification; Theory and Practice. New Delhi: EssEss
10. Chan, Lois Mai [et al.] (1996). Dewey decimal classification: A Practical Guide. 2nd ed. revision for DDC-21. Albany, New York: Forest Press.

ELECTIVE

Title of the Paper: **LIBRARY AUTOMATION AND NETWORKING**

Objectives:

- To impart practical training in the use software to develop bibliographic databases;
- To give practical training in the use of library automation software; and

To impart practical training in design & development of web pages and web blog

Course Outcomes

- comprehend the use of software to develop bibliographic databaes;
- understand the use of library automation software
- utilize design and development of web pages and web blog
- Learnt the basic metric studies on Librarmetrics, Concept, Scientometrics, Webometrics, Altmetrics, Netometrics
- Gained the knowledge Theory and Laws of Citation Tools and Techniques
- Gained the knowledge to applied and measured the Quantitative and Qualitative techniques: Types, Multidimensional scaling, Cluster analysis, Correspondence analysis, Co-word analysis, media and audience analysis

Mapping with PSO

COs	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6	PSO7	PSO8
CO1	H	H	H	L	M	H	H	L
CO2	H	H	H	H	H	H	H	H
CO3	H	H	L	H	H	H	L	H
CO4	H	L	H	H	M	M	H	H
CO5	H	H	H	M	H	H	H	M
CO6	H	H	H	H	H	L	M	H

Unit-1: Library Automation:

Definition, need, purpose and advantages. Automation Vs Mechanization.
Areas of Automation – Acquisition, Cataloguing, Access to Catalogue (OPAC), Circulation and Serial Control. (8L)

Unit-2: Planning for Automation Procedure:

Steps in Automation: Developing a basic Technology Plan. Identifying goals and objectives, Describing existing library services and technology, Feasibility Study, Assessing needs and priorities, Preparing strategic Plan, Hardware and Software selection and Implementation. Barcode Technology: Meaning, need, purpose and advantages. Types of barcodes : Dumb / Generic barcode and smart barcode – their application. RFID (Radio Frequency Identification) (9L)

Unit-3: Networking and Networks:

Networking: Concept, need and advantages. Basic components of network Network Topologies – Star, Ring, Bus, Hierarchical, Tree and Complete. Wireless Networking. Types of Networks – LAN, MAN, WAN. Networks: General and Bibliographic. General – ERNET, NICNET, INFONET. Library Networks: OCLC, INFLIBNET, DELNET : Their objectives, Functions, Services and Activities. (10L)

Unit-4: Internet: Concept, Features, Services.

Search Engines – Concept. Types – Search Engines and Meta Search Engines, Advantages in using Search Engines. Internet: Internet Searching. Web Browsers – Purpose, Functions, Facilities available with different Browsers. Sample Search by using Internet Explorer and Netscape. Internet Security Internet Reference Sources: Identification, accessing. Various sources useful for librarians in providing Reference Services with examples. Evaluation of Internet Information Sources – Need, Methods / Techniques. Protocols: Definition, Concept. Types – General - TCP / IP, OSI. Other Protocols: SMTP, Telnet, FTP, HTTP, Z39.50. (10L)

Unit-5: Hypertext, Hyper media.

Markup Languages – HTML, XML,– Features. Web: Concept, Usefulness. Content Development / Content Creation for Web. Web Design – Methods (8L)

ELECTIVE

Title of the Paper : DOCUMENT PROCESSING AND ORGANISATION(SWAYAM PORTAL)

Block 1: Classification

Unit 1: Basics of Classification

Unit 2: Classifying Documents using DDC

Block 2: Cataloging

Unit 3: Basics of Cataloging

Unit4: Cataloging Documents using AACR-2

Block 3: Filing and Shelving

Unit 5: Filing Rules

Unit 6: Shelving

Course- 3 Information Sources and Library Services(BLII-013)

Block 1: Information Sources and their use

Unit1: Categories of Information sources

Unit 2: Types of Information Sources

Block 2: Library Services

Unit 3: Circulation Services

Unit 4: Reference Service

Unit5: Awareness Services

Unit 6: User Orientation

**SEMESTER II
PAPER I CORE**

Title of the Paper: MANAGEMENT OF LIBRARY AND INFORMATION CENTERS

Objectives:

