

GURU KASHI UNIVERSITY



Bachelor of Library and Information Science

Session: 2023-24

Department of Library and Information Science

GRADUATE OUTCOMES OF THE PROGRAMME

Comprehend key Library and Information Science concepts, principles, theories, and laws; classify subjects using standard systems; catalog diverse documents; manage library operations; and deliver information services through ICT, including OPACs, electronic databases, and internet resources.

PROGRAM LEARNING OUTCOMES: After completing the programme, the learner will be able to:

1. Demonstrate knowledge of the basic concepts, principles, theories and laws related with Library and Information Science: library classification and cataloguing; information sources and services, library management, applications of computer technology in libraries; library movement; library legislation, user studies, and library science profession.
2. Show understanding of rationality and procedures of selection, acquisition, classification, cataloguing and physical processing of documents using standards; provide library and information services and managing library routine housekeeping jobs manually and computerized, maintain library collections; identify needs, and understand behavior of users; and impart user education.
3. Apply skills in handling all kinds of information environment, both traditional and automated for carrying out professional activities, such as processing and circulation of documents; reference and information services; automated libraries.
4. Learn to exhibit knowledge, understanding and skills that offer job opportunities as librarians in different types of libraries: academic, public, special, research, government, private and commercial information centers.
5. Show professional attitude in providing quality, equality, and equity of timely access to information.
6. Illustrate core values in discharging social responsibility of librarians towards nation building and to display ethical integrity in dealing with stakeholders of information use.

Programme Structure

Semester- I						
Course Code	Course Title	Course Type	L	T	P	Credits
BLB112	Foundation of Library and Information Science	Core	4	1	0	5
BLB113	Knowledge Organization: Classification (Theory)	Core	4	0	0	4
BLB114	Basics of Information and Communication Technology (Theory)	Skill based	3	0	0	3
BLB115	Knowledge Organization: Classification (Practice)	Technical Skills	3	0	0	3
BLB116	Computer Applications in Libraries (Practical)	Ability Enhancement	0	0	4	2
Discipline Elective (Any one of the following)						
BLB117	Information Sources and Services	Discipline Elective	3	0	0	3
BLB118	Preservation and Conservation of Library Materials					
Total			17	1	4	20

Semester- II						
Course Code	Course Title	Course Type	L	T	P	Credits
BLB208	Management of Libraries and Information Centres	Core	4	0	0	4
BLB209	Knowledge Organization: Cataloguing (Theory)	Core	4	0	0	4
BLB210	Knowledge Organization: Cataloguing (Practice)	Technical Skills	3	0	0	3
BLB211	Basics of Information and Communication Technology (Practical)	Technical Skills	0	0	4	2
Value Added Course (for Other Department also)						
BLB212	Library Values and Information Ethics	Value added Course	2	0	0	2
BLB213	Library Field Work	Community Linkage	0	0	4	2
Discipline Elective (Any one of the following)						
BLB204	School Library System	Discipline Elective	3	0	0	3
BLB214	Public Library System					
Total			16	0	8	20
Grand Total			33	1	12	40

Evaluation Criteria for Theory Courses

A. Continuous Assessment: [25 Marks]

- i. CA-1 Surprise Test (Two best out of three) (10 Marks)
- ii. CA-2 Assignments (10 Marks)
- iii. CA-3 Term paper/Quiz/presentations (5 Marks)

B. Attendance(5marks)

C. Mid Semester Test- [30Marks]

D. End Term Exam[40marks]

10A1C

Semester-I**Course Title: Foundation of Library and Information Science****Course Code: BLB112**

L	T	P	Cr.
4	1	0	5

Total Hours: 75**Learning Outcomes**

After completion of this course, the learner will be able to:

1. Understand foundational aspects of Library and Information Science (LIS), including its history, significant developments, major themes, organizations, and institutions.
2. Examine major conceptual frameworks for LIS practice and theory, with a focus on user awareness.
3. Gain knowledge of different Indian library legislation acts.
4. Develop familiarity with the five laws of library science, the library profession, and professional ethics.

