** (U/S 2(f) and 12B of the UGC Act 1956, NAAC Accredited)**

 **DESH BHAGAT UNIVERSITY, MANDI GOBINDGARH**

**Faculty of Library & Information Technology**

**Department of Library & Information Science**

**Bachelor of Library & Information Science**

**Program Objective**

**PO1.** **Library & Information Science Knowledge:** Apply the knowledge of Library & Information Science, fundamentals and specialization to the solution of complex Problems faced by Library Professionals & Library users related to Classification, Cataloguing, Library Automation and other problems*.*

**PO2.** **Problem formulate and Identifications:** Identify, formulate, research literature of Library & Information Science and analyze new challenges & problems in the field of Library to arrive at substantiated conclusions using five Laws of Library & Information Science.

**PO3.** **Design/development of Software Product:** Design solutions for complex Library & Information Science problems and design components, processes to meet the specifications with consideration for the multidisciplinary cultural, societal & environmental considerations.

**PO4.** **Analysis of complex problems:** Use research-based knowledge including design of experiments, analysis and interpretation of data and synthesis of the information to provide valid conclusions.

**PO5.** **Modern tools usage:** To create, select and apply appropriate techniques, resources and modern Library and IT tools including prediction and modelling to complex Library & Information Science activities with an understanding of the limitations.

**PO6. The Library Professionals and society:** Apply reasoning informed by the contextual knowledge to assess societal, health, safety, legal and cultural issues and the consequent responsibilities relevant to the Library Professional practice.

**PO7. Environment and sustainability**: Understand the impact of the Library professional solutions in societal and environmental contexts and demonstrate the knowledge of and need for sustainable development.

**PO8. Proficient Ethics:** Apply ethical principles and commit to professional ethics and responsibilities and norms of the Library & Information Science practice.

**PO9**. **Individual and Project team work:** Function effectively as an individual and as a member or leader in teams and in multidisciplinary settings.

**PO10**. **Communication expertise’s:** Communicate effectively with the Library & Information Science community and with society at large. Be able to comprehend and write effective reports documentation. Make effective presentations and give and receive clear instructions.

**PO11. Project management and finance:** Demonstrate knowledge and understanding of Library management principles and apply these to one’s own work, as a member and leader in a team. Manage projects in multidisciplinary environments.

**PO12**. **Life-long learning:** Recognize the need for, and have the preparation and ability to engage in independent and life-long learning in the broadest context of technological change.

**Semester 1**

**Course Code: BLIB-101**

**Title of the course: Foundations of Library & Information Science**

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| **L** | **T** | **P** | **Credits** | **Weekly Load** |
| **4** | **0** | **0** | **4** | **4** |

**Course Outcomes:**

At the end of the course, students should be able to:

CO1: Articulate the historical foundations and development of libraries, librarianship and other information institutions and professions and relate this history to current events.

CO2: Identify and assess the current role, impact, and response of information institutions (libraries, archives, museums, etc.) To recent social, technological, political and economic changes in society.

CO3: To make the students aware about types of libraries and their functions.

CO4: To acquaint the students with fundamental laws, legislations and associations.

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| CO/PO Mapping(S-Strong Correlation, M- Medium Correlation, W-Weak Correlation) |
| CO’s | Programme Outcomes (PO’s) |
| PO1 | PO2 | PO3 | PO4 | PO5 | PO6 | PO7 | PO8 | PO9 | PO10 | PO11 | PO12 |
| CO1 | S | M | M | W | W | M | W | W | M | W | W | M |
| CO2 | S | S | M | M | W | S | M | M | M | M | M | S |
| CO3 | M | M | W | S | M | S | S | M | W | M | W | S |
| CO4 | M | S | M | M | M | W | W | S | M | W | W | S |

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| **Unit I** | Concept of library: Definition, purpose and functions. Five laws in library science. | 3 Hours |
| Library in Society: Place of library in dissemination of information. Changing role of library in socio-economic development, education and recreation. | 5 Hours |
| **Unit II** | Types of libraries: Public, academic, special and national libraries: Definition, purpose and functions of each type of library | 4 Hours |
| Brief introduction of automated, digital, Polymedia and virtual libraries. | 3 Hours  |
| Library cooperation: Definition, types, levels. Resources sharing and networking. | 4 Hours |
| **Unit III** | Comparative librarianship: Library development in India. | 3 Hours |
| Library Legislation: Need, purpose and factors. A brief account of its present position in India. | 4 Hours |
| Copyright Act, Press and Registration Act and Delivery of Books and Newspapers (Public Libraries) Act. | 4 Hours |
| **Unit IV** | Library profession: Librarianship as a profession, Professional ethics. Role of library associations: ILA, IASLIC, ALA, LA. | 4 Hours |
| Promoters of library and information services: At national Level RRRLF, and at International Level: UNESCO, and IFLA: Their role in promotion and development of libraries. | 5 Hours |