1. To know the Concept of Management and its Evolution
2. To understand the various managerial operations of Library and Information Centers
3. To apply the relevant management techniques in modern Library and Information Centers
4. To impart the techniques of library routines both physical and online environment

Course Outcome:

At the end of learning program of this paper, students should have

1. Acquired knowledge on the concepts of management
2. Acquired knowledge on historical development of managerial as a science
3. Understood the procedures, rules and he practices of library routines
4. Understood the system of charging and discharging
5. Acquired knowledge on HRD, Budget, planning and their relationship to the library environment
6. Acquired traits on library collection development of both print and electronic resources

Mapping with PSO:

(H-High, M-Medium, L-Low)

COs	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6	PSO7	PSO8
CO1	H	H	L	H	L	M	L	M
CO2	M	H	H	L	H	L	M	M
CO3	H	H	L	M	M	H	M	H
CO4	H	H	M	M	M	M	H	H
CO5	H	M	M	H	H	H	H	H
CO6	L	H	H	H	H	H	M	M

Unit 1: Management:

Concept, Definition and scope Schools of Management - Thought Systems Analysis and Design
(14L)

Unit 2: Human Resource Management:

Organization models job description and job analysis selection, recruitment training development
Leadership Team building Motivation. (11L)

Unit 3: Financial Management:

Planning and Control Resource generation- Budget and Budgeting Budgetary control techniques
Cost Benefit, Cost Effective analysis and accounting. (12L)

Unit 4: Materials Management:

Collection development and evaluation Policy, Issues relating to selection acquisition; Library
routines, Circulation, Preservation and conservation (13L)

Unit 5: Planning and planning strategies:

Concept definition need and steps in planning MBO Planning techniques Decision making.(10L)
(Total –60L)

Selected Readings:

1. Bakewell, K. G. B. [Library And Information Services For Management](#) London : Clive Bingley, 1968.
2. Brophy, Peter and CourlingKote. Quality Management for Information and Library Managers. Bombay: Jaico, 1997.
3. Bryson, J.O. Effective Library and Information Management. Bombay: Jaico, 1996.
4. [Dutta, D N](#).Manual of library management, Calcutta [The World Press Private Ltd](#). 1978.
5. Kumar P.S.G. Management of Library and Information Centres.Delhi: B. R. Publishing corporation, 2003.
6. Lowell, Mildred Hawksworth, [The management of libraries and information centres](#), New Jersey: The Scarecrow Press, Inc., 1968.

7. Mittal, R.L Library Administration: Theory and Practice. New Delhi: S.S Publication, 2007.
8. Mookerjee, Subodh Kumar [Library organisation and library administration](#), Calcutta: The world press private ltd. 1972.
9. Narayana, G. J. [Library and information management](#). New Delhi : Prentice-Hall of india, 1991.
10. Paliwal, P.K. Compendium of Library Administration. New Delhi: EssEss, 2000.
11. Panwar, B. S; Vyas, S. D. [Library management](#), Delhi : B. R. Publisher, 1986.
12. Sharma, Lokesh. [Library management](#), New Delhi: ShriSai Printographers, 2003.
13. Siwatch, Ajit Singh. Library Management: Leadership style strategies and organizational climate. New Delhi: Shree, 2004.
14. Stuert, Robert D. and Moran, Barbara B. Library and Information Center Management. Colorado: Libraries unlimited, 2004.
15. Ranganathan, S. R. Library Administration. ESS Publications, 2006.

PAPER II CORE

Title of the Paper: TYPES OF LIBRARY AND SYSTEMS

Objectives:

1. To know the **Public, Academic and Special Library: Functions and Services.**
2. To understand **Public, Academic and Special System**
3. To apply the relevant management techniques in modern Library and Information Centers.
4. To impart the techniques of **Public, Academic and Special library.**

Course Outcome:

At the end of learning program of this paper, students should have

1. Acquired knowledge on the Public Library system
2. Acquired knowledge on Academic Library System
3. Understood the Special Library system
4. Understood the role of UGC and INFLIBNET
5. Acquired knowledge Reference and Referral Services
6. Acquired about role of Special Library

Mapping with PSO:

(H-High, M-Medium, L-Low)

