

GURU KASHI UNIVERSITY



Bachelor of Library and Information Science

Session : 2022-23

Department of Library and Information Science

Program Learning Outcomes: After completion of the program, the student will be able to:

1. 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
2. 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.
3. Use research-based knowledge including design of experiments, analysis and interpretation of data and synthesis of the information to provide valid conclusions
4. To create, select and apply appropriate techniques, resources and modern Library and IT tools including prediction and modeling to complex Library & Information Science activities with an understanding of the limitations
5. 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
6. Understand the impact of the Library professional solutions in societal and environmental contexts and demonstrate the knowledge of and need for sustainable development.
7. Apply ethical principles and commit to professional ethics and responsibilities and norms of the Library & Information Science practice
8. Function effectively as an individual and as a member or leader in teams and in multidisciplinary settings
9. Communicate effectively in oral and written forms with users, colleagues and authorities in an effective manner.
10. 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.

Programme Structure

Semester-1						
Course Code	Course Title	Course Type	L	T	P	Credits
BLB101	Library & Information Society	Core	4	0	0	4
BLB102	Knowledge Organisation	Core	4	0	0	4
Discipline Elective(Any one of the following)						
BLB103	Library Operations and Services	Discipline Elective I	3	0	0	3
BLB104	Health Science Library and Information System					
Discipline Elective(Any One of the following)						
BLB105	Reference Service and Information Sources	Discipline Elective II	3	0	0	3
BLB106	Language Proficiency in English (Intermediate)					
BLB107	Information Systems and Networks	Ability Enhancement	1	0	0	1
BLB108	Library Classification	Skill based	3	0	0	3
BLB109	Basics of Information and Communication Technology (Practice)	Skill based	0	0	4	2
BLB110	Information Ethics and Core Values	Value added Course	1	0	0	1
BLB111	Library and Its Users	IDC	2	0	0	2
BLB199	MOOC	MOOC	-	-	-	-
Total			21	0	4	23

Semester- II						
Course Code	Course Title	Course Type	L	T	P	Credits
BLB201	Library Management	Core	4	0	0	4
BLB202	School Library System	Discipline Elective	3	0	0	3
BLB203	Digital Resources and Services					
BLB204	Library Cataloguing	Technical Skills	3	0	0	3
BLB205	Library Training/Internship for one month (i) Report of the Librarian (ii) Report of Training (iii) Presentation of Report	Research Based Skill	0	0	0	14
Total			10	0	0	24
Grand Total			31	0	4	47

Evaluation Criteria for Theory Courses

A. Continuous Assessment: [25 Marks]

- i. C1 (10 Marks)
- ii. C2 (10 Marks)
- iii. C3 (5 Marks)

For each CA conduct surprise test, quiz, term paper, assignments, etc.

B. Attendance(5marks)

C. Mid Semester Test-1 [30Marks]

D. Mid Semester Test-2 [20 Marks]

E. End. Term Exam[20marks]

Course Title: Library and Information Society
Course Code: BLB101

L	T	P	Cr.
4	0	0	4

Total Hours: 60

Learning Outcomes

On the completion of the course the students will be able to

1. Comprehend the concept, objectives and development of libraries and its importance to the society.
2. Understand the professional ethics of librarianship and the five laws of library science with their implications on various services of the libraries.
3. Understand the importance of Library legislation and features of library acts.
4. Familiarize with the role of various National and International Library Associations and Organizations.

Course Contents

UNIT-I

14hours

1. Library: Definition, concept, objectives and role of libraries in Socioeconomic, Cultural, Educational, Scientific and Technological
2. Types of Libraries: Features and Functions
3. Five Laws of Library Science and their implications.
4. Public Relations and Extension Activities

UNIT-II

18hours

1. Library Legislation: Need and Essential Features.
2. Library Legislation in India with special reference to states of Tamil Nadu, Maharashtra, Madras, Andhra Pradesh, Gujarat, Manipur and Uttrakhand.
3. The Press and Registration of Books Act; the Delivery of Books and Newspapers (Public Libraries) Act;
4. Right to Information Act; Information Technology Act

UNIT-III

18hours

1. Historical Development of Libraries with special reference to India
2. Librarianship as a Profession and Professional Ethics
3. Role of National and International Library Associations: LA, IASLIC, CILIP, ALA, IFLA, ASLIB, UNESC

UNIT IV

10 hours

1. Intellectual Property Rights. Copyright Act
2. Library extension activities: Need, Importance and methods.

3. Resource Sharing: Concept, need, purpose and areas of resource sharing in libraries.

Transaction Mode: Demonstration, Open talk, Cooperative Teaching, Flipped Teaching

Suggested Readings

- Prajapati, R.S.(2013) .*Foundations of library and information science*, .NewDelhi: Discovery Pub. House.
- Khanna, J. K. (1984). *Fundamentals of library Organisation*. New Delhi :Ess Ess Publication.
- Krishan Kumar (1987). *Library Organisation*. New Delhi : Vikas Publishing
- Dh man, Anil K. &Yashoda Rani (2005). *Learn Library and Society*. New Delhi: EssEss Publication.
- Prajapati,B.G.(2013).*Library and information science*. New Delhi: Discovery Pub. House.
- Davies, D. L.(2013).*Library and information science*. New Delhi: Random Exports.
- Bawden, D., & Robinson, L. (2013). *Introduction to information science*. Chicago: Neal- Schuman.
- Sudhir, N. (2013). *The right to information in India*. New Delhi, India : Oxford University Press.
- Joseph, E. S. (2014). *Intellectual property rights, the pool of knowledge, and Innovation; National Bureau of Economic Research*. Cambridge, MA. : National Bureau of Economic Research.
- Vikrant N. V. & Alphen, aan den R. (2014). *Open source software and intellectual Property rights*. The Netherlands: Kluwer Law International.
- Pathak, M. (2014). *An introduction to intellectual property rights*. New Delhi: New India Publishing Agency.
- Talwar, S. (2012). *Encyclopedia of intellectual property rights*. New Delhi: Serials Publications.
- Ranganathan, S. R. (1953). *Library legislation: handbook to Madras library act*. Madras : Madras Library Association.
- Sadhu, S. N. &Saraf, B. N. (1967). *Library legislation in India: a historical and comparative study*. New Delhi: Sagar Publication.
- Isaac, K. A. (2004). *Library legislation in India: a critical and comparative study of state library acts*. New Delhi: EssEss Publication
- Sujatha, G. (2000). *Resource Sharing & Networking of University Libraries*. New Delhi :EssEss Publication.
- Dhiman, Anil K. &Yashoda Rani (2007). *Resource sharing and library & Information Networks* .New Delhi: EssEss Publication.
- Kaul, H. K. (1992). *Library Networks: an Indian experience*. New Delhi : Virgo
- Sehgal, R.L. (1996). *An introduction to library Networks*. New Delhi: EssEssPublication.
- Lal, C, ed. (2008). *Information Literacy in the Digital Age*. New Delhi: EssEss Publication.
- Welsh, Teresa S. & Wright, Melissa S. (2010). *Information Literacy in the Digital Age: an evidence-based approach*. Oxford: Chandos Publishing.
- Grassian, Esther S. &Kaplowitz, Joan R. (2013). *Information Literacy Instruction:*

- theory and practice*. New Delhi: EssEss Publication.
- . Agarwal, Vibhuti (2002). *Information Networking Concepts in Library*. New Delhi: Rajat Publications.