**RECOMMENDED READINGS**

1. Ranganathan(SR): Five laws of Library Science, Ed 2.1957
2. Foundations of library science and information science by Dr. Ajit Singh, Madaan Publicatio House. 2009
3. Foundation of Library and Information Science by [S.M. Rokade](https://www.flipkart.com/books/sm-rokade~contributor/pr?sid=bks) 2013
4. Library administration and management by Kumar, Krishan, Vikas Publication. 2014 reprint
5. Library Organization by Kumar, Krishan, Vikas Publication. 2014 reprint
6. Lock (RN): Manual of library Economy: A conspectus of professional librarianship for students and practioners. London: Clive Bingley 2007 reprint
7. Harrison(KC): First step in librarianship: a Student’s guide. Ed 5.London:Andre Deutsch 2012 reprint
8. Mittal(RL): Public library law: an international survey, Delhi: Metropolitan, 2014
9. India Advisory Committee for libraries : Report. 2000
10. Library ate Suchna Kendran de Parbandh by Dr. Ajit Singh, Madaan Publicatio House.2014 reprint
11. Gates(JK) Introduction to librarianship. Latest ed. 2015 reprint
12. Ranganathan(SR) and Neelameghan (A): Public library system.1958
13. Gardner (Frank M): Public library legislation: a comparative study 2009 reprint
14. Kelly(Thomas): History of public libraries in Great Britain, 1845-1975. 2009 reprint

E- Books

TYPES OF LIBRARIES AND INFORMATION CENTRES:

 1. <https://nios.ac.in/media/documents/SrSecLibrary/LCh-002.pdf>

## [Profiles of Academic Libraries: https://www.pdfdrive.com/profiles-of-academic-libraries-e30020602.html](Profiles%20of%20Academic%C2%A0Libraries%3A%20https%3A//www.pdfdrive.com/profiles-of-academic-libraries-e30020602.html)

## Introduction to open access: <https://www.pdfdrive.com/introduction-to-open-access-e39624227.html>

## <https://nios.ac.in/media/documents/SrSecLibrary/LCh-001H.pdf>

## <https://nios.ac.in/media/documents/SrSecLibrary/LCh-001.pdf>

1. FIVE LAWS OF LIBRARY SCIENCE: <https://nios.ac.in/media/documents/SrSecLibrary/LCh-004.pdf>

**Course Code: BLIB-102**

**Title of the course: Knowledge Organization: Classification & Cataloguing (Theory)**

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| **L** | **T** | **P** | **Credits** | **Weekly Load** |
| **4** | **0** | **0** | **4** | **4** |

**Course Outcomes:**

At the end of the course, students should be able to

CO1: To acquaint the students how to develop knowledge organization systems.

CO2: To understands the student’s how the implications of knowledge organization systems and approaches.

CO3: To acquaint the students the principles and theories of library cataloguing

CO4: To understand Bibliographic Formats and Standards, deriving subject headings.

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| CO/PO Mapping(S-Strong Correlation, M- Medium Correlation, W-Weak Correlation |
| CO’s | Programme Outcomes (PO’s) |
| PO1 | PO2 | PO3 | PO4 | PO5 | PO6 | PO7 | PO8 | PO9 | PO10 | PO11 | PO12 |
| CO1 | M | M | M | S | M | M | W | W | M | M | W | S |
| CO2 | S | M | M | S | M | M | W | M | M | M | M | S |
| CO3 | S | M | M | S | M | M | W | M | M | M | W | S |
| CO4 | S | M | M | M | M | M | W | M | M | M | W | S |

