Manonmaniam Sundaranar University
Library and Information Science - Syllabus
B.Lib.I.Sc – Bachelor of Library and Information Science
Effect from the Academic Year 2018-2019

Course	Course Code	Name of the Course	Hrs/ Week	Credits	Marks				
					Maximum			Passing Minimum	
					Int.	Ext.	Tot.	Ext.	Total
Semester - I									
Core 1		Foundation 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 Organisation -I (Classification Theory)	4	4	25	75	100	38	50
Core IV		Basics of Information Technology in LIS	4	4	25	75	100	38	50
Core Practical		Knowledge Organisation -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 Libraries	4	4	25	75	100	38	50
Core III		Knowledge Organisation -II (Cataloguing Theory)	4	4	25	75	100	38	50
Core IV		Knowledge Organisation -II (Cataloguing Practice)	4	2	50	50	100	38	50
Core Practical		Internship Programme (21 days)	4	4	50	50	100	38	50
Elective I		Optional Paper : Technical Communication, Community Information Systems (or) Library Automation and Digitization (Swayam Portal)	2	3	25	75	100	38	50
		Total	**22**	**21**					

Preamble: The Department of Library and Information Science, Manonmaniam Sundaranar University of Tamil Nadu, offers One year course, Bachelor of Library and Information Science (B.Lib.I.Sc). This programme prepares the student with professional competencies, opportunities in wide spectrum of jobs in libraries, archives, publishing firms, the corporate sector, and firms associated with information products and services.

Objectives of the Programme:

The curriculum covers different aspects of nascent Library and Information environments in which students will eventually work.

The courses covered in this program include interdisciplinary approach of knowledge and information.

This program helps the students to gain competencies that will allow graduates to begin successful careers in libraries and information environments.

This program will make students understand the use of information and communication technologies including social aspects of information in providing information resources and services.

The graduates of this program will demonstrate knowledge of setting up a library or information centre.

Students will have the competencies in planning and implementing information services.

The graduates of this course will have the capability for community and interdisciplinary collaboration, which is very much required for library and information science.

The students will demonstrate the values and ethics of library and information science profession.

Eligibility for Admission to the Programme

i) Qualification for Admission

Candidates who have passed any Bachelor s Degree examination from a recognized university under 10+2+3 system and who have secured at least 50% marks in aggregate.

ii) Entrance Examination

Candidates seeking admission to the program shall be required to appear for a 2 hours written examination conducted by the university. The written examination for 100 marks shall consist of multiple choice objective type questions to test mental ability, aptitude and general knowledge of the candidate. It will also have questions from current topics of general interest, books, authors, libraries, information resources, reading habits and other related areas.

iii) Selection for Admission

The selection of candidates shall be made on the basis of the marks scored in the entrance examination.

iv) Intake

The total number of Candidates to be admitted to the programme would be 30 (Thirty) only.

v) Admission

All admissions shall be made provisionally and any candidate on scrutiny, if not found eligible shall be asked to leave the course. Normally admission process shall be over before the first Monday of July when classes will start or as per the schedule announced by the university from time to time.

Paper Code
Title of the Paper: Foundations of Library and Information Science

Preamble: This course makes possible an understanding about Library – Library legislation - Professional Associations - Knowledge Society - Theories and Models of Communication.

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)

References:

Isaac. K. A (2014) Library Legislation in India: A Critical and Comparitive Study of State Library Acts

Mai, J. E. (2016). Looking for information: A survey of research on informationseeking, needs, and behavior. Emerald Publishing.

Narendra Dodiya (2015) Laws, Legislation, Education and Associations (10 Pillars of Library & Information Science)

Ranganathan, S.R. (2016) The Five Laws of Library Science: EssEss Publication

Venkatappaiah V. (2015) Indian Library Legislation : State Library Bills & Acts

Paper II - Core
Paper Code:
Title of the Paper: Information Sources and Services

Preamble: This course makes possible to know about Reference - Information Service - Sources - Bibliography - Abstracting and Indexing Services

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.   (10L)

References:
Mai, J. E. (2016). Looking for information: A survey of research on information seeking, needs, and behavior. Emerald Publishing.