Course Content**UNIT-I Library- Types and Role****19 hours**

Library: Definition, concept, objectives and role of libraries in Socioeconomic, Cultural, Educational, Scientific and Technological; Types of Libraries: Features and Functions; Growth and development of libraries with special reference to India; Public Relations and Extension Activities

UNIT-II Laws of Library and Information Science**17 hours**

Five laws of library science of S R Ranganathan; Implications of five laws: general and digital environment.

UNIT-III Professional Library Legislations & Related Laws**19 hours**

Library Legislation: Need and Essential Features.; Library Legislation in India with special reference to states of Tamil Nadu, Maharashtra, Madras, Andhra Pradesh, Gujarat, Manipur and Uttrakhand and.; Intellectual Property Rights. Copyright Act;
Right to Information Act; Intellectual Property Rights; Information; Technology Act

UNIT IV Professional Associations, Organizations and Resource Sharing

20 hours

Library and Information Science as a discipline and LIS education in India. Librarianship as a Profession and Professional Ethics. National and International Professional Associations; Role of United Nations Educational, Scientific and Cultural Organization ;(UNESCO), University Grants Commission (UGC) and Raja Ram Mohan Roy Library Foundation (RRRLF) in the promotion and development of Libraries; 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*, .New Delhi: Discovery Pub. House.
- Khanna, J. K. (1984). *Fundamentals of library Organisation*. New Delhi: EssEss Publication.
- Davies, D. L.(2013).*Library and information science*. NewDelhi: 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, (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). *Encyclopaedia 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.

- 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.

Web Resources:

1. <https://en.unesco.org/>
2. <https://www.ifla.org/>
3. <http://rrrlf.nic.in/>

IOAIC

Course Title Knowledge Organization: Classification (Theory)**Course Code: BLB113**

L	T	P	Cr.
4	0	0	4

Total Hours: 60

Learning Outcomes: After completion of this course, the learner will be able to:

1. Explain the nature and attributes of the universe of knowledge.
2. Articulate the meaning, purpose, functions, theories, and canons of library classification.
3. Clarify various facets of notation and call numbers.
4. Highlight the salient features of major classification schemes and review current trends in library classification.

Course Content**UNIT-I Universe of Knowledge and Subjects****16 hours**

Universe of Knowledge: Knowledge Classification and Book Classification.; Universe of Knowledge; Modes of Formation of Subjects; Subject: Meaning and types (Basic, Compound, Complex); Universe of Knowledge; Modes of Formation of Subjects

UNIT-II Library Classification**14 hours**

Library Classification: Meaning, Need and Purpose; Canons of Library Classification.

Notation: Meaning, need, functions, types, qualities, Call number; Postulation approach: postulates, facet analysis, fundamental categories, phase analysis, principles of helpful sequence and facet sequence.

UNIT-III Classification Schemes and their features**17 hours**

Species of library classification: enumerative & faceted; Dewey decimal classification (DDC): Salient features; Colon Classification (CC): Salient features; Universal Decimal Classification (UDC): Salient feature; Library of Congress Classification (LCC): Salient features.

UNIT-IV Trends in Library Classification**13 hours**

Simple Knowledge Organization Systems (SKOS); Automatic Classification; Web Dewey, UDC online; Taxonomies

Transaction 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: Sarada Ranganathan Endowment for Library Science.*
- *Stuart, David (2016). Practical anthologies 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. New Delhi: EssEss Publications*
- *Kumbhar, Rajendra (2011). Library classification trends in 21st century. Oxford: Chandos.*
- *Rowley, Jennifer & Hartley, Richard (2008). Organizing knowledge: an introduction to managing access to information. 4th ed. London: Rout ledge.*
- *Decimal and Colon classification schemes. Srinagar: theauthors.*

**Course Title: Basics of Information and
Communication Technology (Theory)**

Course Code: BLB114

L	T	P	Cr.
3	0	0	3

Total Hours: 45

Learning Outcomes

After completion of this course, the learner will be able to:

1. Describe the primary features of computers.
2. Critically compare computer networks, internet protocols, and multimedia technologies.
3. Examine the functions and applications of database management systems.
4. Conceptualize the Internet of Things and web servers.

Unit 1 Fundamentals of Computers

12 hours

Computers: Concept, generations and types; Units of Computers: Arithmetic and logic unit, control unit, input and output; unit, memory unit; Software: System Software - Operating systems-MS-Windows and LINUX(basic features).