COs	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6	PSO7	PSO8
CO1	H	H	L	H	L	M	L	M
CO2	M	H	H	L	H	L	M	M
CO3	H	H	L	M	M	H	M	H
CO4	H	H	M	M	M	M	H	H
CO5	H	M	M	H	H	H	H	H
CO6	L	H	H	H	H	H	M	M

Unit 1: Public Library: Functions and Services

Role of Public Libraries: Public Library as Knowledge Centers; Changing Dimensions of Public Library Services; Public Library Management; Organizational Structure of Public Library system; Role of UNESCO, IFLA, RRRLF, NKC, NLM, IPLM. Information / Intellectual Resources; Physical Resources including ICT Infrastructure; Human & Financial Resources; Resource Mobilization in Public Library; Library Legislation in India. (14L)

Unit 2: Public Library Services

Public Library as community information centre; Web-Based Public Library Services - Trends and Development ICT Application in Public Libraries; Resource Sharing and Networking (11L)

Unit 3: Academic Libraries: Functions and Services

Role of Academic Libraries in Higher Education; Academic Library Services - Management; Role of UGC - Staffing Norms and Standards; Continuing Education Program for Academic Libraries; Personnel Management - INFLIBNET- Objectives, Functions and Services - e-Shodh Sindhu /and N-LIST. (12L)

Unit 4: Special Library: Functions and Services

Types of Special Libraries; Special Library Management; Role of CSIR, ICAR, ICMR, DRDO, ICSSR etc. - Reference and Referral, Alert services, Web based services. (13L)

Unit 5: Resource Planning and Development

Information / Intellectual Resources; Physical Resources including ICT Infrastructure; Human Resources and Manpower planning; Financial Resource; Planning of Technical Information Units / centers - Mission oriented networks and consortia with special emphasis on India (10L)
(Total-60L)

References:

Semertzaki, Eva (2015). Special Libraries as Knowledge Management Centres, Chandos Publishing. Shumaker, David. (2014). Special Libraries. In Encyclopedia of Library and Information Sciences, New York: Taylor and Francis. Ranganathan (2017). New Education and School Libraries Sarada Ranganathan Endowment for Library Science) Ranganathan (2006). Library Administration (Ranganathan Series in Library Science) 18 August

PAPER III CORE

Title of the Paper: KNOWLEDGE ORGANIZATION - II (CATALOGUING THEORY)

Objective:

- To enable the students to classify and catalogue the library documents using **AACR-II and UDC**
- Prepare them to efficiently integrate metadata with library OPAC for e-documents.

Exercise

1. Classification of titles of Books and Periodical articles according to UDC
2. Cataloguing of Documents: Print and Non-Print using AACR - II
3. Help the students familiarize in cataloguing and indexing various types of traditional as well as digital objects by assigning the call number using AACR-II and UDC
4. Help the students observe the principles relevant to the indexing schemes while classifying
5. Help them prepare a record of their understanding and performance in the prescribed classification schemes
6. Help them to identify the online support available on the internet

Course Outcome

At the end of learning program of this paper, students should have

1. Acquired capabilities in organizing the knowledge in the appropriate sequence
Sharpening the focus of the contents of the document with book numbers.
2. Learnt the knowledge how to Classification of Books and Periodicals according to UDC (Standard Edition)
3. Attained the elaborate knowledge how to Cataloguing of library Documents, Print and Non-Print sources using through AACR-II
4. Elaborate discussion how to do Classification and Cataloguing using AACR II
5. Attained the knowledge of classifying the documents using Colon Classification Schemes
6. Learnt the knowledge of information organization on traditional and digital environment

Mapping with PSO:

COs	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6	PSO7	PSO8
CO1	H	H	H	H	H	L	M	M
CO2	M	H	H	H	H	M	L	H
CO3	H	H	H	H	L	H	M	M
CO4	M	L	H	L	H	H	H	H
CO5	H	H	H	H	H	L	M	M
CO6	H	H	H	H	H	H	H	L

UNIT – I: Fundamental Concepts and Historical Developments

Library Catalogue: Definition, Objectives, Purposes and Functions - History and Development of Library Catalogue Codes - Physical Forms of Catalogues - Types of Catalogues (14L)

UNIT – II: Types of Catalogue Entries

Kinds of Entries - Data Elements in Different Types of Entries - Filing of Entries in Classified and Alphabetical Catalogues (11L)