Osborne, Larry N. and Nakamura, Margaret. System analysis for librarians and information professionals. 2nd ed. Engewook: Libraries unlimited, 2014.

Satyanarayana, N R (2012) Ranganathanism and Knowledge Society: Relevance of Dr. S.R. Ranganathan in the Present Day Knowledge Society

Paper III – Core

Paper Code:

Title of the Paper: Knowledge Organisation I – (Classification Theory)

Preamble: This course makes possible to understanding about – Library Classification – Schemes – Theory – Facet Sequences and Notation.

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   (13L)

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)

References:
Gopinath, M.A , Ranganathan S R. Prolegomena to Library Classification EssEss Publication

Ranganathan, S R. Colon Classification Basic Classification - Ranganathan Series in Library Science 4: Madras Library Association Publication 26.

Ranganathan, S R. Philosophy of Library Classification.EssEss Publication

Ranganathan, S R Classification and Communication EssEss Publication

Ranganathan, S R Elements of Library Classification South Asia Books

Paper IV - Core

Paper Code:

Title of the Paper: Basics of Information Technology in Library and Information Science

Preamble: This course makes gain knowledge about Introduction to Computers - Library Automation - Database Management Systems - Web Interface and Introduction to Internet

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

(10L)

References:

HARAVU (L J).(2016) Library automation design, principles and practice. 2017. Allied Publishers, New Delhi.

INFLIBNET. Software for university libraries user manual. 2016. INFLIBNET, Ahmedabad.

Suseela V J. Uma V (2017). Data Management for Libraries: Understanding DBMS, RDBMS, Technologies & Tools Hardcover

Paul DuBois (2016). MySQL (Developer's Library)

Paper V – Core

Paper Code:

Title of the Paper: Knowledge Organisation I – (Classification Practical)

Preamble: This course makes possible an understanding of Colon Classification, Classification of Documents with Basic Subjects, Compound Subjects. Know about Dewey Decimal Classification

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 Organisation- 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 Organisation- 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

References:

Gopinath, M.A , Ranganathan S R. Prolegomena to Library Classification EssEss Publication

Ranganathan, S R*(2007)*Colon Classificiation: The Basic Classification (Ranganathan Series in Library Science) EssEss Publication

Satija, M P(2012) Exercises in the 23rd Edition of the Dewey Decimal Classification. EssEss Publications

Sharma, C K (2016). Practical Handbook of Dewey Decimal Classification Atlantic Publisher

Paper Code:
Title of the Paper: Library Automation and Networking

Preamble: This course makes possible to gain knowledge regarding Library Automation – Planning – Networking - Internet: Concept, Features, Services - Hypertext, Hyper media

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 of RFID   (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)

References:

C. Xavier. World Wide Web Design with HTML. New Delhi : TMH, 2014.
Dilip C. Naik. Internet Standards and Protocols. New Delhi : PHI, 2015.
G. G. Chowdhury and Sudatta Chowdhury. Information Sources and Searching on the World Wide Web. London : Facet Publishing, 2016.
Jesus Tramullas and Piedad Garrido (2015). Library Automation and OPAC 2.0: Information Access and Services in the 2.0 Landscape
Lakshmikant Mishra (2018) Automation and Networking of Libraries: A Manual of Library Management Software and Applications of Computer Technology in Libraries

Elective (Swayam Portal)

Paper Code:

Paper Name: Document Processing and Organisation

Preamble: This course makes possible to gain knowledge regarding Classification – DDC - Cataloguing Documents using AACR-2 - Information Sources - Information Services

Block 1: Classification

Unit 1: Basics of Classification

Unit 2: Classifying Documents using DDC

Block 2: Cataloguing

Unit 3: Basics of Cataloguing

Unit4: Cataloguing 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
Paper Code:
Title of the Paper:: Management of Library and Information Centers

Preamble: This course makes possible to expand knowledge regarding Management - Human Resource, Financial, and Materials Management - Planning and planning strategies

Unit 1: Management:
Concept, Definition and scope Schools of Management - Thought Systems Analysis and Design (14L)

Unit 2: Human Resource Management:
Organisation 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)

References:

Chuanfu Chen and Ronald Larsen (2014). Library and Information Sciences: Trends and Research. Springer

Mittal (RL): Library Administration : Theory and practice. Latest ed.