- Application Software - MS-Word, MS-Excel and MS-Power point.

Unit 2 Telecommunication Technologies

10 hours

Transmission Channels, Mode, and Media, ISDN, PSDN; Modulation, Frequency, Bandwidth and Multiplexing, Standards and Protocols; Wireless Communication: Media, Wi-fi, Li-fi, Satellite Communication; Mobile Communication

Unit 3 Computer Networks and Library Networks

12 hours

Computer Networks: Concept, need, topologies and types (LAN, MAN, WAN)

Internet: Web Browsers, Search Engines (Meta & Entity); Internet Protocols and Standards: HTTP, SHTTP, FTP, SMTP, TCP/IP, URI, URL

Library Networks: Concept, history, need and types (Regional, National, and International)

Unit 4 Library Automation

11 hours

Library Automation: Definition, purpose and historical development; Planning and implementation of automation in housekeeping; operations, Retrospective Conversion; Standards for library automation; Library Management Software: Proprietary, Free and Open Source

Suggested Readings

- *Gaboitsiwe, T. (2013). Information and communication technology: Introduction to the Internet components-WorldWideWebandemail. UnitedStates: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 Puplichers.*
- *Bailey, D. R., & Tierney, B. (2008). Transforming library service through information commons: Case studies for the digital age. Chicago: American Library Association.*
- *Tanenbaum, A. S. & Feamster, N. (2019). Computer networks. Boston, Mass: Pearson Education.*
- *Leckie, G. J., & Buschman, J. (2009). Information technology in librarianship: New critical approaches. Westport, Conn: Libraries Unlimited.*
- *Sathaiah, B. (2011). Information technology in university libraries. New Delhi: Common wealth Publishers.*
- *Singh, S.P.(2009). Information technology in library. New Delhi, India: Omega Publications.*
- *Theresa, T. B., Ratna, K. C. & Rai, B. A. (2011). Information technology and library automation. New Delhi: Common wealth Publishers.*

**Course Title: Knowledge Organization:
Classification (Practice)
Course Code: BLB115**

L	T	P	Cr.
3	0	0	3

Total Hours: 45

Learning Outcomes

After completion of this course, the learner will be able to:

1. Classify and construct the class numbers for titles using Colon Classification Scheme.
2. Synthesize class numbers by using common isolates and 'different devices of CC scheme.
3. Classify and construct the class numbers for complex titles using DDC scheme. .
4. Use of different schedules, manual and relative index of Classification Schemes.

Course Content

UNIT-I Colon Classification (6th ed.) 11 hours

Introduction and Structure of Colon Classification (CC); Classification compound courses by CC; Classification of simple documents; Use of Common Isolates; Classification of documents; Use of Devices

UNIT-II According to CC 12 hours

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

UNIT-III Classification of documents according to DDC 12 hours

Classification of documents with simple subjects; compound subjects: According to DDC; Classification of documents; Use of Table 1&2.; Classification of documents; Use of Table 3.; Classification of documents; Use of Table 4&6; Classification of documents; Use of Table 5&7

UNIT-IV Classification of documents according to DDC and CC. 10 hours

Classification of the same document according to DDC and CC.; 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: Ess Ess 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: Ess Ess Publications.*
- *Singh, S. (2011). The theory and practice of the Dewey decimal classification system. New Delhi: Isha Books.*

Course Name: Computer Applications in Libraries (Practical)**Course Code: BLB116**

L	T	P	Cr.
0	0	4	2

Total Hours: 30**Learning Outcomes**

After completion of this course, the learner will be able to:

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

Course Content

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.

Course Title: Information Sources and Services
Course Code: BLB117

L	T	P	Cr.
3	0	0	3

Total Hours: 45

Learning Outcomes

After completion of this course, the learner 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 Reference and Information Services 12 hours

Reference Services: Definition, Need and Purpose; Types of Basic Reference Service.

Ready Reference and Long Range Reference Services. Documentation Services – Current Awareness Service (CAS), Selective Dissemination of Information (SDI); Bibliographic Services, Abstracting and Indexing Services.