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| **Unit I** | Concept of Library classification: Definition need and purpose. | 3 Hours |
| Theory of subjects: Basic, compound, and complex subjects. | 3 Hours |
| Models of classification scheme: Enumerative and Faceted: Their merits and demerits. | 3 Hours |
| Notation: Need, purpose types and qualities. | 3 Hours |
| **Unit II** | Classification Schemes: Introduction to major schemes of classification: Universal Decimal Classification (UDC), Dewey Decimal Classification (DDC) and Colon Classification (CC). LC, BC. | 5 Hours |
| Classification Theory: Canons/principles of Sayers, Bliss and Ranganathan. | 3 Hours  |
| Development and trends in classification: Role of Computers. | 3 Hours |
| Concept of call number: Class number, book number, collection number. | 2 Hours |
| **Unit III** | Concept of library catalogue : Definition , need ,purpose and functions | 3 Hours |
| Forms and types of catalogue. Dictionary, Classified, Alphabetico-classified Catalogue; Card, Microfiche, Computerized and online (OPAC) Catalogues. | 4 Hours |
| Filing of Entries: Arrangement of entries of Dictionary and Classified catalogue. | 3 Hours |
| Descriptive cataloguing: Current trends in Standardization, description, and Exchange (ISBD, MARC,CCF) | 3 Hours |
| **Unit IV** | Standard Codes of cataloguing : AACR and CCC | 3 Hours |
| Normative principles of Cataloguing: Canons of Cataloguing Subject Cataloguing and Indexing: Principles of subject cataloguing. Subject Headings Lists and their features (Sears List of Subject Headings and Library of Congress List of Subject Headings) | 5 Hours |
| Development and trends: Development and recent trends in cataloguing | 3 Hours  |

**Recommended Reading:**

* Dewey decimal classification. 19th ed. 3vols.
* Foskett, (AC): Subject approach to information
* Hunter, (EJ) and Bakewell, (KGB): Advanced cataloguing.
* Krishan Kumar: Theory of classification.
* Krishan Kumar: Theory of cataloguing.
* Ranganathan, (SR): Classified catalogue code. 5th ed.
* Ranganathan, (SR): Colon Classification. 6th revised edition.
* Ranganathan, (SR): Prolegomena to library classification
* Sayers, (MCB): Manual of library classification for librarians and bibliographers
* Sears’ List of Subject Headings.
1. <https://libraryandinformationsciencecafe.blogspot.com/p/for-blisc.html>
2. Resource Planning and Management of Information – Library: <https://www.pdfdrive.com/resource-planning-and-management-of-information-library-e25407983.html>
3. <https://libraryandinformationsciencecafe.blogspot.com/p/for-blisc.html>

**Course Code: BLIB-103**

**Title of the course: Library Classification (Practice)**

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| **L** | **T** | **P** | **Credits** | **Weekly Load** |
| **4** | **0** | **0** | **4** | **4** |

**Course Outcomes:**

At the end of the course, students should be able to

CO1: To provide practical training about classification of the documents using the 19th edition of Dewey Decimal Classification (DDC) scheme.

CO2: To trained students in the techniques of classifying titles of documents according to Colon Classification, Ed 6 (reprint with amendments) and Dewey Decimal Classification, Ed 19..

CO3: Students learn Classification of information in helpful sequence.

CO4: Understand laws related to libraries Classification.

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| CO/PO Mapping(S-Strong Correlation, M- Medium Correlation, W-Weak Correlation |
| CO’s | Programme Outcomes (PO’s) |
| PO1 | PO2 | PO3 | PO4 | PO5 | PO6 | PO7 | PO8 | PO9 | PO10 | PO11 | PO12 |
| CO1 | S | S | M | S | S | M | M | W | M | M | W | S |
| CO2 | M | S | M | S | S | M | W | W | S | W | M | S |
| CO3 | M | S | W | M | M | W | M | M | S | M | M | S |
| CO4 | M | S | W | W | M | W | W | M | M | W | W | S |

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| **Unit I** |

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| **Tables:** The six tables in the DDC are as following |
| T1        Standard Subdivisions |
| T2        Geographic Areas, Historical Periods, Persons |
| T3        Subdivisions for the Arts, for Individual Literatures, for Specific Literary Forms |

 | 3 Hours |
| T4        Subdivisions of Individual Languages and Language FamiliesT5        Ethnic and National GroupsT6        Languages | 3 Hours |
| **Unit II** | Introduction to Schedules: 000 Generalities : Study of Schedules and Practice100 Philosophy and psychology : Study of Schedules and Practice200 Religion : Study of Schedules and Practice+300 Social sciences : Study of Schedules and Practice | 3 Hours |
| 400 Language : Study of Schedules and Practice | 3 Hours |
| 500 Natural sciences and mathematics : Study of Schedules and Practice |
| 600 Technology (applied sciences) : Study of Schedules and Practice |
| 700 The arts; fine and decorative arts : Study of Schedules and Practice | 3 Hours |
| 800 Literature and rhetoric : Study of Schedules and Practice |
| 900 Geography and history : Study of Schedules and Practice |
| **Unit III** | Colon Classification: Concept of Fundamental Categories and How to Classify | 3 Hours |
| Library Science: Study of Schedules and Practice | 3 Hours |
| Mathematics: Study of Schedules and Practice |
| Introduction to Canonical Classes |
| Physics: Study of Schedules and Practice | 4 Hours |
| Chemistry: Study of Schedules and Practice |
| Engineering: Study of Schedules and Practice |
| Technology: Study of Schedules and Practice |
| Biology: Study of Schedules and Practice | 4 Hours |
| Geology: Study of Schedules and Practice |
| Botany: Study of Schedules and Practice |
| Zoology: Study of Schedules and Practice |
| Animal Husbandry: Study of Schedules and Practice |
| Literature: Study of Schedules and Practice |  |
| Linguistics: Study of Schedules and Practice |
| Religion: Study of Schedules and Practice |
| **Unit IV** | Philosophy: Study of Schedules and Practice | 3 Hours |
| Physiology: Study of Schedules and Practice |
| Education: Study of Schedules and Practice |
| Geography: Study of Schedules and Practice | 4 Hours |
| History: Study of Schedules and Practice  |
| Political Science: Study of Schedules and Practice |
| Economics: Study of Schedules and Practice | 4 Hours  |
| Sociology: Study of Schedules and Practice |
| Law: Study of Schedules and Practice |