UNIT – III: Choice and Rendering of Headings AACR 2

Personal Authors: Western and Indic Names - Corporate Authors - Pseudonymous, Anonymous Works and Uniform Titles - Non-Print Resources (12L)

UNIT – IV: Subject Cataloguing

Subject Cataloguing: Concept, Purpose and Problems - Chain Indexing - Subject Headings Lists - LCSH, SLSH (13L)

UNIT – V: Trends in Library Cataloguing

Centralized and Cooperative Cataloguing - Bibliographic Standards: ISBD, MARC, CCF, etc - ISBN and ISSN (10L)

Selected Readings:

1. McIlwaine, I.C. (2000). The Universal Decimal Classification: a guide to its use. London: BSI Business Information.
2. Raju A.A.N. (1991). UDC (IME, 1985): A Practical and Self Instructional Manual. Madras: T.R. Publications
3. UDC: International Medium Edition - English Text (BS IOOOM: 1985). London: British Standards Institution.
4. Universal Decimal Classification: Abridged Edition. (2003). London: BSI Business Information.
5. Anglo-American Cataloguing Rules. (1988). 2nd rev. ed. Chicago: American Library Association
Lal, C and Kumar, K. Practical Cataloguing AACR-2. ESS Publications, New Delhi. 2006.

PAPER IV CORE

Title of the Paper: KNOWLEDGE ORGANIZATION-II (CATALOGUING PRACTICAL)

Course Code:

Objective:

To help students practice library classification of documents by assigning the call number using CC and DDC schedules.

Exercise

Classification of titles of Books and periodicals according to CC (6th Edition)

Classification of titles of Books and periodicals according to DDC (**22nd Edition**)

Course Outcome

At the end of learning program of this paper, students should have

1. Gained practical knowledge to classify the documents using CC and DDC
2. Become thorough with the classification rules and apply relevant principles on document and knowledge classification
3. Learnt how to get online support for classifying the documents
4. Earned skills how to organize the documents in a classified order
5. Earned skills for classifying all documents including non book materials and micro documents
6. Acquired the theoretical knowledge on classifying the print and electronic resources

Mapping with PSO:

COs	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6	PSO7	PSO8
CO1	H	M	M	M	M	M	L	M
CO2	M	L	H	M	H	M	M	M
CO3	H	H	H	M	H	M	H	H
CO4	H	M	M	H	M	H	M	M
CO5	H	H	L	L	L	L	L	H
CO6	M	H	H	H	M	H	H	L

(H-High, M-Medium, L-Low)

UNIT - I: Classified Catalogue Code

Works of Single and Shared Authorship - Works of Mixed Responsibilities - Editorial Publications Series Publications - Multivolumed Works and Pseudonymous (11L)

UNIT- II: Anglo American Cataloguing Rules (Latest Edition)

Works of Single and Shared Authorship - Works of Shared Responsibilities - Editorial Publications Multivolume and Pseudonymous (12L)

UNIT - III: Classified Catalogue Code

Works of Corporate Authorship - Works of Conflict of Authorship - Periodical Publications Ordinary and Artificial Composite Books (13L)

UNIT- IV: Anglo American Cataloguing Rules (Latest Edition)

Works of Corporate Bodies - Serial Publications - Works of Editorial Direction (10L)

UNIT – V: Cataloguing of books using Classified Catalogue Code, 5th edition (with amendments) and AACR - II along with Sears List of Subject Headings (Latest edition)

Selected Readings

1. Mitchell, Joan S (2003). Dewey decimal classification and Relative Index. 22nd ed. 4 Vol. New York: Forest Press.
2. Comaromi, John P (1989). Dewey decimal classification and Relative Index. 20th ed. 4 Vol. New York: Forest Press.
3. Custer, Benjamin A. (1979). Dewey decimal classification and Relative Index. 19th ed. 3 Vol. New York: Forest Press.
4. Comaromi, John P. and Satija, M.P. (1990). Exercises in the 20th Edition of the Dewey decimal classification. New Delhi: Sterling.
5. Kumar, P S G (2003). Knowledge Organization: Information Processing and Retrieval Practice. New Delhi: B.R Publishing
6. Satija, M.P. and Comaromi, John P. (1998). Exercises in the 21st Edition of the Decimal Classification. New Delhi: Sterling.
7. Ranganathan, S. R (1963). Colon Classification. 6th ed. Bangalore: Sarada Ranganathan Endowment for Library Science.
8. Sachdev, Mohan Singh (1983). Colon Classification; Theory and Practice. New Delhi: Sterling
9. Khanna, J K (1982). Colon Classification; Theory and Practice. New Delhi: EssEss

