

SHIVAJI UNIVERSITY, KOLHAPUR



Reaccredited By NAAC with 'A' Grade

CHOICE BASED CREDIT SYSTEM

Syllabus For

Bachelor of Library and Information Science

(Faculty: Interdisciplinary Studies)

SEMESTER I AND II

(Syllabus to be implemented from June, 2018 onwards)

Shivaji University, Kolhapur
Revised Syllabus
For
Bachelor of Library and Information Science
(Choice Based Credit System based on Semester Pattern)

1. PROGRAMME TITLE: Bachelor of Library and information Science under the Faculty of **Interdisciplinary Studies**

2. YEAR OF IMPLEMENTATION:-

Revised Syllabus will be implemented from June 2018 - onwards.

3. PROGRAMME OBJECTIVES:

1. To educate the students to respond to the changing information needs of society.
2. To give the students an understanding of the basic principles and theories of Library and Information Science.
3. To develop proficiencies and abilities of students essential for management of Libraries and Information Systems.
4. To enable the students to understand the role of Libraries and Information Centers in socio-economic development of the society.
5. To acquaint the students with Information and Communication Technology and its applications in Libraries and Information Centers.

4. PROGRAMME OUTCOMES:

LIS Students:

1. Will learn the skills of organizing information and recorded knowledge.
2. Will be able to provide traditional and modern Information and Reference services for users.
3. Will become competent for job opportunities in LIS and related field.

5. PROGRAMME SPECIFIC OUTCOMES:

LIS Students:

1. Can apply the skills and attitudes of visioning, entrepreneurship, advocacy, planning and management of Libraries and Information Centres (LICs) and effective leadership in the LIS field.
2. Possess the skills to respect, engage and collaborate with a diverse community in order to advocate for and construct inclusive, meaningful, and participatory library services, programmes and resources.
3. Can perform and access research based practices through the application of information literacy, inquiry, and research methods including data discovery, analytics and qualitative measures.

6. NUMBER OF ADMISSIONS: Forty (40)

7. DURATION

- **The programme shall be a full time regular programme**
- **The duration of programme shall be of one year of two Semesters.**

8. PATTERN:-

Pattern of Examination will be Semester with 80+20 (100 marks) with Choice Based Credit System.

9. ATTENDANCE:

Minimum attendance for each semester is 75% of the total number of Theory, Tutorial, Practical, Seminar, and Group Discussion periods.

10. FEE STRUCTURE: (as applicable to regular programme)

Fees will be applicable as per University Rules/ Norms

11. ELIGIBILITY FOR THE PROGRAMME:

1. To be eligible for admission to the B. Lib. and I. Sc. programme, a candidate must have passed a Degree Examination of this University or an equivalent examination of any other recognized University.

12. ADMISSION PROCESS:

- The admissions will be on the basis of merit of entrance examination and reservation policy of the Govt. of Maharashtra
- An application in the prescribed form along with necessary testimonials for admission to the B. Lib. and I. Sc. programme must be accompanied with prescribed fees.
- The last date of application for the admission for B. Lib. and I. Sc. programme shall be notified by the University in the newspapers and on the university Website.
- No. T.A. and D.A. will be paid to the candidates called for Interview.

13. REFUND OF MONEY:

1. Library Deposit shall be refunded only at the end of the programme after making such deductions as may be required. A student shall withdraw his/her amount of deposit within six months after the declaration of results. If not withdrawn within the prescribed time, it may be forfeited.
2. In certain cases tuition fees may be refunded as per the rules framed in that behalf.
3. No other fees are refundable.

14. MEDIUM OF INSTRUCTION:

Medium of instruction shall be in English and Medium of Examination shall be in English or Marathi.

15. HOSTEL:

There are men and women Hostels on the University premises and as per the rules in this behalf, the students will be accommodated in these hostels. Students desirous of taking admission to the University Hostels are requested to fill in the hostel admission form and complete the necessary formalities along with form of admission to the programme. Mess is compulsory for Hostellers. Students are required to observe rules and regulations of hostel accommodation

Last date of application for admission: In the month of May/ June every year

16. GENERAL:

Students of this University must submit their Transference Certificate (from the College/University last attended) before 14th August without fail.

1. No student will be allowed to appear for a Post-graduate Examination unless he/she has taken his/her Bachelor's Degree Certificate.
2. Students from other Universities should apply for Eligibility Certificate on or before 31st August after their admission to this University.
3. Seats are reserved for students belonging to Schedule Castes, Scheduled Tribes etc. as per the Resolutions passed by the State Government from time-to-time.
4. No application form for admission to an examination will be accepted unless all dues are cleared by the student.

❖ A candidate shall be admitted to the examination for B. Lib. and I. Sc. programme if :

- i) He/ She has necessary attendance in each semester.
- ii) He/ She has satisfactorily completed the prescribed programme of practical work, Seminars, Tutorials and assignments.

- A candidate who fails and reappears for the Examination as Ex-Students shall be entitled to have the marks previously assigned to him/her by the Head of the Department of Library and information Science for the record of practical work. These marks will be carried forward in respect with his/her subsequent performance of the examination. In case, however, the candidate joins the programme again as a regular student, He/she shall have to do the record of Practical work afresh.
- **Internship:** The students shall work in one Library for 15 working days under the supervision of concern Librarian. The librarian has to give hands on training to each sections of the library.
- Students have supposed to complete the internship immediately after the end of Semester I and before the commencement of Semester II.
- Students have to maintain and submit the internship report dully signed by the concern librarian.

❖ **Mechanism of Credit Systems:**

Credit is a kind of weightage given to the contact hours to teach the prescribed syllabus, which is in a modular form. Normally one credit is allotted to 15 contact hours. The paper wise instructional days with a norm of 4 contact hours per week per paper will be of 120 days. That is 60 days or 60 contact hours per paper shall be completed during each semester session. By converting these contact hours into credit at the rate of 15 contact hours for each subject, there will be 4 credits allotted to each paper.

❖ **The details of the Semester I and II Examinations shall be as under:**

Semester I ----	Theory	= 500 Marks
	Practicals	= 300 Marks
Semester II ---	Theory	= 500 Marks
	Practicals	= 300 Marks

❖ **Total credits for B. Lib. and I. Sc. Programme**

S.N.	Paper	Total Paper	Credit per paper	Semester-I	Semester-II
01	Theory	5	4	20	20
02	Practical	3	4	12	12
			Total Credits	32	32

Total Credits: Semester- I (32) + Semester- II (32) = **64**

Conversion of Marks into grades:

The marks obtained by a candidate in each paper or practical/ CIE (Out of 100 or any fraction like 80 +20 shall be converted into grades on the basis of the following table.

Grades Points	Range of marks obtained out of 100 or in any fraction	
0	From 00	To 39
1	40	44
2	45	49
3	50	54
4	55	59
5	60	64
6	65	69
7	70	74
8	75	79
9	80	84
10	85	89
11	90	94
12	95	100

Grade and Grade Points:

The students' performance of programme will be evaluated by assigning a letter grade on a few point scales as given below. The grade and grade points and credits shall be calculated as under:

Grades	Credit Points
O	10 to 12
A+	8 to 9.99
A	6 to 7.99
B+	4 to 5.99
B	2 to 3.99
C+	1 to 1.99
C	0 to 0.99

The students shall be further graded on a scale ranging from 12 to 0. The grade and grade points as shown below will express the level of students.