**Recommended Reading:**

1. Ranganathan (SR): Colon Classification. Ed6(Reprinted with amendments), 1963.

2. Dewey Decimal Classification. 3V. Ed 19. 1979.

DDC Online 1. <https://www.oclc.org/content/dam/oclc/dewey/resources/summaries/deweysummaries.pdf>

<https://www.library.kent.edu/files/TechKNOW-July2003.pdf>

<https://www.univie.ac.at/voeb/fileadmin/Dateien/Kommissionen/Sacherschliessung/DDC23_Overview_-_Mitchell.pdf>

Colon Classification: <https://www.academia.edu/40788151/COLON_CLASSIFICATION>

<https://archive.org/details/in.ernet.dli.2015.279875>

**Course Code: BLIB-104**

**Title of the course: Library Cataloguing (Practice)**

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| **L** | **T** | **P** | **Credits** | **Weekly Load** |
| **4** | **0** | **2** | **5** | **4** |

**Course Outcomes:**

At the end of the course, students should be able to

CO1: To Know the Key principles according to Anglo-American Cataloguing Rules – A content standard for bibliographic description and access – Bibliographic – not just books – Built on other, earlier sets of rules.

CO2: To Know the Key principles – One principle entry per resource – Catalogue from item in hand – Chief source of information

 CO3: To Know the Key principles of cataloguing according to **Classified Catalogue Code & AACR-II** for Single personal author, joint author, Pseudonym: Single and joint, corporate author: Government, Institution and Conference and Multi-volumes.

CO4: To Know the Key principles of cataloguing for according to **AACR-II** Uniform Titles, Microforms and periodicals.

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| CO/PO Mapping(S-Strong Correlation, M- Medium Correlation, W-Weak Correlation |
| CO’s | Programme Outcomes (PO’s) |
| PO1 | PO2 | PO3 | PO4 | PO5 | PO6 | PO7 | PO8 | PO9 | PO10 | PO11 | PO12 |
| CO1 | S | M | M | M | S | S | M | M | S | M | W | M |
| CO2 | S | W | M | M | M | S | M | M | S | W | M | M |
| CO3 | S | M | M | M | M | S | M | M | S | M | W | M |
| CO4 | S | W | M | M | M | S | M | M | S | M | M | M |

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| **Unit I** | **Part-I Catalogued according Anglo-American Cataloguing Rules** (**AACR II):**Personal Author :Single Author ,Joint Author, more than three | 4 Hours |
| Edition, Editor, Translator, illustrated, and series/editor etc. |
| Works under editorial direction and the mixed responsibility. | 4 Hours |
| Pseudonym: single and joint Authors |
| Multi-Volume |
| Corporate authors: | 4 Hours |
| Government Author :Institutions, conference/Seminars |
| **Unit II** | Uniform Titles  | 4 Hours |
|  Microforms.  | 4 Hours |
| Periodicals. | 4 Hours |
| **Unit III** | **Part-II Catalogued according Classified Catalogue Code (CCC):**Personal Author :Single Author ,Joint Author, more than three | 4 Hours |
| Edition, Editor, Translator, illustrated, and series/editor etc. |
| Works under editorial direction and the mixed responsibility. | 4 Hours |
| Pseudonym: single and joint Authors |
| Multi-Volume |
| **Unit IV** | Corporate authors: | 5 Hours |
| Government Author :Institutions, conference/Seminars |

**Recommended Reading:**

1. Ranganathan (SR): Classified catalogue code with additional rules for dictionary catalogue code. Ed 5, 1954. Reprinted 1991.
2. Anglo- American Cataloguing Rules .Ed 2. 1978.
3. Sears List of Subject Headings Ed 12. 1982