Course Title: Library and Information Society
Course Code: BLB102

L	T	P	Cr.
4	0	0	4

Total Hours: 60

Learning Outcomes

On the completion of the course the students will be able to

1. Explain the nature and attributes of universe of knowledge
2. Express the meaning, purpose, functions, theories and canons of library classification
3. Elucidate various facets of notation and call number
4. Highlight salient features of major classification schemes& Review current trends in library classification

Course Content

UNIT-I

14 hours

1. Universe of Knowledge: Knowledge Classification and Book Classification.
2. Subject: Meaning and types (Basic, Compound, Complex)
3. Library Classification: Meaning, Need and Purpose.
4. Canons of Library Classification.
5. Notation: Meaning, need, functions, types, qualities, Call number

UNIT-II

15 hours

1. Species of library classification: enumerative & faceted.
2. Standard schemes of classification and their features:
 - Dewey decimal classification (DDC): Salient features
 - Colon Classification (CC): Salient features
 - Universal Decimal Classification (UDC): Salient feature
 - Library of Congress Classification (LCC): Salient features
3. Recent Trends: Simple Knowledge Organization Systems (SKOS)

UNIT-III

13 hours

1. Library Catalogue: Concept, objectives and functions.
2. Physical Forms of Library Catalogue: Conventional and non-conventional.
3. Types of Catalogue: Dictionary Catalogue, Classified Catalogue,
4. Alphabetic- Classed Catalogue, Alphabetic-Subject Catalogue
5. Authority File, ISBN, ISSN: Concept and use.

UNIT-IV

18 hours

1. Catalogue Codes: History and development.
2. Normative Principles – Canons, Laws, Principles
3. Catalogue Entries according to CCC (5th edition)&AACR-2R
4. Subject Catalogue: Concept, need, purpose and usefulness.
5. Subject Headings (Chain Procedure and Sears List of Subject Headings).
6. Union Catalogue: Concept and purpose.

Transactional modes: Lecture blended learning, Open Talk, Demonstration, and Cooperative Teaching, Flipped Teaching

Suggested Readings

- Broughton, Vanda (2015). *Essential classification* (2nd ed). London: Facet.
- Chaudhary, G. G. & Chaudhary, Sudatta (2007). *Organizing information: From the shelf to the web*. London:Facet.
- Dhyani, Pushpa. (2000). *Theory of library classification*. Delhi: VishwaPrakashan.
- Foskett, A. C. (1990). *Subject approach to information* (5thed.). London: Clive Bingley.
- Krishan Kumar. (2000). *Theory of classification* (4th rev ed.) New Delhi: Vikas Publications.
- Ranganathan, S. R. (1967). *Prolegomena to library classification* (3rd ed.). Bangalore: SaradaRanganathanEndowment for Library Science.
- Stuart, David (2016). *Practical ontologies for information professionals*. London: Facet.
- Chan, L. M. and Salaba, Athena (2015). *Cataloguing and classification: an introduction*. 4th ed. Lanham, MD: Rowman& Littlefield Publisher.
- Joudrey, Daniel N. & Taylor, Arlene G. (2015). *Introduction to cataloguing and classification*, 11th ed. Santa Barbara: Libraries Unlimited.
- Batley, S. (2005). *Classification in theory and practice*. Oxford:Chandos.
- Satija, M. P. (2013). *The theory and practice of the Dewey Decimal Classification system* (2nd Ed.). Oxford: Chandos.
- Satija, M. P. (2011). *A guide to the theory and practice of colon classification*. NewDelhi: EssEss Publications
- Joudrey, Daniel N. & Taylor, Arlene G. (2015). *Introduction to Cataloguing andClassification*, 11th ed. Santa Barbara: Libraries Unlimited.
- Kumbhar, Rajendra (2011). *Library classification trends in 21st century*. Oxford:Chandos.
- Ranganthan, S.R. (2006). *Prolegomena to library classification*. 3rd ed. New Delhi: EssEss Publications.
- Rowley, Jennifer & Hartley, Richard (2008). *Organizing knowledge: an introduction tomanaging access to information*. 4th ed. London: Routledge.
- *DecimalandColonclassificationschemes*.Srinagar:theauthors.
- Krishan, K.(1979).*Theoryofclassification*(4thEd.).NewDelhi:Vikaspub.
- Chan, L. M. and Salaba, Athena (2015). *Cataloguing and classification: an introduction*.4th ed. Lanham, MD: Rowman& Littlefield Publisher
- Joudrey, Daniel N. & Taylor, Arlene G. (2015). *Introduction to cataloguing andclassification*, 11th ed. Santa Barbara: Libraries Unlimited.
- Batley, S. (2005). *Classification in theory and practice*. Oxford:Chandos.

- Satija, M. P. (2013). *The theory and practice of the Dewey Decimal Classificationsystem* (2nd Ed.). Oxford: Chandos.
- Satija, M. P. (2011). *A guide to the theory and practice of colon classification*. NewDelhi: EssEss Publications
- Joudrey, Daniel N. & Taylor, Arlene G. (2015). *Introduction to Cataloguing and Classification*, 11th ed. Santa Barbara: Libraries Unlimited.
- Kumbhar, Rajendra (2011). *Library classification trends in 21st century*. Oxford: Chandos.
- Ranganthan, S.R. (2006). *Prolegomena to library classification*. 3rd ed. New Delhi: EssEssPublications.
- Rowley, Jennifer & Hartley, Richard (2008). *Organizing knowledge: an introduction to managing access to information*. 4th ed. London: Routledge.
- Girja Kumar & Krishan Kumar (2011). *Theory of cataloguing*. 5th ed. Delhi: Vikas Publishing House.
- Gorman, M., & Winkler, P. (2005). *Anglo-American Cataloguing Rules -2R*. Chicago: American Library Association

Course Title: Library Operations and Services
Course Code: BLB103

L	T	P	Cr.
3	0	0	3

Total Hours: 45

Course Learning Outcomes

On the completion of the course the students will be able to

1. Acquaint various units and their functioning in the library system;
2. Introduce standards, procedures, principles related to various functions of libraries.
3. To acquaint with essential routines and operations performed in various types of libraries for providing effective services.
4. Depth knowledge about various library operations for better understanding the technicalities Involved in Successful collection development and management in modern libraries.

Course Contents

UNIT-I

11 hours

1. Library operations: meaning & types – acquisition, technical processing, circulations maintenance & serial control.
2. Acquisition: meaning types, functions – book selection, procurement, collection
3. Development, problems
4. Automated acquisition system.

UNIT-II

11 hours

1. Technical processing: need, role and procedure
2. Dealing with books: accessioning, classification and cataloguing: manual and automated Subject description
3. Labeling, shelving and display

4. Maintenance: weeding and stock verification

UNIT- III**12 hours**

1. Circulation: concept need and functions.
2. Membership: new and old, updating, deletion
3. Circulation system: charging and discharging systems, overdue & reservation
4. Automated circulation system: OPAC & Web-OPAC- Features

UNIT-IV**11 hours**

1. Serials: concept, types & importance
2. Serial control: traditional and automated
3. Periodical: selection and procurement- planning, ordering, problems and issues
4. Vendor and price management

Transaction Mode: Lecture, problem solving, discussion & demonstration, blended learning.