Overall Final Credits	Level of Students	
10 to 12	Higher Distinction Level	Extraordinary
8 to 9.99	Distinction Level	Excellent
6 to 7.99	First Class	Very Good
4 to 5.99	Higher Second Class	Good
2 to 3.99	Second Class	Satisfactory
1 to 1.99	Pass	Fair
0 to 0.99	Fail	Unsatisfactory

❖ Standards for passing the Examination

1. A candidate shall have to obtain a minimum of 40% marks in each theory paper.
2. A candidate shall have to obtain a minimum of 40% of the total marks in the practical examination and candidate has to appear for all the sub-heads under practical examination compulsory.

3. A candidate shall be declared successful if he/she secures 40% of the total marks in the whole examination.
4. A candidate can claim exemption for each theory or practical paper, if he/she secures 40% marks in theory or practical paper.

The candidate shall be declared to have passed in the examination in pass class if he/she pass the examination in semester I and II with minimum 40% aggregate marks. Those of the successful candidates who obtain 50% and more shall be declared to have passed in Second class and who obtain 60% and more marks shall be declared to have passed in First class and those who obtain 70% or more marks shall be declared to have passed in First class with distinction.

Note: Each theory course requires 60 hours for teaching. Teacher shall engaged 10 hours altogether for conducting tests, assignments, seminars/presentations, discussion/round table, tutorial, brainstorming session, case studies, and any other activities respective teacher feels to be conducted for continuous evaluation and internal examination.

❖ **Question Paper Patterns for Theory Course (Semester- I and II)**

Time: 3 Hours

Total Marks: 80

Q.1 to Q.6) Descriptive Questions:

- Solve any four descriptive questions out of Six.
- All descriptive questions carry equal marks **i.e.15 marks each.**

Q.7) Short Notes:

- Write any four short notes out of Six.
- All short notes carry equal marks **i.e. 5 marks each.**

❖ **Practical Course (P1): Question Paper Pattern For Classification of Documents:**

Time: 3 Hours

Total Marks: 80

- All questions are compulsory.

Q.1) Classify any Five out of eight [20 Marks]

Q.2) Classify any Five out of eight [20 Marks]

Q.3) Classify any Four out of Six [20 Marks]

Q.4) Classify any Four out of Six [20 Marks]

Evaluation of Internal Assessment: 20 Marks

- **Internal Test: 10 Marks**
- **Submission of Practical Exercise/Assignments Book : 10 Marks**

Note: Passing minimum shall be 40% out of 20 marks i.e. 8 Marks

❖ Practical Examination in Information and Communication Technology

Time: 2.30 hours

Maximum Marks: 80

Q. 1) Creation of database in DBMS Package e.g.- MS- Access **20 Marks**

OR

Provided text to be formatted according to the instructions give

Q.2) Preparing a slides in power point along with animation, slide transaction on given topics **20 Marks**

OR

Creation of worksheet (mark sheet) of MLISc students and convert into graph

Q. 3) Generate the report in any given module of library automation software. **20 Marks**

Q.4) Viva- Voce **20 Marks**

❖ Practical Course (P4): Cataloging of Documents According to AACR-II

Time: 3 Hours

Total Marks: 80

- All examples carry equal marks i.e. 20 marks/ example.
- Solve any four titles according to AACR- II out of Six.
- Prepare all types of entries.

Evaluation of Internal Assessment: 20 Marks

- **Internal Test: 10 Marks**
- **Submission of Practical Exercise/Assignments Book : 10 Marks**

Note: Passing minimum shall be 40% out of 20 marks i.e. 8 Marks

Bachelor of Library and Information Science (Semester- I)

The following shall be the courses prescribed for examination

Sr. No.	Title of the Course	Examination Marks			Credits	Teaching Hours per Week
		Max. Marks	Internal Marks	Total Marks		
• Compulsory (Theory)						
C1	Foundation of Library and Information Science	80	20	100	4	4
C2	Information & Communication Technology: Basics	80	20	100	4	4
C3	Knowledge Organization: Classification and Ontology	80	20	100	4	4
C4	Archival, Museums and Archeological Information System	80	20	100	4	4
• Elective (Theory) Choose any one						
E1	Public Library System	80	20	100	4	4
E2	Academic Library System	80	20	100	4	4
• Practicals (Compulsory)						
P1	Classification of Documents	80	20	100	4	8
P2	Information & Communication Technology	80	20	100	4	8
P3	Library Sectional Work and Seminars	80	20	100	4	4
				Total Credits	32	

(Abbreviations Used: C= Compulsory, E= Elective and P= Practical)

Course (C1): Foundation of Library & Information Science

Course Objectives/Outcome (CO)

- To make the students aware about types of libraries and their functions.
- To acquaint the students with fundamental laws, legislations and associations.

Course Contents (CC)

Unit.1: Library as a social Institution

- Social and historical Foundation of Libraries
- Role of Libraries in national development
- Information Society
- Library Extension Activities and Outreach programmes
- Information as a Commodity

Unit 2: Laws & Legislation

- Five Laws of Library Science
- Implications of Five Laws of Library Science
- Public Library Movement
- Library Legislation in India
- Maharashtra Public Library Act 1967

Unit 3: Library Development

- Development of Libraries in India With Special Reference to Maharashtra
- Library Resource sharing and Networking : Concept, Need and Application in Library and Information Centres
- Librarianship as Profession: Attributes, Ethics of Profession

Unit 4: Library Associations and Institutions

- Role of Library Associations in Development of Libraries
- International Associations : UNESCO, IFLA, ALA and LA
- National Associations: ILA, IASLIC and IATLIS

- **Recommended Books:**

- 1) Tiwari, P.(2009).Organization and Development of Libraries New Delhi, A.P.H. Pub.
- 2) Kumar P.S.G.: (2003) Management of Library and Information Centers, Delhi,B.R.Pub.Ltd.
- 3) Kumar Krishan: (1987) Library Organization, New Delhi, Vikas Pub. House Pvt.Ltd.
- 4) Kumar, P.S.G.(2003) Knowledge Organization Information Processing and Retrieval, Delhi, B.R.Pub.Ltd.
- 5) Paliwal, P.K.(2000) Compendium of Library Administration. New Delhi, EssEss Pub.
- 6) Parker, Charles and Café. Thomas (1993) Management Information System: Strategy and Action, New York, McGraw Hill.Pub.
- 7) Evan, S.E.: (1978)Management Techniques for Linrarian
- 8) Kumar Krishan (1989). Library Administration and Management, New Delhi, Vikas Pub. House.
- 9) Ranganathan, S.R: Five Laws of Library Science.
- 10) Kent, Allent,: Resource Sharing in Libraries.

Course (C2): Information and Communication Technology (ICT): Basics

Course Objectives/Outcome (CO)

- To provide knowledge about basic of ICT.
- To introduce students with network technology, library automation and software packages.