AACR- II: <https://www.librarianshipstudies.com/2018/12/anglo-american-cataloguing-rules-aacr.html>

<https://www.alastore.ala.org/content/anglo-american-cataloguing-rules-second-edition-2002-revision-2005-update-kit>

Maxwell's Handbook for AACR2: Explaining and Illustrating the Anglo-American Cataloguing :

<https://www.pdfdrive.com/maxwells-handbook-for-aacr2-explaining-and-illustrating-the-anglo-american-cataloguing-rules-e185729496.html>

<https://www.pdfdrive.com/anglo-american-cataloguing-rules-aacr-e157402386.html>

<https://www.pdfdrive.com/anglo-american-cataloguing-rules-e157402260.html>

**[Sears List of Subject Headings by HW Wilson: https://www.hwwilsoninprint.com/sears.php](Sears%20List%20of%20Subject%20Headings%20by%20HW%20Wilson%3A%20https%3A//www.hwwilsoninprint.com/sears.php%20)**

<https://www.pdfdrive.com/sears-list-of-subject-headings-e50289462.html>

Classified catalogue code:

<https://www.pdfdrive.com/descriptive-and-subject-cataloguing-a-workbook-e174315688.html>

<https://archive.org/details/in.ernet.dli.2015.126240>

<https://www.academia.edu/40798256/Classified_Catalogue_Code_5th_Ed._1960_by_S.R._Ranganathan_>

**2nd Semester**

**Course Code: BLIB-201**

**Title of the course: Management of Libraries and Information Centers**

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| **L** | **T** | **P** | **Credits** | **Weekly Load** |
| **4** | **0** | **0** | **4** | **4** |

**Course Outcomes:**

At the end of the course, students should be able to

CO1: Describe the term management as applied to libraries and information centre.

CO2: Identify the fundamental components of management, planning, organizing, staffing, directing and control.

CO3: To familiarize students with the library housekeeping operations.

CO4: To create understanding about financial management.

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| CO/PO Mapping(S-Strong Correlation, M- Medium Correlation, W-Weak Correlation |
| CO’s | Programme Outcomes (PO’s) |
| PO1 | PO2 | PO3 | PO4 | PO5 | PO6 | PO7 | PO8 | PO9 | PO10 | PO11 | PO12 |
| CO1 | M | S | M | S | S | S | M | M | S | M | S | S |
| CO2 | S | S | M | M | S | S | M | M | S | M | S | S |
| CO3 | M | M | M | S | S | S | M | M | S | M | S | S |
| CO4 | S | M | M | M | M | S | M | M | S | M | S | S |

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| **Unit I** | Concept of Management: Principles and functions of scientific management and their application to libraries and information centres. Levels of management. | 3 Hours |
| Library organisation: Policy making bodies of library: library authority and library committee. Organisational structure in libraries. | 3 Hours |
| Library Finance: Sources of finance, Budgeting procedure and accounts. | 3 Hours |
| Human Resource Management: Policy and staffing (selection, recruitment, training and development, appraisal), classification of library personnel, staff manual, outsourcing. | 4 Hours |
| **Unit II** | Collection Development and Access Management: Need, purpose, Principles and factors. Collection Development policy. Procedure of ordering, appointing vendors. Book trade problems with special reference to India. Accessioning. Good Offices Committee (GOC). Acquisition of non- print/multimedia materials. | 5 Hours |
| Management of technical section and services. | 2 Hours  |
| Storage and Maintenance Section: Planning and policies, Open vs Closed access, Stacking arrangement, stack maintenance, binding , stock rectification and stock verification | 5 Hours |
| **Unit III** | Periodical section: Acquisition, methods of recording with special reference to Kardex. | 4 Hours |
| Circulation Section: Membership/Registration, Charging and discharging systems, Library rules. | 4 Hours |
| Reference and Information Section: Organisation of reference and Information section. User Orientation | 3 Hours |
| **Unit IV** | Library Building: Planning, responsibilities; standard s and norms for planning. Furniture and equipment. Criteria for selection and qualities. | 3 Hours |
| Public Relations and Extension Services: Definition, need, objectives and methods. Library Statistics: Need, purpose and types. Annual report: Need, purpose and contents. | 5 Hours |

**Recommended Reading:**

Evans, (GE) : Management techniques for librarians. 2015 reprint

Lock (RN) : Brown’s manual of library economy. Latest ed. 2016 reprint

Lock (RN),Ed. : Manual of library economy: conspectus of professional librarianship for

 Students and practitioners. London: Clive Bingley. Latest ed. 2013 reprint

Mittal (RL) : Library Administration: Theory and practice. Latest ed. 2016 reprint

Narayana (GJ) : Library and information management.