Suggested Readings

- Bryson Jo. (1996). *Effective library and information management*. Bombay: Jaico.
- Chabhra, T N et. al. (2000). *Management and organisation*. New Delhi: Vikas.
- Drucker Peter F. (2002). *Management challenges for the 21st century*. Oxford: Butterworth Heineman.
- Evans, G. Edward &Layzell, Patricia. (2007). *Management basics for information professionals*, 2nd ed. London:Libraries Unlimited.
- Johnson, Peggy. (2009). *Fundamentals of collection development and management*, 2nd ed. ALA
- Smith, Judith Read, Mary Lea Ginn&Kallaus Norman, F. (2010). *Records management*. 7th ed. South-western,Division of Thomson Learning.
- Stueart, Robert D &Moran ,Barbara B. (2007). *Library and information centre management*. 7th ed. London:Libraries Unlimited.
- Bailey, Dorothy C. & Citron, Helen R. (1984). *Automated serial control*. The Serials Librarian: From the Printed
- *Page to the Digital Age* 8(3), pp. 43-53, DOI: 10.1300/J123v08n03_06
- Evans, G. E., Intner, S. S., &Weihs, J. R. (2011). *Introduction to technical services*. Santa Barbara, Calif.[u.a.: Libraries Unlimited.]

Course Title: Health Science Library and Information System

Course Code: BLB-104

L	T	P	Cr.
3	0	0	3

Total Hours: 45

Learning Outcomes

On the completion of the course the students will be able to

1. Aware of objectives, development, collection development, organisational structure, services, Financial and HRM of Health Science Library and Information System.
2. To identify the nature and significance of the relationship between the library and the collection Development and management processes;
3. Students will be able to formulate some new ways and means in order to cater the information needs of the health professionals
4. Know the contents of the HIS being taught

Course Contents

UNIT-I

11 hours

1. Health Science Libraries and their Development: Objectives and Functions.
2. History and Development of Health Libraries with Special Reference to India.
3. Medical Libraries Information Policies in Indi

UNIT-II

11 hours

1. Collection Development and Management: Books and Periodicals.
2. Conference Literature, Grey Literature and Government Publications.
3. Non-Book Materials: Electronic-Resources.
4. Databases

UNIT-III

12 hours

1. Organizational Structure of Medical Libraries.
2. Staff Manual, Library Surveys, Statistics and Standards, etc.
3. CAS, SDI, Abstracting and Indexing Services, Library Bulletin
4. Resource Sharing and Networking.

UNIT -IV

11 hours

1. Financial and Human Resource Management: Determination of Finance, Sources of Finance.
2. Types of Budget.
3. Nature, Size, Selection, Recruitment, Qualification and Training Competency Development Case Study of Health Libraries in India

Transaction Mode: Lecture, problem solving, discussion & demonstration, blended learning.

Suggested Reading:

- Baker, P.G. (1997). *Electronic libraries of the future*. Encyclopaedia of library and information science, Volume 50, supplement 22. Edited by Allan Kant and Hall, CM.New York, Marcel Dekker, p. 119-153
- Dixit, R.P. (1995). *Information management in Indian medical libraries*. New Delhi, New Concept, p. 227-238.
- Godlee, F., et al. Can we achieve health information for all by (2015). *The Lancet*, 295-300.

- Money, P.K. and Nagaraj, C. (2007). *Health information management: an introduction to disease classification and coding*. National Medical Journal of India. 20(6), p. 307-310
- Planning Commission. Government of India 11th Five Year Plan (2007-2012). *Report of the working group on health systems research, biomedical research & development and regulation of drugs and therapeutics*. Government of India, 2006.
- Ramani, K.V. and Mavalankar, D. (2006). *Health system in India: opportunities and Challenges for improvements*. Journal of Health Organisation and Management. 20(6),p. 560-572.
- Sanyal, S. (2005). *ICT, e-health & managing healthcare: exploring the issues & challenges in Indian railway medical services*. Studies in Health Technology Informatics. 114, p. 157-163.
- Singh, Surya Nath and Garg, B.S. (2002). *Impact of information technology (Reprography) on biomedical information centres and libraries (ICLs) in India: a critical evaluation*. Annals of Library and Information Studies. 49(3), p. 113-118.
- Theo, Lippeveld; Sauerborn, R. & Bodart, C. (2000). *Design and implementation of health information systems*. WHO, Geneva
- Wadhwa, S, Saxena, A and Wadhwa, B. (2007). *Hospital information management system: an evolutionary knowledge management perspective*. International Journal of Electronic Healthcare. 3(2), p. 232-260

Course Title: Reference Service and Information Sources
Course Code: BLB105

L	T	P	Cr.
3	0	0	3

Total Hours: 45

Learning Outcomes

On the completion of the course the students will be able to

1. Find the knowledge on various sources and services provided by library.
2. Familiarize students with a broad range of standard reference and Information Sources (Documentary), Non documentary, Institutional and Human sources of Information.
3. Develop skills for handling information sources.
4. Enable students to use printed, non-printed and electronics reference and information sources.

Course Content

UNIT-I

12 hours

1. Reference Services: Definition, Need and Purpose
2. Types of Basic Reference Service.
3. Ready Reference and Long Range Reference Services.
4. Reference Librarian: Role, Skills and Competencies

UNIT-II

10 hours

1. Reference Sources: Definition, Need and Purpose
2. Types of Information Sources
3. Documentary, Non-Documentary and Electronic sources
4. Reference Interview: An Overview and Steps
5. Criteria for Evaluation of Print Reference Sources

UNIT-III**12 hours**

1. Evaluation of Select Encyclopedias, Year, Books and Directories
2. Evaluation of Select Statistical Sources and Reference Sources of Current Events
3. Evaluation of Select Biographical and Geographical Sources

UNIT-IV**11 hours**

1. Impact of Information Technologies on Reference Services
2. Criteria for Evaluation of Online Reference Sources
3. Reference Queries Pertaining to all Types of Reference Sources

Transaction Mode: blended learning, Open Talk, Demonstration, Cooperative Teaching, Flipped Teaching

Suggested Reading

- Jain, M. K. (2006). *Nirmal Teaching learning library and information services: a manual*. Delhi: Shipra.
- Ford, G., McClure, C. R., & Bertot, J. C. (2001). *Evaluating networked information services: Techniques, policy, and issues*. Medford, N.J: Information Today.
- Murty, S., & Sonal S. (2006). *Information services, library education and research in India*, Jaipur: RBSA Pub.
- Cassell, K. A., & Hiremath, U. (2006). *Reference and information services in the 21st century: An introduction*. New York: Neal-Schuman Publishers.
- Farmer, L. S. J. (2007). *The human side of reference and information services in academic libraries: Adding value in the digital world*. Oxford: Chandos.
- Crawford, J. C. (2006). *The culture of evaluation in library and information services*. Oxford: Chandos.
- Devarajan, G., & Pulikutheil, J. K. (2011). *Information access, tools, services and systems*. New Delhi: EssEss Publications.
- Saroja, G. Sekhara, R. V. C., & Dr. B.R. Ambedkar Open University. Department of Library & Information Science, (2013) *New dimensions in web-based library and information services*. New Delhi: Pearl Books.
- Kataria, S., Anbu, K. J. P., Shri, R., & Jaypee University of Information Technology, (2010). *Emerging technologies and changing dimensions of libraries and information services*. New Delhi: K.B.D. Publication.
- Ramesh, B. V. P. (2011). *Quality of library and information services in higher education: A global*

cenario.NewDelhi:Kanishka Publishers,Distributors.