Course Contents (CC)

Unit1: Fundamentals of ICT

- Meaning, Definition, Components, Channels and Applications
- Computer Basics: Definition, Characteristics, Components, Generations and Classification of Computers
- Computer Hardware: Overview of various Input, Output and Storage devices
- Basics of Operating Systems and Programming Languages
- Types of Computer Software: System Software and Application Software

Unit 2: Networks Technology

- Network - Types, Topology and Components
- Internet- Concept, Services and Applications of Internet in Library and Information Centers

Unit 3: Library Automation

- Concept, pre-requisites/planning and need of Library Automation
- Automation of Housekeeping Operations: Acquisition, Cataloguing, Circulation, Serial Control and OPAC

Unit 4: Library Automation Software packages

- Commercial Software packages : SOUL, LibSys etc. (Basic features)
- Open Source Software packages : KOHA, New-GenLib, e-granthalaya etc.(Basic features)

- **Recommended Books:**

1. Arvind Kumar. Ed.(2006). Information technology for all (2 vols.). New Delhi: Anmol
2. Bansal, S.K.(2005). Information technology and globalisation, New Delhi: A.P.H. Publishing Corporation.
3. Basandra,S.K(2002). Computers today, New Delhi: Golgotia.
4. Carter, R.(1987). The Information technology hand book, London: Heinemann.
5. Croucher, P.(1996). Communications and networks. 2nd ed. New Delhi: Affiliated East West.
6. Curtin, D.P. & others: Information technology: The breaking wave. New Delhi: TMH, LatestEdition.
7. Decson, E.(2000). Managing with Information technology. Great Britan: Koganpage Ltd.
8. Dhiman, A.K.(2003). Basics of Information technology for librarians and Information scientists, Vol.1. New Delhi: EssEss.
9. Forrester W.H. and Rowlands, J.L.(2002). The online searcher's companion. London: LA.
10. Gupta, V. (2005). Rapidix computer course. New Delhi: PustakMahal.
11. Hunter &Shelly(2002). Computers and common sense, New Delhi: Prentice-Hall.
12. Jain, V.K.(1994). O Level Module I: Computer fundamentals. Delhi: BPB Publications.
13. Johri, A. &Jauhari, B.S. (1993). Computers today. Vol.1, Mumbai: Himalaya.
14. Kashyap, M.M. (2003). Database systems. New Delhi: Vikas.
15. Keren, C &Perlmutter, L,Ed.(1995). The application of mini and micro computersin information, documentation, and libraries. Amsterdam: Elsevier.
16. Rajaraman, V. (1995). Fundamentals of Computes. New Delhi: PHI, 1995.

17. Rowely, J. (2001). Information systems, 2 Ed. London: Clive Bingley.
18. Satish Jain. Information Technology: 'O' Level made Simple. New Delhi: BPB, Latest Edition (All modules).
19. Satyanarayana, R. (2005). Information technology and its facets. Delhi: Manak.
20. Saxena, S. (2001). A first course in computers. New Delhi: Vikas Pub. House.

Course (C3): Knowledge Organization: Classification and Ontology

Course Objectives/Outcome (CO)

- To make the students acquainted with the process of knowledge Organization.
- To train students about the tools and techniques of knowledge Organization.
- To develop acquaintance with the Ontologies and folksonomies.

Course Contents (CC)

Unit 1: Universe of Knowledge

- Concept, Meaning and Definitions
- Types of Knowledge
- Attributes of Universe of knowledge
- Universe of subjects and its structure
- Modes of formation of subjects
- Knowledge Organization : meaning, need, purpose and functions

Unit 2: Library Classification

- Concept, Meaning and Definitions
- Need , Purpose and Features of Library Classification
- Knowledge Classification and Library Classification
- Normative Principles of Classification : Canons, Principles and postulates, facet
- Canons for Three Planes: Idea, Verbal and Notational
- Notation : Meaning , Qualities and features

Unit 3: Schemes of Library Classification

- Species of Library Classification: Enumerative, Faceted, Analytico-Synthetic Scheme etc.
- Study of Schemes of Library Classification: DDC, CC, UDC
- Study of Online Schemes of Library Classification : LC, DDC, UDC

Unit 4: Recent Trends in Library Classification

- BSO
- Thesaurofacet
- Classaurus
- Automatic Classification
- Web Dewey and Classify service

- Digital Knowledge Organization System : Concept, facet Ontologies, folksonomies, OWL, SKOS, Taxonomies, Authority files
- Knowledge Organization in Digital Environment – natural languages processing: syntactic analysis, Universals and parsing algorithms; Data and text mining; Semantic Web, RDF. Enterprise Information Architecture.

- **Recommended Books:**

1. *Berwick Sayers, W.C.(1950). Introduction to Library Classification. London: Andradautch.*
2. *Chan, Luis M: Cataloguing and Classification. 2nd Ed. New York: McGraw Hill, 1995.*
3. *Chernyi, A.I.(1973). Introduction to Information retrieval theory. London: ASLIB. a. Delhi: BR.*
4. *Dhyani, P.(1998). Library Classification: Theory and practice. New Delhi: VishwaPrakashan.*
5. *Fosket, A.C: Subject approach to information. 5th Ed., 1991.*
6. *Foskett, A. C. 1996. Subject Approach to Information. 5th ed. London: Library Association*
7. *Fuchs, Caroline & Angel, Christine M. (2017). Organization, Representation and Description through the Digital Age /1st ed., De Gruyter Saur, Gower.*
8. *Guy St. Clair. (2014). Knowledge Services: A Strategic Framework for the 21st Century Organization. K G Saur VerlagGmbh& Co.,*
9. *Jennifer, E. R.(1987). Organising knowledge: An introduction to Information retrieval. Aldershot:*
10. *Kochar, R.S: Library classification systems, New Delhi: Common Wealth Publications, 1998.*
11. *Krishan Kumar (1980). Theory of Library Classification, 2 Ed. New Delhi: Vikas.*
12. *Krishan Kumar: Theory of library classification, New Delhi: Vikas, 1989. Press, 2000.*
13. *Krishan, Kumar. 1998. Theory of Classification. 4th rev. ed. Delhi: Vikas Pub. House.*
14. *Kumar, P.S.G.(2003). Knowledge organization, Information processing and retrieval theory.*
15. *Kumbhar, Rajendra. 2011. Library Classification Trends in the 21st Century. UK: Chandos*
16. *Nath, M. 2008. Universe of knowledge and development of subjects. Jaipur: Pointer*
17. *Oggier, David. 2010. Harnessing Folksonomies with a Web Crawler. Germany: Verlag*
18. *Parkhi, R.S. (1977). Library Classification: Evolution of a dynamic theory. Bombay: Asia.*
19. *Peters, Isabella. 2009. Folksanomies, Indexing and Retrieval in Web 2.0. Germany: Saur*
20. *Ranganathan, S. R. 1945. Elements of Library Classification. Poona: N.K. Publishing House*
21. *Ranganathan, S. R. 1962. Elements of Library Classification. 3rd ed. Bombay: Asia*