Ranganathan(SR) : Library administration. Latest ed. 2011 reprint

Wheeler (JL) and Goldhar : Practical administration of public Libraries. Latest ed. 2016 reprint

Wilson (LR) and Tauber, MF : University library. Latest ed. 2017 reprint

1. LIBRARYAND INFORMATION CENTRES: CONCEPT AND ROLE IN SOCIETY: <https://nios.ac.in/media/documents/SrSecLibrary/LCh-001.pdf>
2. Information Literacy: A Practitioner’s Guide: <https://www.pdfdrive.com/information-literacy-a-practitioners-guide-e184534883.html>
3. Advances in Library Administration and Organization, Volume 24 by **by**[**Edward D. Garten**](https://www.pdfdrive.com/search?q=Edward+D.+Garten)**& [Delmus E Williams](https://www.pdfdrive.com/search?q=Delmus+E+Williams) &**[**James M. Nyce**](https://www.pdfdrive.com/search?q=James+M.+Nyce)

<https://www.pdfdrive.com/advances-in-library-administration-and-organization-volume-24-advances-in-library-administration-and-organization-advances-in-library-administration-in-library-administration-and-organization-e185666314.html>

1. Library & Information Center Management: <https://www.pdfdrive.com/library-and-information-center-anagement-library-and-information-science-text-series-e168289577.html>
2. Accounting fro Managers: Interpreting accounting information Library:  [Paul M. Collier](https://www.pdfdrive.com/search?q=Paul+M.+Collier)

<https://www.pdfdrive.com/accounting-for-managers-interpreting-accounting-information-library-e12118962.html>

**Course Code: BLIB-202**

**Title of the course: Library and its Users**

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| **L** | **T** | **P** | **Credits** | **Weekly Load** |
| **4** | **0** | **0** | **4** | **4** |

**Course Outcomes:**

At the end of the course, students should be able to

CO1: To analyses the needs of library users

CO2: To promote and provide the Library service which is required by the users.

CO3: To focus particularly on users' behavior in the library, the problems they cause or encounter, and how libraries cope with the same.

CO4: To understand the user education methods & techniques.

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| CO/PO Mapping(S-Strong Correlation, M- Medium Correlation, W-Weak Correlation |
| CO’s | Programme Outcomes (PO’s) |
| PO1 | PO2 | PO3 | PO4 | PO5 | PO6 | PO7 | PO8 | PO9 | PO10 | PO11 | PO12 |
| CO1 | M | S | M | S | S | S | M | S | S | M | W | M |
| CO2 | M | S | M | S | S | S | M | S | S | W | W | M |
| CO3 | M | S | M | S | S | S | M | S | S | M | M | M |
| CO4 | M | S | M | S | S | S | M | S | S | M | M | M |

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| **Unit I** | Changing dimensions, role and status of libraries | 3 Hours |
| Library surveys : Need, purpose and uses | 3 Hours |
| Library surveys: Planning surveys, collecting information, processing and analysis of data interpretation and presentation (Only basics to be covered) | 4 Hours |
| Techniques and tools of library surveys. | 3 Hours |
| **Unit II** | Information : Definition and its nature | 3 Hours |
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| Information needs of users | 2 Hours |
| Information seeking behaviour | 3 Hours |
| **Unit III** | Evaluation of library sources and services : Books, periodicals, Catalogues | 5 Hours |
| Effectiveness: Cost-benefit/Cost-effectiveness studies | 3 Hours |
| User studies : Methods and techniques | 3 Hours |
| Evaluation of user studies | 3 Hours |
| **Unit IV** | User education : Concept, goals and objectives, Levels | 3 Hours |
| User education : Techniques and methods | 3 Hours |
| Evaluation of user educational programmes | 3 Hours |
| Information literacy : Definition, need, Purpose, Programmes | 3 Hours |

**Recommended Readings**

1. Line, Maurice( B). : Library Surveys,London: Clive Bingley 2011 reprint
2. Lancaster, (F. W) :The measurement and evaluation of :Library Services. 2015 reprint
3. Lancaster, (F.W) :If you want to evaluate your Library 2016 reprint
4. Prasher,(R.G) :Information and its communication 2012 reprint
5. Laloo, (Bikika Tariaing) :Information needs,information seeking behaviours and users. Delhi:

Ess Ess,2002.