- Griffiths, J. R. (2012). *Evaluationtechniquesforinformationservices*.London:Facet.
- Miller,J. B.,&Barbara,
S.(2014).*Internettechnologiesandinformationservices*.Westport,

**Course Title: Language Proficiency in English
(Intermediate)**

L	T	P	Cr.
3	0	0	3

Course Code: BLB106

Total Hours: 45

Learning Outcomes

On the completion of the course the students will be able to

1. Demonstrate through face-to-face conversations comprehension of simple Words and Phrases used in common every day context.
2. Ask grammatically structured questions related to basic needs and respond appropriately using short phrases and sentences.
3. Use words that signal differences between present and past in simple Statements related to Common activities.
4. Describes quench of events in the past dealing with personal life

Course Contents

UNIT-I

12 hours

Aim: to make the learner proficient in English.

Basics of pronunciation, consonant and vowel sounds, pronunciation of tricky and difficult words.

Grammar–articles, tenses, prepositions, modals, connectives

UNIT-II

10 hours

Contextual vocabulary – vocabulary for everyday use, evaluative, descriptive andactionwords,wordchunks,formulaic expressions

UNIT-III

11 hours

Listening and speaking skills – picture stories/story grammar, narration, dialogue, language games.(Use of audio-visual aids and regalia such as news papers, magazines etc.)

UNIT-IV

13 hours

1. Readingandwritingskills–

letterwriting, topics sentence and paragraph writing, information gap exercises

2. Netiquette (email correspondence)
3. Non verbal communication and personality development
4. Resume, interview skills and group discussion

Transaction Mode: Lecture, problem solving, discussion & demonstration, blended learning.

Suggested Reading

- S. Reinecke (1992) *Proficiency test English second language: intermediate level.*
- The EFL Learners (intermediate Level) By K. KalaiMathiKernagaran · (2014) *The Role of Learning Styles and Strategies in English Language Proficiency Achievement*
- *English Advanced Vocabulary for Upper Intermediate and Proficiency* Emma Jennifer · (2016)
- *English Proficiency (A Handbook for Basic Learners of English) Paperback* – (1 January 2020)
- English Vocabulary Master: 150 Phrasal Verbs (Proficiency Level: Intermediate / Advanced B2-C1 – Listen & Learn)

Course Title: Information Systems and Networks
Course Code: BLB107

L	T	P	Cr.
1	0	0	1

Total Hours: 15

Learning Outcomes

On the completion of the course the students will be able to

1. Understand the Concept and Scope of Information Systems.
2. Acquaint with the Services and Products of Information Systems.
3. Understand the Concept and Scope of Information Networks.
4. Understand the importance of broadband technologies; and describe organizational networking

UNIT-I

7 hours

1. Definitions, Types and Overview of Information Systems.
2. Services and Products of Information Systems: AGRIS, INIS, ENVIS, BTIS and MEDLARS.

UNIT-II

8 hours

1. Definitions, types and over view of Information Networks.

2. Description of Library and Information Networks: INFLIBNET, DELNET, CALIBNET, NICNET, MALIBNET.

Transaction Mode: Lecture, problem solving, discussion & demonstration, blended learning.

Suggested Reading

- Aswal, R. S., ed. (2003). *Information Network in India*. New Delhi: EssEss Publication.
- Kaul, H. K. (1999). *Library Resource Sharing Networks*. New Delhi : Virgo Publications.
- Khanna, J.K. (1996). *Handbook of Information Systems and Services*. New Delhi: Beacon Books.
- Khanna, J.K. (2000). *Documentation and Information Services, Systems and Techniques*.
- Lithikar, Shalini R. (2012). *Information Systems and Networks in India*. New Delhi: Today and
- tomorrow's Printers and Publishers.
- Neelameghan, A. and Prasad, K. N. (1998). *Information Systems, Networks and Services in India:*
- Developments and Trends. 2 vols. New Delhi: Indian Bibliographic Center.
- Rowley, J. E. (1996). *The Basics of Information Systems*. London : Facet Publishing.
- Sewa Singh. (1999). "Library and Information networks in India." *In Vistas in Library, Information Systems and Networks*. Eds. M. V. Venugopal and others. Agra: Y. K. Publisher.

Web Sources:

- AGRIS: www.fao.org/agris
- BTIS: www.btisnet.nic.in
- CALIBNET: www.calibnet.org
- DELNET: www.delnet.nic.in
- ENVIS: www.envis.org
- INFLIBNET: www.inflibnet.ac.in
- INIS: www.iaea.org/inis
- MALIBNET: www.angelfire.com/in/malibnet

Course Title: Library Classification
Course Code: BLB108

L	T	P	Cr.
3	0	0	3

Total Hours: 45

Learning Outcomes

On the completion of the course the students will be able to

1. Build the classification numbers after the subject analysis of documents using the Colon Classification scheme and Dewey decimal classification scheme.
2. Compare the process related to construct classification number, compile book numbers and be able to use index of the classification scheme.
3. Find out the process related to construct classification number.
4. Apply the classification rules and three stems of classification

Course Contents

UNIT-I

11 hours

1. Classification of documents; Use of Table 1&2.
2. Classification of documents; Use of Table 3.
3. Classification of documents; Use of Table 4&6
4. Classification of documents; Use of Table 5&7

UNIT-II

12 hours

1. Introduction and Structure of Colon Classification (CC)
2. Classification compound courses by CC
3. Classification of simple documents; Use of Common Isolates
4. Classification of documents; Use of Devices

UNIT-III

10 hours

ACCORDING TO CC

1. Classification of documents; Use of phase Relations
2. Classification of documents; Involving Complex Subject
3. Classification of Titles by DDC using Zero and add device

UNIT-IV

12 hours

1. Classification of the same document according to DDC and CC.
2. The Students will be asked to classify same title according to both DDC and CC.

LIST OF REQUIREMENTS IN THE EXAMINATION HALL

The following books are to be provided to the candidates:

1. Ranganathan, S.R. Colon Classification. Ed 6 (Reprinted with amendments), 1963. One for each candidate.
2. Dewey Decimal Classification. 3V. Ed 19. 1979. One set to each candidate. Language

Dictionary-2copies.

Transaction Mode: Lecture, problem solving, discussion & demonstration, blended learning.

Suggested Readings

- Dewey, M., & Custer, B. A. (1979). *Dewey decimal classification and relative index* (23rd Ed.). (Vol. 4). Albany: Forest Press.
- Ranganathan, S. R. (1989). *Colon Classification* (6th rev. ed.). Bangalore: Sarda Ranganathan Endowment Library Science.
- Satija, M. P. (2011). *A guide to the theory and practice of colon classification*. New Delhi: EssEss Publications.
- Satija, P. (2013). *The theory and practice of the Dewey Decimal Classification system* (2nd ed.). Oxford: Chandos Pub.
- Satija, M. P. (2004). *Exercises in the 22nd edition of the Dewey decimal classification*. New Delhi: EssEss Publications.
- Singh, S. (2011). *The theory and practice of the Dewey decimal classification system*. New Delhi: Isha Books.