22. Ranganathan, S. R. 1989. *Prolegomena to Library Classification*. Assisted by M. A. Gopinath. 3rd rep. ed. Bangalore: SRELS
23. Ranganathan, S.R. (1957 & 1965). *Prolegomena to Library Classification, Ed2*, London: LA.
24. Ranganathan, S.R. (1960). *Colon Classification, 6th ed.* Bangalore: SaradaRanganathan
25. Ranganathan, S.R. (1999). *The five laws of Library Science*. Bangalore: SaradaRanganathan
26. Ranganathan, S.R: *Colon classification, Ed.6*, SRELS, 1985(Reprint).
27. Ranganathan, S.R: *Prolegomena to library classification*, Bangalore: SRELS, 1989.
28. Rijsbergen, C.J. V.(1970). *Information retrieval, 2nd ed.*, London: Butterworths.
29. Satija, M. P. 1993. *Colon Classification*. 7th edition. New Delhi: Sterling
30. Sinha, S.C. & Dhiman, A.K.(2002). *Prolegomena to universe of knowledge*. New Delhi: ESS
31. Srivastava, A.P.(1993). *Theory of knowledge Classification in Libraries*. New Delhi: Sage.
32. Svenonious, E: *The intellectual foundations of information organization*. Cambridge: MIT
33. Tayllor, Arlem.G: *The organization of information*. Libraries unlimited, 1999.

Course (C4): Archival, Museums and Archeological Information System

Course Objectives/Outcome (CO)

- To introduce the students with historical development of archives and museums in India.
- To make the students acquainted with collection, organization and management of archives and museums.
- To familiarize the students with preservation of archives & rehabilitation of documents.

Course Contents (CC)

Unit I: History and Development

- a) Archives:
 - History and Development of Archives in India
 - Objectives and Functions
 - Types of Archival Centers
 - National Mission for Manuscripts (NMM)
- b) Museums:
 - History and Development of Museums in India
 - Objectives and Functions

- Types of Museums

Unit II: Collection, Organization and Management

- Collection of Archival and Museum
- Acquisition, Classification, Cataloguing and Indexing of Archival Material
- Source Material on Archives, Manuscripts
- Machine Readable and Microfilming of Archival Records
- Databases and Digitization of Archives
- Building, Design, Planning and furniture and Fillings

Unit III: Preservation of Archives

- Objectives and Purpose
- Causes of Deterioration
- Environmental Pollution: Physical, Chemical and Atmospheric
- Biological Enemies of materials: Moulds, Fungi, Insects and Rodents

Unit IV: Rehabilitation of Documents

- Cleaning, Removal of Stains
- Fumigation and Deacidification
- Repair and Restoration Techniques
- Lamination
- Digital preservation
- Standards for Storage Condition

- **Recommended Books:**

1. Chakrabarti, B and Mahapatra, P.K. Library Collection: Selection and preservation, Calcutta: World Press, 1991.
2. Cook, M. The Management of Information from Archives. Hants, UK: Gower, 1986.
3. Hedson, J.H. The Administration of Archives, New York: Pergamon Press, 1972.
4. Henderson, K.L and Henderson, W.T. Eds: Conserving and preserving Library Materials. Illinois, University Graduate School of Library and Information Science, 1983.
5. Kumar, P.S.G. Archival Librarianship MLISc Elective paper: Kumar's Curriculum series in Library & Information Science 12, 2008, x , 368, 23cm, B.R. Publication, New Delhi.
6. Lihitkar, Shalini, R. Libraries and Information centres in Maharashtra. Pimpalpure Publication. Nagpur, 2012.
7. Peace, Nancy E Ed: Archival Chains: Managing the Historical Records in the Age of abundance. Lexington. Mass. Lexington Books, 1984.

8. Winger, H.W. Deterioration and Preservation of Library materials, Chicago: University of Chicago Press, 1970.

Course (E1): Public Library System

Course Objectives/Outcome (CO)

- To make the students aware about public library system and their functions
- To acquaint them with the services and user education.

Course Contents (CC)

Unit-1: Introduction

- Meaning and definition, origin, objectives, and functions of Public Library
- History and Development of Public Libraries in India and other countries.
- Role of Public Library in Modern Society
- UNESCO Public Library Manifesto.

Unit-2: Library Finance and Budgeting

- Public Library Finance and Budgeting: Sources of Public Library finance
- Administration of Budget.
- Role of national and international associations and organizations in the promotion and Development of Public Libraries.

Unit-3: Study of Public Library Acts

- Study of Public Library Legislation: Need and importance.
- An overview of Public Library Acts in UK, USA and other countries

Unit -4: User Need and Services

- Public Library Services: Planning and Organization of various types of Information services to the different categories of Rural and Urban users including the physically disabled and special groups: women and children.
- Public Library extension activities
- User awareness programme and Outreach activities.
- Raja Ram Mohan Roy Library Foundation, UNESCO, IFLA etc. Internet Public Library

- **Recommended Books:**

1. Burahohan, A. (2000). Various aspects of librarianship and Information Science. New Delhi: ESS ESS.
2. IFLA (1977). IFLA standards for Library service, 2nd Ed. Munich: Verlag.

3. Isaac, K.A. (2004). Library legislation in India: A critical and comparative study of state Library acts book description: New Delhi: EssEss Publication.
4. Khanna, J.K. (1987). Library and society. Kurukshetra: Research Publisher.
5. Kumar, P.S.G.(2003) Foundations of Library and Information Science. Paper I of UGC Model Curriculum. New Delhi: Manohar.
6. Kumar, P.S.G. (1997). Fundamentals of Information Science. Delhi: S. Chand.
9. Rout, R.K. Ed. (1999) Library legislation in India. New Delhi: Reliance.
10. Rudinow, J. & Graybosch, A. (2000). Ethics & Values in the Information Age. NY.
11. Sadhu, S.N. & Saraf, B.N. (1967). Library legislation in India. Delhi: Sagar, 1967.
12. Sen B.K. (2002). Five laws of Library Science? IASLIC Bulletin, 47(3), p.121-140.
13. Sharma, P. S.K.(1992). Library and society. 2 Ed. Delhi: ESS ESS.
14. Surendra S. & Sonal Singh. Ed. (2002). Library, Information and Science and society. New Delhi: ESS ESS.
15. Velaga V. & Madhusudhan, M. (2006). Public Library legislation in the new millennium: New Model Public Library Acts for the Union. Bookwell.
16. Venkatappaiah, V. (1990). Indian Library legislation. 2nd Vol. New Delhi: Daya.
17. Vyas, S.D. (1993). Library and society. Jaipur: Panchasheel.

Course (E2): Academic Library System

Course Objectives/Outcome (CO)

- To make the students aware about academic library system and their functions.
- To acquaint the students with the academic library services and user education.

Course Contents (CC)

Unit 1: Academic Library System

- Academic Libraries: Meaning, Objectives, Functions & Types
- Role of UGC in Academic Library Development- Committees and Commissions
- Collection Development and Collection Management – Book Selection Principles and Policies, Procedures and Problems.
- Planning for Library Building and Green Library

Unit 2: Academic Library Services

- Academic Library services: Virtual Reference Services, Documentation and Information Services, Current Awareness Services, SDI Services. Abstracting and Indexing Services
- Information Products Development services, ILL, Document Delivery Services, Literature Survey and Bibliography.