1. Jordan,(Peter) :The academic Library & its users .Gower, 2015
2. Bavakutty.(Metc). : Information and its communication Ludhiana :Medallian. 2013
3. Nicholas,(David) :Assessing information needs: Tools, techniques & concepts for the Internet age. London : Aslib.2014
4. Sehgal, (R.L) : User education in Computer based libraries. Delhi :Ess Ess. 2015
5. Martin,(Allan) and :Information and IT Literacy enabling learning Rader, (Hannelore) in the 21st century. London : Facet, 2003

11.Girja Kumar : Philosophy of user Education. Delhi : Vikas, 2013 rev Ed..

12. Betty, (M). : Cost analysis of library functions 2001.

13.Stevensons,( M.B) :User education programmes 2011.

14.Peter,Fox Library user education 2013.

15. Ward, (M.L) : Reader and library User, London: Library Association 2012 rev. Ed..

16. Satyanarayana : User education in academic libraries 2015.

**E- Books:**

1. The implications of knowledge management for library and information science education: <https://www.pdfdrive.com/the-implications-of-knowledge-management-for-library-and-information-science-education-e34518663.html>
2. Library and Information Center Management <https://www.pdfdrive.com/library-and-information-center-management-e49291088.html>
3. Careers Skills Library: Research and Information Management : <https://www.pdfdrive.com/careers-skills-library-research-and-information-management-e159025595.html>
4. Measuring The Importance Of User Education In Academic Libraries From Students' Perspective : <https://www.pdfdrive.com/measuring-the-importance-of-user-education-in-academic-libraries-from-students-perspective-e85033054.html>
5. User Education Programs in Academic Libraries: The Experience by Shammasi Ali Suleiman: <https://www.pdfdrive.com/user-education-programs-in-academic-libraries-the-experience-e11250584.html>
6. Information Literacy Education: a Process Approach. Professionalising the Pedagogical by Maria-Carme Torras and Tove Saetre <https://www.pdfdrive.com/information-literacy-education-a-process-approach-professionalising-the-pedagogical-role-of-academic-libraries-e174614084.html>
7. Library users: <https://www.pdfdrive.com/resource-planning-and-management-of-information-library-e25407983.html>

**Course Code: BLIB-203**

**Title of the course: Information Sources and Services**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **L** | **T** | **P** | **Credits** | **Weekly Load** |
| **4** | **0** | **0** | **4** | **4** |

**Course Outcomes:**

At the end of the course, students should be able to

CO1: To educate and expose students to various basic reference sources and services that can be used to cater for varying needs of library users in different libraries and information centers.

CO2: To provide in-depth knowledge about information services and products.

CO3: To enable students to have adequate knowledge of location, application and usefulness of information sources. Also on-line searching (web search tools) as the current trends would be impacted on the students.

CO4: To introduce the nature and purpose of reference and other services.

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| CO/PO Mapping(S-Strong Correlation, M- Medium Correlation, W-Weak Correlation |
| CO’s | Programme Outcomes (PO’s) |
| PO1 | PO2 | PO3 | PO4 | PO5 | PO6 | PO7 | PO8 | PO9 | PO10 | PO11 | PO12 |
| CO1 | S | M | M | S | S | S | M | M | S | M | M | S |
| CO2 | M | M | M | M | S | S | M | M | S | M | M | S |
| CO3 | S | M | M | S | S | S | M | M | S | M | M | S |
| CO4 | M | M | M | M | S | S | M | M | S | M | M | S |

|  |  |  |
| --- | --- | --- |
| **Unit I** | Reference and Information sources  | 3 Hours |
| Documentary sources of Information print and non -print : categories: primary, secondary and tertiary | 5 Hours |
| Human and institutional sources. The Internet/ Web as a source of information. | 3 Hours |
| **Unit II** | Evaluation of Information and Reference sources: Different types of reference sources. Criteria for evaluation of reference sources  | 5 Hours |
| Introduction to Encyclopaedia, dictionaries, geographical and Biographical sources of information .Sources of current information, news, digests, union catalogues, indexing and abstracting services. | 5 Hours  |
| Bibliographical sources: Function, types, uses evaluation criteria. | 3 Hours |
| **Unit III** | Reference and Information Services: Concept, definition, need and trends .Basics of digital and virtual reference services. (Ask Jeeves, Question point) | 5 Hours |
| Need, Purpose, techniques and evaluation of CAS and SDI services. | 4 Hours |
| Bibliography, referral, document delivery and translation services | 4 Hours |
| **Unit IV** | Introduction to Documentation and Information Centers. Information Systems and Networks | 4 Hours |
| Services and products of Documentation and Information Centres, and Information systems and networks at national level: NISCAIR, DESIDOC, NASSDOC, INFLIBNET, DELNET  | 5 Hours |
| Services and products of Documentation and Information Centres, Information systems and Networks at international level: OCLC, Knight Ridder. | 5 Hours |

**Recommended Readings**

Chakaraborty, Reference service 2011

Girja Kumar & Krishan Kumar: Bibliography 2016

Katz, (WA): Introduction to reference work. 7th ed. New York: McGraw-Hill, 1996. 2vols.