Course Title: Basics of Information and Communication Technology (Practice)

L	T	P	Cr.
0	0	6	3

Course Code: BLB109

Total Hours: 45

Learning Outcomes

On the completion of the course the students will be able to

1. Create, edit and manage files using Word Processing, Spread Sheet and Power Point Presentation software.
2. Carry out library housekeeping operations using library management software.
3. Generate different types of report using library management software.
4. Search information from internet and databases adopting suitable search strategies.

Course Contents

UNIT-I

11 hours

Setting of Desktop; Use of Operating System; Use of Word Processing Software, Spread Sheet Management Software and Power Point Presentation Software

UNIT-II

12 hours

Installation and Use of Library Management Software (all modules); Generation of Various Reports using Library Management Software

UNIT- III

10 hours

Searching Information from Internet using Different Search Engines; Searching WebOPAC, WorldCat, IndCat; Formulating and applying various strategies

UNIT-IV

11 hours

Searching Databases by adopting various search strategies and filters

Transaction Mode: Lecture, problem solving, discussion & demonstration, blended learning, self-study

Suggested Reading:

- Brown, Christopher & Bell, Suzanne (2018). *Librarian's guide to online searching: cultivating database skills for research and instruction*. 5th ed. London: Libraries Unlimited
- Clayton, Marlene (2018). *Managing library automation*. 2nd ed. London: Routledge.
- Markey, Karen (2019). *Online searching: A guide to finding quality information efficiently and effectively*. 2nd ed. Lanham, Maryland: Rowman& Littlefield Publishers.
- Marmel, Elaine (2015). *Office 2016 Simplified*. Hoboken. New Jersey: John Wiley& Sons.
- Mishra, Vinod Kumar (2016). *Basics of library automation, Koha library management software and data migration: Challenges with case studies*. NewDelhi: EssEss Publications.

Evaluation Criteria: Total Marks - 50 Marks

Continuous Assessment: - 25 Marks

- Practical Record: (10)

- Lab Performance (15)

End- Term Assessment: - 25 Marks

- Conduct of practical (15)

- Viva (10)

Course Title: Information Ethics and Core Values

Course Code: BLB110

L	T	P	Cr.
1	0	0	1

Total Hours: 15

Course Learning Outcomes

On the completion of the course the students will be able to

1. Demonstrate research and publication ethics
2. Identify to philosophy nature and scope
3. Ethics definition, moral philosophy, nature of moral judgment and reactions
4. create awareness about promotion of academic integrity and prevention of misconduct including plagiarism in academic writing among student and researcher.

Course Content

UNIT-I**8 hours**

1. Introduction to philosophy: definition, nature and scope, concept, branches
2. Ethics: definition, moral philosophy, nature of moral judgments and reactions

UNIT-II**7 hours**

1. Academic Integrity, Prevention of Plagiarism and Ethical Policy

Transaction Mode: Lecture, problem solving, discussion & demonstration, blended learning.

Suggested Reading

- Bird,A.(2006).Philosophy of Science. Routledge.
- MacIntyre, Alasdair (1967) A Short History of Ethics. London.
- P.Chaddah,(2018) Ethics in Competitive Research : Do not get scooped ; do not get plagiarized ,ISBN:978-9387480865
- Resnik, D. B. (2011).What is ethics in research & why is it important. National Institute of Environmental Health Sciences, 1-10. Retrieved from [https://www.niehs.nih.gov/research/resources/bioethics/what is/index.cfm](https://www.niehs.nih.gov/research/resources/bioethics/what%20is/index.cfm)
- Beall,J.(2012).Predatory publishers are corrupting open access. Nature ,489 (7415) ,179—179 .<https://doi.org/10.1038/489179a>

Course Title: Library and Its Users

Course Code: BLB111

L	T	P	Cr.
2	0	0	2

Total Hours: 30

Course Learning Outcomes

On the completion of the course the students will be able to

1. Introduce with various categories of Users and their Information Needs.
2. Familiarise with different types of Information Services.
- 3.Introduce with methods of organising User Education Programmes.
4. develop practical skills in preparation of selected Information Products.

Course Content**UNIT-I****15 hours**

1. Categories of Information Users.
2. Information Needs: Definition and Characteristics.
3. Information Seeking Behaviour: Models.
4. User Studies: Methods and Techniques.
5. Information Literacy and User Education: Concepts and Methods.

UNIT--II**15 hours**

1. User education Programs: Concept, goal and objectives, Levels.
2. Evaluation of user educational Programs.
3. Marketing of Library & information services.
4. Institution and knowledge repositories
5. Information Literacy and User Education: Concepts and Methods.

Transaction Mode: Lecture, problem solving, discussion & demonstration, blended learning, self-study

Suggested Reading

- Atherton Pauline.(1977) *Handbook for information systems and services*. UNESCO,Paris.
- Bopp (Richard E) and Smith (Linda C), (1995). *Ed. Reference and information services: An Introduction*. Rev. ed. Libraries Un., USA.
- GuhaB(1983) *Documentation and information*. Rev. ed. 2. World Press Calcutta.
- KATZ William A (1996) *Introduction to reference work*. E 7. 2 V.McGraw Hill, New York.
- Tripathi S.M (1988) *Documentation, Information Services and Networks*. 2 V. (Hindi Medium)1998. Y.K. Agra.
- Tripathi S.M.(1998) *New Dimensions on Reference and Information Services*. (Hindi Medium) Y.K. Agra.
- UshaPawan and Gupta (Pawan Kumar) (1994) *SandarbhSewa: SaidhantikavomKriyatmak* RBSA, Jaipur. (Hindi Medium).Rao, E. G. (1987).*Public library system*. Hyderabad: Exbote Brothers.
- Hill, M. W. (1998).*The impact of information on society*. London: Bowker-Saur.
- Kaula, P.N. (1986). Higher education and libraries: The Indian scene. *Herald of library science*. 25(1-2), 46-57.
- Kent, A. (1974).Resource sharing in libraries: why, how, when, next action steps. New York:M. Dekker
- Levine-Clark, M., & Carter, T. M. (2013). *ALA Glossary of Library and Information Science* (4thed.).(ALA glossary of library and information science.) Chicago: American Library Association
- Kumar, P. S. G. (1998). *Fundamentals of information science*. New Delhi: S.Chand.

Semester: II

Course Title: Library Management
Course Code: BLB201

L	T	P	Cr.
4	0	0	4

Total Hours: 60**Course Learning Outcomes**

On the completion of the course the students will be able to

1. Introduce environmental factors of Libraries and Information Centres.
2. understand organisational structure.
3. Study functions and routines of different sections.
4. manage the library & information centres effectively

Course Contents

UNIT I

18 hours

1. Management: Concept, scope, principles and functions.
2. Schools of Management Thoughts.
3. Management Information System (MIS): Concept, scope and characteristics.
4. Management by Objectives (MBO): Concept, need and steps.
5. Change Management, Disaster Management and Crisis Management: And Introduction.
6. Library Committee, Library Authority

UNIT II

15 hours

1. Acquisition Section: Activities.
2. Technical Section: Activities.
3. Circulation Section: Activities
4. Periodical Section: Activities
5. Reference Section: Activities
6. Maintenance Section: Activities

UNIT III

12 hours

1. Human Resource Management: Policy and Staffing.
2. Recruitment and Training, Job Description, Job Analysis, and Job Evaluation.
3. SWOT analysis
4. Staff Manual.