Unit 3: Budgeting and HRM

- Academic Library Finance and Budgeting.
- Human Resource Management
- Human Resource Planning & Development: Concepts
- Job Analysis, Job Description, Job Evaluation & Job Specification
- Recruitment Procedure
- Training & Development
- Motivation
- Performance Appraisal
- Stress Management

Unit 4: Academic Library Networks and Resource sharing

- Academic Library Networks. Library Co-operations: Resource Sharing, Networks and Consortia.
- International and National Scenario. Academic Networks: INFLIBNET and DELNET: its Services and Activities.
- OCLC: Its Activities and Functions.

- **Recommended Books:**

1. Bavakutty, M, (1986). College Libraries in India, Vol.7: A case study, West Yorkshire: MCBUniversity press.
2. Bavakutty, M.(1988). Libraries in higher education. New Delhi: ESS ESS.
3. Cowley, John. (1982). Personnel management in Libraries.
4. Gelfand, M.A.,([1968]). University Libraries for developing countries. [Paris]: Unesco
5. Henry, M and Morgan, S. (2002). Practical strategies for modern academic Library. London:Aslib-IMI.
6. Isaac, D. et.al. (1993). Academic Libraries: Role in the national development.
7. Jenkins C. and Mary M., (1996). Collection development in academic Libraries.
8. Mathu, M.V. and Arora, R.K. Indian University Library System revitalization.
9. Rachel Applegate(2010). Managing the small college library. Santa Barbara, Calif. :LibrariesUnlimited.
10. Saini, (1976). Library organisation for higher education.
11. Sewa Singh and Arora, M. Handbook of college Libraries: Problems, finance and related aspects.

12. Srivastava S.N. and Verma S.C., (1980). University Libraries in India. New Delhi: Vikas.
13. Trehan, G.L., (1985). College Library development.

Practical Course (P1): Classification of Documents

Course Objectives/Outcome (CO)

- To provide practical training about classification of the documents using the latest edition of Dewey Decimal Classification (DDC) scheme.

Practical Content (PC)

Classification of Documents According to Dewey Decimal Classification (DDC) (Latest Edition)

Unit 1:

- Introduction: Structure and Organization of DDC
- Classification of Documents Representing Simple Subjects.

Unit 2:

- Classification of Documents with Standard Sub-divisions.

Unit 3:

- Classification of Documents Representing Compound Subjects.

Unit 4:

- Classification of Documents Representing Complex Subjects.
- Assigning Book Number.

Practical Course (P2): Information & Communication Technology

Course Objectives/Outcome (CO)

- To make the students aware about the MS-Office
- To give practical Hands on training about creation of database and library automation software.

Practical Content (PC)

Unit 1: Word Processors – MS-Word

Unit 2: Presentation packages - MS-Power Point

Unit 3: Spread sheets - MS-EXCEL

Unit 4: Database creation using DBMS software (MS- Access)

Unit 5: Any commercial/ Open sources software: hands on training in Acquisition, Circulation, Cataloguing, Serial control

Practical Course (P3): Library Sectional Work and Seminars

This is an individualized training program that combines learning new library skills outside the classroom and the demonstration of those skills according to a planned schedule of activities. Student work under advisor selected for the purpose to develop a practical training program on a particular aspect of librarianship. The duration of a sectional work will be I semester.

Course Objectives/Outcome (CO)

- To increase the knowledge and skills of recent graduates
- To upgrade their skills in a specific area of information services
- To train them in order to boost their efficiency for each sections
- To expose the students with the real working environment of a library operations
- To train them in preparing the state-of-the art report on the library

Method of teaching: Brainstorming sessions with teachers, giving practical hands on session for each section. Teacher will give tutorial first about each section then go to concern sections of library in collaboration with concern staff, students shall work for an hour and students has to prepare the report and get signed by staff.

Method of Assessment: Study report and assignment by concern teacher.

Practical Contents (PC)

- Library profile of Visited library
- Sections of the library and their functions
- Practical work in Acquisition section (if Automated)
- Practical work in Technical Processing sections
- Practical work in Reference sections
- Practical work in Circulation section
- Practical work in Periodical section
- Practical work in OPAC sections
- Practical work in Computerized section
- Practical work in Preservation and Archival sections
- User study

- Any other activities by the concern teacher

Seminars: Students has to present two seminars based on the syllabus topics allotted by the concerned teachers.

Note:

- 40 marks for sectional project report 10 marks for internal assignment&40 marks for seminars Presentation and 10 marks for internal assignment.
- The students have to submit the report before the commencement of the practical exam.
- Two seminars have given the weightage of 40 marks. The student has to present the seminars as per the predetermined schedule of department.

Bachelor of Library and Information Science (Semester- II)

The following shall be the courses prescribed for examination

Sr. No.	Title of the Paper	Examination Marks			Credits	Teaching Hours per Week
		Max. Marks	Internal Marks	Total Marks		
• Compulsory (Theory)						
C5	Management of Libraries and Information Centres	80	20	100	4	4
C6	Knowledge Organization: Cataloguing and Metadata	80	20	100	4	4
C7	Information Sources and Services	80	20	100	4	4
• Elective (Theory) Choose any one						
E3	Skills for Library & Information Science Professionals	80	20	100	4	4
E4	Information Polices and the Laws	80	20	100	4	4
• Open Elective (Theory) Student from any department can choose this course.						
OE	Information Literacy	80	20	100	4	4
• Practicals (Compulsory)						
P4	Cataloguing of Documents according to AACR-II	80	20	100	4	8
P5	Information Sources and Services	80	20	100	4	8
P6	Internship and Study Tour	80	20	100	4	4
			Total Credits		32	

(Abbreviations Used: C= Compulsory, E= Elective and P = Practical, OE = Open Elective)

Course (C5): Management of Libraries and Information Centres

Course Objectives/Outcome (CO)

- To make the students acquainted with the basic concepts of management.
- To introduce the students with the basics of library administration & management.
- To familiarize students with the library housekeeping operations.
- To create understanding about financial management.
- To acquaint students with the recent trends in library management.

Course Contents (CC)

Unit 1: Basics of Management

- Management: Concept, Definitions, Levels and Scope
- Principles and Functions of Management
- Schools of Management Thoughts
- Concept of Scientific Management
- Organizational Structure of the Library

Unit 2: Library Housekeeping Operations & Financial Management

- Different Sections of Library and Information Centres and their Functions.
- Acquisition, Technical Processing, Circulation, Serial Control, Stock Verification & Weeding – out policies.
- Collection Development : Concept, Policies, Procedures & Recent Trends
- Library Annual Report : Contents and Compilation
- Library Committee: Concept, Structure, Power & Functions
- Financial Management :
- Resources Mobilization
- Budgeting : Concept, Definitions, Methods & Techniques
- Cost Effectiveness and Cost Benefit Analysis

Unit 3: System Analysis & Design

- Library as a System
- Project Management: PERT & CPM
- Decision Tables & DFD (Data Flow Diagram)