Narendra Dodiya and Neelesh Malviya (2015). Management (10 Pillars of Library & Information Science).

Ranganathan, S R (2016). Library Administration (Ranganathan Series in Library Science). EssEss Publications

Ranganathan, S R Library Manual 2008. EssEss Publications

Vincent KwamiAfenyo and Samuel N B Tackie (2015). Total Quality Management in an Academic Library Paperback . Lambert Publication

Paper II
Paper Code:

Title of the Paper: Types of Library Systems

Preamble: This course makes possible to expand information regarding Public Library – Services - Academic Libraries - Special Library and ICT Infrastructure

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)

Paper III

Paper Code:

Title of the Paper: Knowledge Organization - II (Cataloguing Theory)

Preamble: This course makes possible to get knowledge regarding Concepts and Historical Developments of Library - Types of Catalogue Entries - AACR 2 - Subject Cataloguing and Trends in Library Cataloguing

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)

(Total-60L)

References:
Bakewell, K. G. B. and. Chandler G.(2015) A Manual of Cataloguing Practice: International Series of Monographs In library and Information Science

Chan, L.M. (2015). Library of Congress Subject Headings . Principles of Structure and Policies for Application. Washington DC: Library of Congress.

Rovira, C. and Caroline, C., (ed.). (2016). Sears List of Subject Headings. 13th ed. New York: Wilson Company.

Ranganathan, S R and Neelameghan, A (2006). Classified Catalogue Code: with additional rules for Dictionary Catalogue Code (Ranganathan Series in Library Science) EssEss Publications

Paper IV

Paper Code:

Title of the Paper: Knowledge Organization - II (Cataloguing Practical)

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

Preamble: This course makes possible to get practical knowledge about Classified Catalogue Code and Anglo American Cataloguing Rules

UNIT – I:Fundamental Concepts

Concepts and Historical Developments of Library - Types of Catalogue Entries - Classified Catalogue Code - AACR 2
(14L)

UNIT - II: Classified Catalogue Code

Works of Single and Shared Authorship - Works of Mixed Responsibilities - Editorial Publications

Series Publications - Multivolume Works and Pseudonymous   (11L)

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

Works of Single and Shared Authorship - Works of Shared Responsibilities - Editorial Publications

Multivolume and Pseudonymous   (12L)

UNIT - IV: Classified Catalogue Code

Works of Corporate Authorship - Works of Conflict of Authorship - Periodical Publications

Ordinary and Artificial Composite Books   (13L)

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

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

(Total-60L)

References:

Bowman (J H) (2015). Essential cataloguing. 2003. Facet Publishing, London.

Miller (J), Ed. (2014) Sears list of subject headings. Ed. 15.Wilson, New York.

Parameswaran,(2017) M Anglo-American Cataloguing Rules (II) and CCC. EssEss Publications,

Ranganathan (S R). Classified catalogue code with additional rules for dictionary catalogue code.. Sarada Ranganathan Endowment for Library Science, Bangalore.

Paper V – Internship Program

Three weeks at College Level / Local Institution

(Total-60L)

Paper Code:

Title of the Paper: Technical Commutation and Community Information Systems

Preamble: This course makes possible to get information regarding Community Information Services – Resources - Cultural heritage resources and Digital resources - Community Information Centers

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 Centers - 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)

                                                                                         (Total-45L)

References:

Annabel Stephens (2016). Assessing the Public Library Planning Process

Michael DeweEd.(2015). Local Studies Collection Management

Sandra S. Nelson (2016) The New Planning for Results: A Streamlined Approach

Virginia A. Walter (2015) Output Measures and More: Planning and Evaluating Public Library.

IstoHuvila (2012). Information Services and Digital Literacy

Elective

Course: Library Automation and Digitization

Preamble: This course gain knowledge regarding Library Automation Packages - Media Resources - Digitization Concept and Need and Equipment

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)