UNIT IV

15 hours

1. Sources of library finance, Estimation of library's financial requirements.
2. Budgeting techniques.
3. Cost Effectiveness Analysis and Cost Benefit Analysis.
4. Library statistics and Annual Report.
5. Library rules and regulations.
6. Library building and Space management

Transaction Mode: Lecture, problem solving, discussion & demonstration, blended learning.

Suggested Readings:

- Mittal, R. L. (2007). *Library administration: Theory and practice*. 5th ed. New Delhi: EssEss.

- Panwar, B. S. & Vyas, S. D. (1986). *Library management*. Delhi: R. R. Publishing.
- Ranganathan, S. R. (2006). *Library administration*. 2nd ed. New Delhi: EssEss.
- Singh, M. (1983). *Library and information management: Theory and practice*. Delhi: IBT.
- Singh, R. S. P. (1990). *Fundamentals of library administration and management*. Delhi: Prabhat Publications.
- Stueart, R. D. & Moran, B. B. (2013). *Libraries and information center management*. 8th ed. London: LibrariesUnlimited.
- Bryson, J. (1998). *Effective library and information centre management*, Ashgate, London. pp 1-3.
- Dorado, A. (2012). *New trends in library management*. London: Koros
- Christian, A.R.(2013). *Academic library management: Universities, colleges and institutions*. Jaipur: Vista Publishers.
- Bryson, J.(2011). *Managing information services :A sustainable approach*. Farnham:Ashgate Pub.
- Velasquez, D. (2013). *Library management 101: a practical guide*. Chicago: ALA Editions, an imprint of the American Library Association..
- Edwards, E. G. (2005). *Developing Library & Information Centre Collections*. Westport: Libraries Unlimited.
- Johnson, P. (2014). *Fundamentals of collection development & management* (3rded.). Chicago: American Library Association.
- Thanuskodi, S. (2013). *Challenges of academic library management in developing countries*. Hershey PA: Information Science Reference.
- Koontz, H. &Weihrich, H. (2015). *Essentials of management*. 10th ed. Chennai,
- Franks, P. C. (2013). *Records and Information Management*. Chicago: AmericanLibrary Association.
- Iyer, K.V.(1999).*Library management of staff training and development*. Delhi: Rajat.
- Taylor, A. G. (2003). *The organization of information* (2nded.). Westport, Conn:Libraries Unlimited.
- Stueart, R. D., Moran, B. B., &Morner, C. J. (2012). *Library and information center management*(8thed.). Englewood, Colo: Libraries Unlimited.
- McKnight, S. (2010). *101 ideas for successful library management*. London: Facet.
- Krishan Kumar. (2007). *Library management in electronic environment*. New Delhi:Har- Anand Publications.

Course Title: Computer Applications in Libraries
Course Code: BLB202

L	T	P	Cr.
4	0	0	4

Total Hours: 60**Course Learning Outcomes**

On the completion of the course the students will be able to

1. Have the basic knowledge of Computer and its applications in library and information activities.
2. Know about the functioning of OS like LINUX UNIX Ubuntu 16.04
3. Gain the knowledge and understanding about internet web browser, search engines, resource and online database
4. Learn the use of ICT in library and information centre and to impart practical knowledge of library automation software

Course Contents**UNIT-I****12 hours**

1. Fundamentals of Computer, Storage Devices, Input/output Devices, computer Memory.
2. Computer Architecture, Computer Generations and Classification.
3. Introduction to System Software and Application Software.

UNIT-II**16 hours**

1. Database: Concept, type, Components. Database Structures, File Organization and Physical Design
2. Introduction to Operating System: DOS, Windows, UNIX and LINUX.
3. Basics of the Internet, Search Engines and Meta Search Engines, Internet Search
4. Techniques, E-resources and online database.

UNIT-III**12 hours**

1. Introduction to MS office Package: Word, Power Point, Excel and Access
2. Library Automation: Definition, Need, Purpose, Housekeeping Operations, planning and Implementation
3. Selection and Evaluation of Library Automation Software Packages

UNIT-IV**18 hours**

1. Selection and Evaluation of Library Automation Software Packages
2. Introduction and Features of E-Granthalaya, SOUL and KOHA
3. Basic of Computer and Communication Technology: Network Topologies, LAN, WAN, MAN, Intranet, Extranet, Internet, OSI Reference Model
4. Networks: General- ERNET, NICNET.

Transaction Mode: Video based Learning, blended learning, Open Talk,

Demonstration, Cooperative, Teaching, Flipped Teaching

Suggested Readings:

- Gaboitsiwe, T. (2013). *Information and communication technology: Introduction to the Internet components - World Wide Web and email*. United States: CreateSpace.com
- Williams, B. K., & Sawyer, S. C. (2013). *Using information technology: A practical introduction to computers & communications*. New York, NY: McGraw-Hill.
- Alkhatib, G. (2013). *Network and communication technology innovations for web and IT advancement*. Hershey, PA: Information Science Reference
- Singh, H., Kakkar, S.K., & Sharma, A. (2011). *A Book of fundamentals of Information Technology*. Amritsar: Lakhanpal Publishers.
- Bailey, D. R., & Tierney, B. (2008). *Transforming library service through information commons: Case studies for the digital age*. Chicago: American Library Association.
- Bradley, P. (2007). *How to use Web 2.0 in your library*. London: Facet.
- Chopra, H.S. (2006). *Digital Library: Indian and Global Scenario*. New Delhi: Shree Pub.
- Kaushik, P. (2006). *Library and information technology*. New Delhi: Anmol Publications. 2006.
- Matthews, Joseph R. Kochtanek, Thomas R. *Library information systems: from library automation to distributed information access solutions Westport: Libraries Unlimited, 2004.*
- Rowley, J. E., & Tilsed, I. (2006). *Information technology for libraries*. London: Facet.
- Sharma, A., & Gupta, A. (2007). *Fundamentals of Internet applications*. Amritsar: Lakhanpal Pub.
- Singh, P. K. (2005). *Library automation*. New Delhi: Shree Pub.

Course Title: Fundamentals of Preservation and Conservation of Library Materials
Course Code: BLB203

L	T	P	Cr.
4	0	0	4

Total Hours: 60

Learning Outcomes

On the completion of the course the students will be able to

1. Summarize the need for preserving and conserving library materials.
2. Apply control measures for safeguarding library materials.
3. Critically differentiate the types of binding used for library materials.
4. Discover the process of restoring library materials to original form.