- Performance Measurement, Reengineering, Time and Motion Study

Unit 4: Recent Trends in Library Management

- Management of Change in Libraries & Information Centers
- TQM in Libraries :
- Definition, Components, Quality Audit, LIS related Standards & Technology Management
- Benefits & Barriers of TQM in Libraries
- Use of TQM in Libraries
- SWOC (Strength, Weakness ,Opportunities, & Challenges)
- Time & Crisis Management
- Six Sigma

Recommended Books:

1. Mittal, R.K. (2007). *Library administration: Theory & practice*. New Delhi: EssEss.
2. Evans, G.E. & Aire, C.A. (2013). *Management basics for information professionals*. Chicago: American Library Association.
3. Majeed, A. & Bavakutty, M. (2005). *Methods for measuring quality of libraries*. New Delhi: EssEss.
4. Osbone, L.N. & Nakamura, M. (1999). *System analysis for libraries and information professionals*. Colorado: Libraries Unlimited.
5. Kumar, K. (1999). *Library administration and management*. New Delhi: Vikas.
6. Kumar, K. (2007). *Library management in electronic environment*. New Delhi: Har-Anand.
7. Ranganathan, S.R. (2007). *Library administration*. New Delhi: Ess Ess.
8. Stuart, R.D., Moran, B.B. & Morner, C.J. (2012). *Library and information center management*. Santa Barbara: ABC-CLIO.
9. Dhiman, A.K. & Rani, Y. (2005). *Learn library management*. New Delhi: EssEss.
10. Kumar, P.S.G. (2003). *Management of library and information centres*. Delhi: B. R. Publishing Corporation.
11. Mahapatra, P. (1997). *Library management*. Calcutta: World Press.
12. Bryson, J. (2018). *Effective library and information centre management*. London: Routledge.
13. Burger, R.H. (2016). *Financial Management of libraries and information centers*. Santa Barbara: ABC-CLIO.
14. Johnson, P. (2011). *Fundamentals of collection development & management*. New Delhi: EssEss.

15. Smallwood, C. & Wade, L. B. (2013). *Job stress and the librarian: Coping strategies from the professionals*. Jefferson NC: McFarland.
16. Sharma, P. & Kumar, R. (2013). *Collection development & management in libraries & information centers in digital scenario*. New Delhi: SSDN.

Course (C6): Knowledge Organization: Cataloguing and Metadata

Course Objectives/Outcome (CO)

- To be acquainted with the process of Library Cataloguing and metadata and its standards
- To understand Bibliographic Formats and Standards, deriving subject headings
- To have hands on practice of cataloguing of different types of documents

Course Content (CC)

Unit-1: Document Description

- Technical Reading of book
- Bibliographical Description: Concepts and Definition.
- Library Catalogue: Meaning, Definitions, Need, Purpose, Objectives and Functions.
- History and Development of Catalogue Codes and Practices
- Resource Description Standards: ISBD, AACR-II, RDA, BIBFRAME and FRBR etc.

Unit-2: Forms, Entries and Subject Cataloguing

- Physical forms and Inner forms of Catalogues.
- Kinds of Entries (Card Catalogue to OPAC) their Structure and Uses.
- Filing Rules and Procedures.
- Subject Cataloguing: Design and Construction, SLSH and LCSH.
- Cataloguing of Non-books materials

Unit-3: Principles of Cataloguing

- Normative Principles of Cataloguing: Canons, Laws, Principles.
- Resource sharing of Bibliographic Data: Meaning and Importance.
- Centralized Cataloguing, Cooperative Cataloguing, Cataloguing at Source, CIP, Union Catalogues,

Unit-4: Recent Trends in Cataloguing

- Current developments: WebOPACs and Z39.50
- Metadata: Meaning, Definition, Purpose, Use and Types.
- Metadata Standards: MARC-21 & Dublin Core. TEI (Text Encoding Initiative), METS, TEI, EAD VRA Core etc.
- Consortia Approach to Metadata- OAI-PMH.

- **Recommended Books:**

1. Foulonneu, M. 2008. *Metadata for Digital Resources*.UK: Chandos
2. Lihitkar, Shalini (2012). *Cataloguing theory &practice*. Hyderabad: B.S.Publications.
3. Maxwell R. L. & Connell T. H (Eds.). 2000. *Future of Cataloging: The Lubetzky Symposium*. Chicago: American Library Association.
4. OCLC. 2002. *Bibliographic formats and standards*. 3rd ed. Dublin, Ohio: OCLC (Also available online at <http://www.oclc.org/oclc/bib/toc.htm>)
5. Ranganathan, S. R. 1974. *Cataloguing Practice*. Assisted by G. Bhattacharya. Bombay: Asia Pub. House
6. Ranganathan, S. R. 1988. *Classified Catalogue Code with additional rules for Dictionary Catalogue Code*. Assisted by A. Neelameghan. 5th rep. ed. Bangalore: SRELS.
7. Rowley, J., & Farrow, J. 2000. *Organizing knowledge: An introduction to managing access to information*. 3rd ed. Aldershot, Hampshire, England: Gower
8. Smiraglia, R.P. 2005.*Metadata: A Cataloger's Primer*. USA: Haworth
9. Srivastava, M .D. 2011.*Metadata Creation in Digital Libraries*. New Delhi: Pacific
10. Svenonius, Elaine. 2000. *The Intellectual Foundation of Information Organization*. USA: MIT Press
11. Wellisch, Hans H. 1995. *Indexing from A to Z*. 2nd ed. New York: H.W. Wilson

Course (C7): Information Sources and Services

Course Objectives/Outcome (CO)

- To provide in-depth knowledge about information services and products.
- To familiarize students with various information services, information repackaging and consolidation.
- To introduce the nature and purpose of reference and other services.

Course Contents (CC)

Unit 1: Fundamentals of Information Sources

- Information Sources: Concepts and Need
- Categories of Information Sources : Primary, Secondary and Tertiary
- Documentary and Non-documentary sources (Human Sources, Institutional Sources and Internet sources)
- Reference Sources: Dictionaries, Encyclopedias, Almanacs, Year Books, Directories, Handbooks, Manuals, Bibliographies, Educational, Biographical Sources and Geographical

Unit 2: Information Sources and their Evaluation

- Criteria of Evaluation of Information Sources
- Electronic Information Sources: E-documents and Databases
- Evaluation of Different Types of Information Sources :Print and Non-Print

Unit 3: Information Service

- Concept, Definition, Need and Scope
- Scope and Types of Information Services – Traditional Library Services and Web-enabled Library and Information Services;
- Information Services in Different Types of Libraries and Information Centres
- Reference Librarian: Role, Skills & Competencies

Unit 4: Types of Information Services

- Reference and Referral Service
- Abstracting, Indexing, Translation and Reprography
- Document Delivery Service, Alerting Services-CAS and SDI
- Electronic Information Services - e-CAS, e-SDI, Electronic Document Delivery Services
- Virtual Reference Service : Concept, Definition, Types and Modes
- Abstracting Products: LISA, LISTA and CAS

• Recommended Books:

1. Katz, W.A.: Introduction to reference work. New York, Mcgraw hill. 1992.
2. Krishan Kumar: Reference service, New Delhi: Vikas, 1990.
3. Krishan Kumar: Reference service. Ed-3, New Delhi, Vikas. 1987.
4. Mahapatra, M. and others: Access to Electronic Information. Bhubaneshwar. SIS Chapter, 2003.
5. Michael F. Bemis. (2013). Library and Information Science: A Guide to Key Literature and Sources. USA: ALA, ISBN: 978-0-8389-1185-3.
6. Nihar, K., &Patra. (2017). Digital Disruption and Electronic Resource Management in Libraries / 1st ed., Chandos Publishing,
7. Pasi, Gabriella, Bordogna, Gloria.,&Lakhmi, Jain C. (2015). Quality Issues in the Management of Web Information. Springer Publications :
8. Sharma, J.S. and Grower, D.: Reference Service and Sources of Information. New Delhi, Essess. 1987.
9. Walford, A.J.: Guide to reference materials. London Library Association, 1982.