Paper V – Internship Program

Three weeks at College Level / Local Institution

(Total-60L)

ELECTIVE

Title of the Paper: TECHNICAL COMMUNICATION AND COMMUNITY INFORMATION SYSTEMS

Objectives

1. Help the Students comprehend the various facets of soft skills and different types of communication as a means to develop their professional personality
2. Help the students develop Leadership qualities, Motivation and Professional efficiency.
3. Help the students to develop their reporting and presentation skills
4. Help the students to understand facets related to work culture and Time Management skill, Reading and Writing skills.

Course Outcome

At the end of learning program of this paper, students should have

1. Acquired knowledge on the basics of verbal and written communication.
2. Understood the components of Visual and Tele communication.
3. Skills to use digital gadgets and internet communication.
4. Understood the facet of library and professional communication.
5. Learnt on the reading and report writing skills.
6. Acquired knowledge on time saving techniques and developing overall professional personality

COs	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6	PSO7	PSO8
CO1	H	H	H	L	M	H	H	M
CO2	H	H	H	H	H	H	H	L
CO3	H	H	H	H	H	H	H	H
CO4	H	H	H	H	H	M	M	M
CO5	H	H	L	H	H	M	M	H
CO6	H	H	H	H	L	L	H	H

Mapping with PSO:

(H-High, M-Medium, L-Low)

Unit 1: Community Information Services (CIS)

Community Information Services – Definition, Need, Features and objectives; Providers of Community Information Services: Systems, Agencies and Institutions, Libraries as CIS Providers; Role of public libraries, Library Outreach Programs, Library Publicity and Public Relation; Community Information Systems and Services: Global and National Scenario. (8L)

Unit 2: Community Information Resources

Documentary Sources: vital statistics, land records, official publications, magazines, maps & atlases, photographs, personal collections, leaflets, local history materials, etc.; Institutional Sources: Publications of local governments and government agencies, educational and religious institutions, (9L)

Unit 3: NGOs

NGOs, political parties, labour and peasant organizations, etc; Human Resources: village level leaders, field extension personnel, religious leaders, government officials, etc; Cultural heritage resources and Digital resources. (10L)

Unit 4: Local Studies

Definition and Scope, Types and kinds of local studies materials; Local studies — Collection and Organization in libraries; Government agencies, local organizations including the calendar of local events; Area Profile — Meaning, Structure and compilation; Local history, Local heritage and Oral history. (10L)

Unit 5: Planning of Community Information Centre

Community Information Centres: Planning and Role of Information Services; Access to Community Information Services. Media and Mechanisms; Projects and initiatives on community information organization; Digital Community Information Services; Community Information Portals (8L)

Selected Readings:

1. Amer, Beverly. Soft Skills at Work: Technology for Career Success, CengageLearning, 2008, pp90.
2. Butterfield, Jeff. Written Communication: Soft Skills for Digital Work Place, Cengage Learning, 200, pp134.
3. Klaus, Peggy. The Hard Truth about Soft Skills: Work Place Lessons Smart People Wish They'd Learned Sooner. Collins, 2008, pp208.
4. Mitchell, Geana Watson. Essential Soft Skills for Success in the Twenty First Century Workforce as perceived by Alabama Business/marketing Educators. ProQuest, 2008, pp134.
5. Rao, M.S. Soft Skills Enhancing Employability: Connecting Campus with Corporate. K. International Pvt Ltd, 2010, pp 256.

ELECTIVE

Title of the Paper: LIBRARY AUTOMATION AND DIGITIZATION (SWAYAM PORTAL)

Block 1: Library Automation Packages

Unit 1: Introduction (5L)

Unit 2: Acquisition and Cataloguing (5L)

Unit 3: Serials Control (5L)

Unit 4: Library Services (5L)

Block 2: Media Resources (5L)

Unit 6: Media Resources for Libraries and their Preservation (5L)

Unit 7: Equipment and their Maintenance (5L)

Block 3: Digitization of Media Resources (5L)

Unit 8: Digitization Concept and Need (5L)

Unit 9: Methods and Equipment (5L)

(Total-45L)