Krishan Kumar: Reference Service 2013

Sheehy, (EP): Guide to reference books 2015.

Ranganathan, ( S R): Reference service 2013

Shores, (L) Basic reference Sources 2015

Walford, (AJ), Ed. Guide to reference material. London: LA. 3vols 2012 reprint.

Library and Information Centers: Concept and Role in Society: <https://nios.ac.in/media/documents/SrSecLibrary/LCh-001.pdf>

Five Laws of Library Science: <https://nios.ac.in/media/documents/SrSecLibrary/LCh-004.pdf>

LIBRARIANSHIP AS A CAREER: <https://nios.ac.in/media/documents/SrSecLibrary/LCh-018A.pdf>

**Course Code: BLIB-204**

**Title of the course: Information Technology: Basics**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **L** | **T** | **P** | **Credits** | **Weekly Load** |
| **4** | **0** | **0** | **4** | **4** |

**Course Outcomes:**

At the end of the course, students should be able to

CO1: To understand the different applications of Information technology in the field of Library & Information Science.

CO2: To understand how Library Automation successfully implemented in different areas of Library.

CO3: To introduce students to the latest immerging techniques/technology in the field of Library & Information Science.

CO4: To get practical knowledge about creation of database and library automation software.

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| CO/PO Mapping(S-Strong Correlation, M- Medium Correlation, W-Weak Correlation |
| CO’s | Programme Outcomes (PO’s) |
| PO1 | PO2 | PO3 | PO4 | PO5 | PO6 | PO7 | PO8 | PO9 | PO10 | PO11 | PO12 |
| CO1 | S | M | S | M | S | S | W | W | M | M | M | M |
| CO2 | S | M | M | M | M | S | W | M | S | M | M | M |
| CO3 | S | S | S | S | S | M | M | M | S | M | M | S |
| CO4 | M | S | W | M | M | S | M | M | M | W | W | M |

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| --- | --- | --- |
| **Unit I** | Introduction to computers: Generations of computers, salient features of computers. | 3 Hours |
| Types of computers: Supercomputers, mainframes, personal computers, note book computers. | 4 Hours |
| Computer Hardware: Input & Output devices. | 4 Hours |
| Software: System software and application software (Basics Only). | 3 Hours |
| **Unit II** | Windows Operating Systems: Definition and functions. (Basic features). | 3 Hours |
| Algorithms and flowcharts. | 2 Hours  |
| Programming language: Types and functions. | 3 Hours |
| Word-Processing software: MS-Word: Creating, editing, and formatting a document | 3 Hours |
| **Unit III** | Library Automation: Need and purpose | 2 Hours |
| Application of ICT in different areas in libraries | 3 Hours |
| Online information services | 3 Hours |
| Information Retrieval: search engines Boolean operators | 2 Hours |
| **Unit IV** | Library software's: Essential features | 3 Hours |
| Study of features of select library packages: WINISIS, LIBSYS, and SOUL. | 6 Hours |

**Recommended Readings**

Devarajan, (G). Information technology in libraries. Delhi: Ess Ess, 1990

Ravichandra Rao, (IK): Library automation. New Delhi: Wiley Eastern.2011

Rowley, (J.) The electronic library. 4th ed. London: LA, 2008.

Satyanarayana,(NR): A manual of computerisation in libraries. 2012

Library information Science & Technology for information society: <https://www.pdfdrive.com/library-information-science-technology-for-information-society-e42060919.html>

Encyclopedia of Information Science and Technology, Fourth Edition: <https://www.pdfdrive.com/encyclopedia-of-information-science-and-technology-fourth-edition-e158255672.html>

Digital Library Use: Social Practice in Design and Evaluation: <https://www.pdfdrive.com/digital-library-use-social-practice-in-design-and-evaluation-digital-libraries-and-electronic-e161063981.html>

(ICTs) TO MANAGEMENT OF LIBRARY INFORMATION RESOURCES IN SELECTED NIGE: <https://www.pdfdrive.com/icts-to-management-of-library-information-resources-in-selected-nige-e39673746.html>

Resource Planning and Management of Information – Library:

<https://www.pdfdrive.com/resource-planning-and-management-of-information-library-e25407983.html>