Course (E3): Skills for Library and Information Science Professionals

Course Objectives/ Outcome (CO)

- To develop various skills among LIS students.
- To give information about various teaching methods.
- To provide opportunity to practice various skills.

Course Contents (CC)

Unit I Skills for Library and Information Science Professionals

- Understanding Self, Personality Types – Four Temperaments and Personality. MBTI. Understanding Personal Strengths and Weaknesses. Emotional Intelligence and Competencies
- Professional Skills: Concept, Need, Advantages
- Communication Skills: Effective Speaking. Improving Vocabulary and Grammar. Elements of Effective Speaking. Types of Speaking – Briefing, Teaching, Lectures, Speeches and Others.
- Skills : Administrative, Managerial, Interpersonal, Human Relation Skills, Soft Skills, Legal Skills, Decision Making Skills, Analytical Skills, Team Building, Time Management Skills, Motivation Skills, Leadership Skills, Negotiation Skills, Problem Solving Skills
- Information Technology Skills, Computer and Network Literacy
- Stress Management, Innovative and Recreational Skills

Unit II Presentation and Interview Skills

- Presentation, Preparing Curriculum Vitae
- Online Application, Job Portals for LIS
- Interview Types, Preparation (Job based)
- Panel and Board, Group Discussion, Personal Interview, General Awareness
- Extra-curricular Activities
- Personality Development, Positive Attitude, Body Language

Unit III Drafting Letters in LIS context and Writing Skills

- Types of Letter: Formal, Informal
- Drafting Rules, Invitation, Agenda, Minutes, Recommendations, Action Taken Report
- Confidential Reports of the Staff
- Report Writing: Progress, Annual Reports, Budget, Stock Verifications, User Statistics
- Files Records: Management and Maintenance
- RTI Skills and Answering Queries
- Drafting Project Proposals, Writing Research Papers

Unit IV Teaching and Learning Skills

- Education: Concept and Need
- LIS Education: Aim and Objectives, Problems, issues and Prospects
- Teaching Method: Lecture, Tutorial, Seminar, Symposium, Panel Discussion, Simulation Approach, Role Playing, Case Studies, Practical Work, Training, Oral Test, Written Test, Assignments, Poster Presentation
- Student Teacher Relations
- Student Performance, Feedback Mechanism, Curriculum Development, Innovative Assessment Method, Use of Teaching Tools
- E-learning
- Teaching ethics
- Teaching fellowship, scholarship, Schemes, awards, portfolios and other programmes

- **Recommended Books:**

1. Gladis, S. D. (1993). Write type, personality types and writing styles. Amherst, Mass.: Human Resource Development Press.
2. Gupta, S. (2009). Personality Development and Communication skills. Jaipur, India: Book Enclave.
3. Karten, N. (2010). Presentation skills for technical professionals achieving excellence.. Ely: IT Governance Publications.

4. Masters, L. A., Wallace, H. R., & Harwood, L. (2011). Personal development for life and work (10th ed.). Australia: South-Western Cengage Learning.
5. McMurry, J. H. (2002). The etiquette advantage: personal skills for social success. Wilmington, NC: Stellar Publications.

Course (E4): Information Policies and the Laws

Course Objectives/Outcome (CO)

- To be acquainted with the Information Policies
- To disseminate knowledge about various Laws related to information, use of contents etc. about the Industrial Information Sources, products and services.
- To develop acquaintance with fair use of reading materials.

Course Contents (CC)

Unit 1: Information Policies

- Information Policy: Overview, History, Role of Information policy, Types, Importance and Issues.
- Library and Information Policy at National Level: History, Chapters, Appendices, Recommendations and Salient features of NAPLIS.
- National Knowledge Commission.
- Archival Policies

Unit 2: IPR and Copyrights

- Trade Marks, Patents, copyright.
- Patents: Patentability of Invention, Legal protection for computer software and Multimedia products, Patent Rights, Licensing, Infringement of Patents.
- Copyrights: International Copyright Laws, Indian Copyright Act, Copyright Protection in India, Term of Copyright, Fair Use of Copyrighted Works, Copyright in LICs.
- Important IPR Laws in India.
- WIPO

Unit 3: Information technology and Cyber laws

- Cyberspace: An Overview
- Information Technology Act, 2000-IT Amendment Bill 2006 and 2008
- Cyber Law in India

Unit 4: Rights governing Laws: An Overview

- Right to Information Act, 2005.
- Right to Education Act, 2011.
- Laws relating to Plagiarism in India.

- **Recommended Books:**

1. Andrews, Judith.,& Law, Derek. (2017). Digital Libraries: Policy, Planning and Practice 1st ed., Routledge Publications,
2. Dan Burk and Mark Lemley, The Patent Crisis (and How the Courts Can Solve It) (University of Chicago Press: Chicago, 2009), pp 3-94 and 109-141.
3. Daniel Solove, Marc Rotenberg, and Paul Schwartz, Privacy, Information, and Technology (Aspen Publishers, 2006), pp 8-54, 57-107, 309-316
4. Dina, Yemisi. (2015). Law Librarianship in Academic Libraries: Best Practices / 1st ed., Chandos Publishing
5. Jessica Litman, Digital Copyright: Protecting Intellectual Property on the Internet, pp 15-34, 89-100, 111-191.
6. Jonathan Nuechterlein and Philip Weiser, Digital Crossroads: American Telecommunications Policy in the Internet Age (MIT Press: Cambridge MA, 2005), pp 1-30, 45-68, and 225-290.
7. Sandra Braman, “Bounding the Domain: Information Policy for the Twenty-First Century,” in Change of State: Information, Policy, and Power (MIT Press: Cambridge MA, 2006), pp 56-78.
8. The Digital Millennium Copyright Act: Highlights of New Copyright Provision Establishing Limitation of Liability for Online Service Providers,” Medical Library Association:

- **Open Elective Course**

Course (OE): Information Literacy

Course Objectives/Outcome (CO)

- To acquaint the students with the Information Literacy skills
- To introduce the students about Models, Standards and Programs of Information Literacy
- To orient student about library resources and services.