Course Contents

UNIT-I

15 hours

1. Need for Preservation and Conservation
2. Evolution of Writing Materials

3. Palm leaves and Birch Bark: Their Nature and Preservation
4. Manuscripts, books, Periodicals, Newspapers, Pamphlets etc

UNIT -II**16 hours****HAZARDS TO LIBRARY MATERIALS**

1. Environmental Factors – Temperature, Humidity, Light and Dust
2. Biological Factors – Fungi, Insects and Other Pests
3. Chemical Factors – Chemicals used in Production and Preservation of Documents

UNIT-III**12 hours****NON-BOOK MATERIALS AND THEIR PRESERVATION**

1. Different Types of Binding for Library Documents
2. Binding Materials
3. Binding Process
4. Standards for Library Binding

UNIT-IV**14 hours****NON-BOOK MATERIALS AND THEIR PRESERVATION**

1. Variety of Non-Book Material
2. Physical Environment for Storing of Non-Book Materials
3. Care and Handling of Non-Book Materials
4. Digital Preservation: It's Need
5. Challenges and Strategies for Preserving Digital Contents

Transaction Mode: Lectures, PPT, Collective thinking, YouTube, Discussion

Suggested Readings

- Bogdan, Zerek (2014). *Preservation and protection of library collections*. Chandos Publishing.
- Diringer, D. (1953). *The Hand Produced Book*, London: Hutchinson's.
- Feather, John (1996). *Preservation and the Management of Library Collections*. 2nd Ed. London: Library Association Publishing.
- Feather, John (1996). *Preservation and the Management of Library Collections (2nd Ed)*. London: Library Association Publishing.
- Chakrabarti, B. &Mahapatra, P. K. (1991). *Library collection: Selection and preservation*. Calcutta:WordPress.
- Harvey, Ross (1993). *Preservation in Libraries, A Reader* London: Bowker.
- Harvey, Ross. (1994). *Preservation in libraries: principles, strategies and practices for librarians*. London: Bowker Saur.
- Hendersen, Kathryn Luther and Henderson, William T. (ed) (1991). *Conserving and Preserving Library Materials*. Urbana Champaign: University of Illinois.
- India. National Archives of India, (1988). *Repair and Preservation of Records*. New Delhi: National Archives of India.

- Johnson, Arthur W. (1988). *The Practical Guide to Book Repair and Conservation*. London: Thames and Hudson.
- Majumdar, P.C. (1957). *Birch Bark (Bhurjapatra) and Clay Coated Manuscripts in the Gilgit Collection - their Repair and Preservation*. Indian Archives, Vol 11, Nos. 1-2, pp. 77-84.
- National Archives of India. (1988). *Repair and Preservation of Records*. New Delhi.
- Prajapati, C.L.(1997). *Archivo-Library Materials – Their Enemies and Need of First Phase Conservation*. New Delhi: Mittal Publications.
- Ranbir Kishore, (1962). *Preservation and Repair of Palm Leaf Manuscripts*, Ibid; Vol.14, pp. 73-78
- Singh, R.S. (1995) *Conservation of Documents in Libraries, Archives and Museums*. New Delhi: Aditya Prakashan.
- Suri, JinaHarisagara, (1947). *Palm Leaf Manuscripts in Jaisalmir*, Ibid, Vol.1, No.3, pp 234

Course Title: School Library System
Course Code: BLB204

L	T	P	Cr.
3	0	0	3

Total Hours: 45

Learning Outcomes

On the completion of the course the students will be able to

1. Select, acquire organize and manage collection of School Library
2. Promote reading among children and young adults through the use of quality literature that reflect
3. Provide various types of library services to school students
4. Organize library orientation programmes for school students

Course Contents

UNIT-I

12 hours

1. School Library: Definition, Objectives, Functions
2. Types of School Library Users: Their Reading Habits and Information Needs
3. Role of School Library in Inculcating Reading Habits

UNIT-II

12 hours

1. Collection Development and Management
2. Print Information Sources: Selection, Acquisition, Evaluation
3. Electronic Information Sources: Selection Acquisition, Evaluation
4. Organization and Management of Library Collection

UNIT-III**10 hours**

1. Financial Management.
2. Skills and Competencies for School Library personnel

UNIT-IV**11 hours**

1. Library Automation - Need and Importance
2. Resource Sharing and Library Networking
3. User Orientation

Transaction Mode: Video based Learning, blended learning, Open Talk, Demonstration, Cooperative Teaching, Flipped Teaching

Suggested Readings

- Barr, Catherine & Gillespie, John T. (2009). *Best books for high school readers: Grades 9–12*. 2nd ed. West port: Libraries Unlimited.
- Brophy, P. (2005). *The academic library*. London: Facet Pub.
- Budd, J. (2005). *The changing academic library: Operations, cultures, environments*. Chicago: Association of College and Research Libraries.
- Christian, A. R. (2013). *Academic library management: Universities, colleges and institutions*. Jaipur: Vista Publishers
- Cohen, L. B. (2007). *Library 2.0 initiatives in academic libraries*. Chicago: Association of College and Research Libraries. CBSE. School Library Accessible at <http://cbse.nic.in/LIBRARY-1-99.pdf>
- Dickinson, Gail K. & Repman, Judi (2015). *School library management, 7th ed. Columbus: Linworth Publishing*.
- Dutchess County BOCES *School Library System* (N.Y.). (1986). School library system notes. Red Hook, N.Y: The System.
- Fontichiaro, K. (2009). *21st-century learning in school libraries*. Santa Barbara, Calif: Libraries Unlimited.
- Harper, Meghan (2018). *Reference sources and services for youth*. Chicago: American Library Association.
- International Federation of Library Association (2015). *IFLA School Library Guidelines* <https://www.ifla.org/files/assets/school-libraries-resource-centers/publications/ifla-school-library-guidelines.pdf>
- Marquardt, L. (2010). *School Libraries*. München: De Gruyter Saur.
- Martin, Barbara Stein & Zannier Marco (2009). *Fundamentals of school library media management: A how-to-do-it manual*. New York: Neal-Schuman Publishers, Inc.
- McGhee, M. W., & Jansen, B. A. (2010). *The principal's guide to a powerful library media program: A school library for the 21st century*. Santa Barbara, Calif: Linworth.
- Messner, Patricia A. & Brenda S. Copeland (2011). *School library management: Just the basics*. Westport: Libraries Unlimited.
- Mohanraj, V. M. (2011). *School library: An educational tool*. New Delhi: EssEss Publications.
- Ranganathan, S R., (2006). *New education and school library*, New Delhi: EssEss Publications.
- Repman, Judi & Dickinson, Gail K. (2007). *School library management, 6th ed.*

Columbus: Linworth Publishing.

- United States Office of Education (2018). *Public, society, and school libraries* (Classic Reprint). London: Forgotten Books.
- Vardell Sylvia M. (2014). *Children's literature in action: A librarian's guide*, 2nd ed. Santa Barbara: Libraries Unlimited
- Verma, S. R. (2005). *Academic library system*. New Delhi: Shree Publishers & Distributors
- Wilson, Martha (2013). *School library management*. Charleston: Nabu Press.
- Woolls, Blanche & Loertscher, David V. (2013). *The whole school library handbook 2*. Chicago: American Library Association

Course Name: Digital Resources and Services
Course Code: BLB205

L	T	P	Cr.
3	0	0	3

Total Hours: 45

Course Learning Outcomes

On the completion of the course the students will be able to

1. Have better knowledge to manage electronic resources in libraries.
2. Empowered about the Collection Development of e-resources.
3. Access to Electronic Resources.
4. Acquire the activities involved in Developing Collection and Providing access to electronic resources

Course Contents

UNIT-I

9 Hours

1. Concept, Need, Characteristics, Benefits and Drawbacks.
2. E-Resource Life Cycle.
3. Types of e-resources

UNIT-II

12 hours

1. Collection Building Process: Formulating policy, Budgeting, Evaluation of e-resources.
2. Subscription Models: Licenses and Negotiation.
3. Consortia: Concept, Need, Purpose & Limitations; E- shodhsindhu.
4. Preservation and Perpetual Access.