Course Contents (CC)

Unit 1: Fundamental of Information Literacy

- Concept, Definitions, Need, Objectives, and Importance of Information Literacy.
- Various Types of Information Literacy

- Historical Perspective of Information Literacy in India and Aboard.
- Information Literacy Products- Library Brochure, Database Brochure, Web-based Access Instructions, Information Bulletin
- User Education

Unit 2: Models, Standards and Programs of Information Literacy:

- Information Literacy Models – Kuhlthau, Bruce’s 7 Faces, Eisenberg and Berkovitz Big Six Model, SCONUL- Seven Pillar/Seven Faces Model, Empowering-8 Model, Pappas/Tepe-Pathways to Knowledge Model Louisiana Model, Anderson and Johnston Model etc.
- Information Literacy Standards: ACRL, ISTE, ANZIIL, AASL, AECT, IFLA Standards etc.
- Information Literacy programmes: Global perspectives of information literacy: Study of Information literacy programmes – UK, USA and Australia; Information literacy programs in India; Program Implementation

Unit 3: Application of Information Literacy in Library and Information Centers and Information Searching Skills

- Role of Libraries and Information Centers in Enhancing Information Literacy.
- General Practices and Methods of Libraries in Prompting Information Literacy
- Information Searching Skills: For Traditional (print) and Digital (non-print) Resources

Unit 4: Current trends in Information Literacy

- Current Trends in Information Literacy.
- E-Information Literacy: Web based Information Literacy System
- Lifelong Learning and its Components.

- **Recommended Books**

1. Bilawar, P.B. (2017). Essentials of Information Literacy. New Delhi: EssEss Pub.
2. Bandy, S. J. (2005). Teaching and testing information literacy skills. Linworth.
3. Breivik, P. S.& Gee, E. G. (1989). Information Literacy: Revolution in the Library. Detroit-Michigan: American Council on Education.
4. Bruce, C. (1997). The seven faces of information literacy. Adelaide: Auslib Press

5. Bruce, C. (2003). Seven faces of information literacy: Towards inviting students into new experiences. QUT, Retrieved from <http://kennison.name/files/zopestore/uploads/libraries/bruce-7-faces.pdf>
6. Cox, C. N. (2008). Information literacy instruction handbook, Chicago: Association of College and Research Libraries
7. Godwin, P. & Parker, Jo. (2008). Information Literacy meets Library 2.0, London: Facet publishing.
8. Golwal, M. D. (2012). E-Information Literacy: A State of Art. Germany: LAP Lambert Academic Publishing.
9. Cordell, R.M.(2013). Library Reference Services and Information Literacy: Models for Academic Institutions. Information Science Reference.
10. Secker, J., & others (2007). The Information Literacy Cookbook: Ingredients, recipes and tips for success, Great Britain: Chandos Publishing (Oxford) Limited.
11. Satyanarayana, N. R. (1988). User Education in Academic Libraries. New Delhi: ESS ESS Publications.

Practical Course (P4): Cataloging of Documents According to AACR-II

Course Objectives/Outcome (CO)

- To provide practical training about cataloguing of the documents using the latest edition of AACR-II.

Practical Content (PC)

- Cataloguing of Single Author and Joint Authored Books.
- Cataloguing of Edited Books, Multivolume Books, and Pseudonymous Authors.
- Cataloguing of Serials Publications.
- Cataloguing of Corporate Authors: Government Publications, Institutional Publications, Society Publications, Conference/Seminar Proceedings, and Workshop Materials etc.
- Cataloguing of Non-books materials
- Assigning Subject Headings

Practical Course (P5): Information Sources and Services

Course Objectives/Outcome (CO)

- To make the students aware about latest Information Sources.

- To give practical hands on training on Information searching from various sources.

Practical Contents (PC)

Unit 1: Study and Evaluation of Various Reference Sources

Unit 2: Exercises based on Reference Questions

Unit 3: Compilation of Types of Bibliography

Unit 4: Finding Information from Standard Reference Sources

- **Practical Viva-Voce**

- **List of Selected References Sources:**

- **Encyclopaedia:**

- 1) The New Encyclopaedia Britannica
- 2) Encyclopaedia Americana
- 3) मराठीज्ञानकोश
- 4) McGraw-Hill Encyclopaedia of Science & Technology
- 5) International Encyclopaedia of the Social Science
- 6) Encyclopaedia of Library and Information Science etc.

- **Dictionary:**

- 1) Webster's Third New Language International Dictionary of English
- 2) Oxford English Dictionary
- 3) The Twenty Century English-Marathi Dictionary
- 4) Chambers English-Hindi Dictionary
- 5) The Librarians Glossary of Terms Used in Librarianship, Documentation
- 6) भारतीयव्यवहारकोशetc.

- **Yearbooks & Almanacs:**

- 1) India 2014 : A Reference Annual
- 2) Manorama Yearbook.
- 3) The Statesman's Yearbook.
- 4) The Europa World Yearbook
- 5) World Almanac and Book of Facts etc.

- **Biographical Sources:**

- 1) India who's who

- 2) The International who's who
 - 3) Who's who of Indian Writers: 1999
 - 4.) Dictionary of National Biography (by S.P. Sen) etc.
- **Geographical Sources:**
 - 1) Britannica World Atlas
 - 2) India Handbook (Broadnauk, Robert)
 - 3) Gazetteer of India: Indian Union etc.
 - 4) महाराष्ट्रपर्यटनकोश
 - 5) Maharashtra State Gazetteer : Kolhapur District
 - **Directories:**
 - 1) Directories of Libraries in India
 - 2) World of learning.
 - 3) Commonwealth Universities Yearbook: A Directory
 - 4) University Handbook: AIU Publication (INDIA) etc.
 - **Handbook and Manuals:**
 - 1) Guinness Book of World Record
 - 2) Limca Book of Record
 - **Bibliographies**
 - 1) Indian National Bibliography
 - 2) British National Bibliography
 - 3) Indian Books in Print
 - 4) Books in Print (R.R. Bowker)
 - 5) National Union Catalogue of Scientific Serials (NUCSSI)
 - 6) Ulrich's International Periodicals Directory etc.
 - **Indexing Sources**
 - 1) Guide to Indian Periodical Literature: Social Sciences and Humanities
 - 2) Index India
 - 3) Current Technology Index
 - **Abstracting Sources**
 - 1) Indian Library Science Abstracts
 - 2) Indian Science Abstracts
 - 3) Chemical Abstracts
 - 4) Biological Abstracts
 - 5) Library and Information Science Abstracts (LISA)

6) Sociological Abstracts

Note:

- **Each student have to give internal Objective test based on the evaluated Information Sources listed (20 Marks).**
- **Examination will be conducted based on Viva-voce, consist of 50 marks. Remaining 30 marks will be for Record keeping.**

Practical Course (P6): Internship and Study Tour

Course Objectives/Outcome (CO)

- To increase the knowledge and skills of recent graduates
- To upgrade their skills in a specific area of information services
- To expose the students with the real working environment of a library operations
- To train them in preparing the state-of-the art report on the library

Practical Contents (PC)

- **Study Tour Report:** Students has to present study tour report.
- **Internship:** At least one library has to be visited for 15 working by the students under the supervision of concern Librarian
- Students have supposed to complete the internship immediately after the end of Semester I and before the commencement of Semester II.
- Students have to submit the internship report dully signed by the concern librarian.

Note:

- Out of 100; 50 marks for report based on internship & 50 marks for study tour report.