UNIT-III

12 hours

1. Access management of e-resources, Channels.

2. Authentication and Authorization.
3. Organization & description of resources. Metadata: Basis Concept.
4. User training and awareness.

UNIT-IV**12 hours**

1. Usage Statistics of E-resources.
2. Standards and Guidelines (COUNTER,SUSHI).
3. ERMS: Concept, Need & Features.
4. Salient features of some ERMS (Exlibris VERDE)

Transactional modes

Video based learning, Demonstration, Open talk, Cooperative Teaching, Flipped Teaching

Suggested Readings:

- BRYNJOLFSSON (ERIC) and KAHIN (BRIAN), Ed. *Understanding the digital economy: data, tools and research*. 2002. Massachusetts: MIT Press.
- COLE (JIM) and others. *E-serials Collection Management: Transition, Trends and Technicalities*. 2003. London, CRC Press.
- CONGER (JOAN E). *Collaborative electronic resource management: From acquisitions to Assessment*. 2004. Westport, Libraries Unlimited.
- CURTIS (DONNELYN). *E-journals: How to do it Manual for Building, Managing and Supporting Electronic. Journal Collection*. 2005. London, Facet Publishing.
- FECKO (MARY BETH). *Electronic Resources: Access and Issues*. 1997. London: Bowker-Saur.
- HANSON (ARDIS) and LEVIN (BL). *Building a Virtual Library*. 2002. Hershey, P.A.: Information Science Publishing.
- JONES(WAYNE), ed. *E-Journal Access and Management*. 2009. New York, Routledge.
- KASDORF (WILLIUM E), Ed. *The Columbia Guide to Digital Publishing*. 2003. New York, Columbia University Press.
- KATZ (LINDA S). *Collection Development Policies: New Dimension for Changing Collections*. 2003. London, Roultedge Kegan Paul.
- KATZ (LINDA S). *Managing Digital Resources in Libraries*. 2005. London: Routledge Kegan Paul.
- KEMP (REBECCA). *E-resource Evaluation and Usage Statistics: Selector's Choices*.2008. Saarbrücken, VDM Verlag.
- KUMBAR (TS) and KARISIDDAPPA (CR). *Electronic Journals*. In: *Information Technology Application in Libraries: a text book for beginners*. Edited by M.Mahapatra and D.B.Ramesh. 2004. Bhubaneswar, Reprint.
- LEE (STUART D.) and BOYLE (FRANCES). *Building an Electronic Resource Collection: A Practical Guide (2nd ed)*. 2004. London, Facet Publishing.
- LEE (SUL H). *Electronic Resources and Collection Development*. 2003. London, Routlege Kegan Paul.
- MAHAPATRA (M) and RAMESH (DB). *Electronics Publishing and media*. In: *Information Technology Application in Libraries: a text book for beginners*. Edited by M. Mahapatra and D.B. Ramesh. 2004. Bhubaneswar, Reprint.
- MITCHELL (ANNE M) and SURRAT (BRAIN E). *Cataloguing and Organizing Digital Resources: A How to do it. Manual for Librarians*. 2005. London, Facet Publishing.
- YU (HOLLY) and BREIVOLD (SCOTT). *Electronic Resource Management in Libraries:*

Research and Practice. 2008. Information Science Reference.

Course Name: Library Cataloguing
Course Code: BLB-206

L	T	P	Cr.
3	0	0	3

Total Hours: 45

Learning Outcomes

On the completion of the course the students will be able to

1. BeskilledinthetechniquesofcataloguingdocumentsaccordingtoClassifiedCatalogueCode (CCC) and Anglo American Cataloguing Rules (AACRII).
2. Compare the structure of main entry in library cataloguing practice
3. Acquaint student with catalogue card and its uses
4. Use about cataloging of pseudonyms and composite work

Course Contents

UNIT-I

12 hours

1. Introduction to AACR-2
2. Cataloging of single Authorship by AACR-II
3. Cataloging with Multiple Authorship
4. Cataloging with Pseudonyms works and uniform titles.

UNIT-II

13hours

According to AACRII

Corporate Authorship
 Series with Multiple Volume Works
 Composite Books
 Serial Publications

UNIT-III

14 hours

According to AACRII

Single & Multiple
 Authors
 Corporate Authorship
 Uniform Titles.
 Serial publication
 Cataloging of Pseudonyms and Composite work

UNIT-IV

11 hours

According to CCC

Corporate Authorship
 Series with Multiple Volume Works

Composite Books

Transactional mode: Demonstration, Open talk, Cooperative Teaching, Flipped Teaching

Suggested Readings

- Ranganathan, S.R.: *Classified catalogue code with additional rules for dictionary catalogue code*. Ed5, 1954. Reprinted 1991.
- *Anglo- American Cataloguing Rules II*. Ed2. 1978.
- *Sears List of Course Headings*. Ed12. 1982
- Gorman, M., Winkler, P. W. (Eds.), Joint Steering Committee for Revision of AACR., & American Library Association. (1988). *Anglo-American cataloguing rules*. Ottawa: Canadian Library Association.
- Chan, L. M. (2007). *Cataloguing and classification: An Introduction* (3rd ed.). New York: Scarecrow Press.
- Ranganathan, S.R., & Neelameghan, A. (1964). *Classified catalogue code: With additional rules for dictionary catalogue code*. New York: Asia Pub. House.
- Ranganathan, S.R. (1989). *Cataloguing practice* (2nd ed.). Bangalore: Sarada Ranganathan Endowment for Library Science.
- Sears, M.E. (2014). *Sears list of subject headings* (20th ed.). New York: H.W. Wilson.
- Welsh, A., & Batley, S. (2012). *Practical cataloguing: AACR, RDA and MARC 21*. London: Facet Publishing

Course Name: Computer Application in Libraries (Practical)

Course Code: BLB207

L	T	P	Cr.
0	0	4	2

Total Hours: 30

Learning Outcomes

On the completion of the course the students will be able to

1. Starting computer system and acquiring confidence in using computer techniques available to users

1. Understanding data, information and file management.
2. Demonstrate the mechanics and uses of Word tables to organize and present data.
3. Learn the use of ICT in library and information centre and to impart practical knowledge of library automation software

(PRACTICAL)

1. Operating System: Windows, LINUX.
2. MS office package.
3. e-Granthalaya, SOUL and Koha.
4. Basic of the Internet, Search engines and Meta Search Engines, Internet Search Techniques.

Transaction Mode: Lecture, blended learning, problem solving, discussion demonstration, Self-study.

Suggested Readings

- Mishra, V. (2016). *Basics of Library Automation, Koha Library Management Software and Data Migration: Challenges with Case Studies*. EssEss Publications.
- Poornima, G & Girish, R. (n.d). *Creating and Managing Institutional Repository Using DSpace: A Case Study Approach*. Educreation Publishing.
- Sharma, A. (2019). *Koha for Beginners*. Willford Press
- Sirohi, S., & Gupta, A. (2010). *Koha 3 Library Management System*. Packt Publishing Ltd.
- Witten, I. H., Bainbridge, D., & Nichols, D. M. (2009). *How to build a digital library*. Morgan Kaufmann.

Evaluation Criteria: Total Marks - 50 Marks

Continuous Assessment: - 25 Marks

- Practical Record: (10)
- Lab Performance (15)

End- Term Assessment: - 25 Marks

- Conduct of practical (15)
- Viva (10)