UNIT-II Reference Sources & Electronic Information Sources 10 hours

Information Sources: Definition, Need and Purpose; Types of Information Sources; Primary, Secondary and Tertiary Sources of Information; Documentary, Non-Documentary and Electronic sources

UNIT-III Evaluation of Information Sources 11 hours

Evaluation of Select Encyclopedias, Year, Books and Directions;
 Evaluation of Select Statistical Sources and Reference Sources of Current Events; Evaluation of Select Biographical and Geographical Sources; Criteria for Evaluation of Online Reference Sources

UNIT-IV Information Systems and Networks 12 hours

Information System – Characteristics, Types, Functions; National Information Systems and Networks – NISCAIR, NASSDOC, DESIDOC, SENDOC, ENVIS, NICNET, ERNET, DELNET, INFLIBNET; Global Information Systems and Networks – MEDLARS, AGRIS, INIS, INSPEC, BIOSIS, ERIC,

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: RBSAPub.
- 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: Ess Ess 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.

Course Title: Preservation and Conservation of Library Materials**Course Code: BLB118**

L	T	P	Cr.
3	0	0	3

Total Hours: 45**Learning Outcomes**

After completion of this course, the learner 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 Content**UNIT-I Preservation and Conservation****13 hours**

Need for Preservation and Conservation; Evolution of Writing Materials; Palm leaves and Birch Bark: Their Nature and Preservation; Manuscripts, books, Periodicals, Newspapers, Pamphlets etc

UNIT -II Hazards to Library Materials**12 hours**

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

UNIT-III Non-Book Materials and Their Preservation**9 hours**

Different Types of Binding for Library Documents; Binding Materials
Binding Process; Standards for Library Binding

UNIT IV Non-Book Materials and their Preservation**11 hours**

Variety of Non-Book Material; Physical Environment for Storing of Non-Book Materials; Care and Handling of Non-Book Materials; Digital Preservation: It's Need 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.*
- *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. (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*

Semester: II

Course Title: Management of Libraries and Information Centres

L	T	P	Cr.
4	0	0	4

Course Code: BLB208

Total Hours: 60

Course Learning Outcomes

After completion of this course, the learner 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 Content**UNIT I Principles and Functions of Management 18 hours**

Management: Concept, scope, principles and Functions. Schools of Management Thoughts.; Management Information System (MIS): Concept, scope and Characteristics. Management by Objectives (MBO): Concept need and steps.

Change Management, Disaster Management and Crisis Management: and Introduction. Library Committee, Library Authority

UNIT II Library Housekeeping Operations 15 hours

Acquisition Section: Activities. Technical Section: Activities.

Circulation Section: Activities; Periodical Section: Activities

Reference Section: Activities; Maintenance Section: Activities

UNIT III Human Resource Management 12 hours

Human Resource Management: Policy and Staffing; Recruitment and Training, Job Description, Job Analysis, and Job Evaluation.; SWOT analysis; Staff Manual.

UNIT IV Financial Management, Library Rules and Reports 15hours

Sources of library finance, Estimation of library's financial requirements.; Budgeting techniques.; Cost Effectiveness Analysis and Cost Benefit Analysis.; Library statistics and Annual Report.; Library rules and regulations.; Library building and Space management

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

Suggested Readings:

- *Stueart, R. D. & Moran, B. B. (2013). Libraries and information centre management. 8th ed. London: Libraries Unlimited.*
- *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.*
- *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. &Wehrich, H. (2015). Essentials of management. 10th ed. Chennai,*
- *Franks, P. C. (2013). Records and Information Management. Chicago: American Library Association.*
- *Stueart, R. D., Moran, B. B., &Morner, C. J. (2012). Library and information centre Management (8thed.). Englewood, Colon: Libraries Unlimited.*

Course Title: Knowledge Organization: Cataloguing (Theory)

L	T	P	Cr.
4	0	0	4

Course Code: BLB209**Total Hours: 60****Learning Outcomes**

After completion of this course, the learner will be able to:

1. Apply principles for preparing main and added entries for documents collection
2. Prepare records using standards and formats.
3. Understand the concept of library catalogue and types Know about the normative principles of cataloguing.
4. Comprehend various approaches of deriving subject headings.
5. Understand the concept of co-operative and centralized cataloguing.

Course Content**UNIT I Library Catalogue****15 hours**

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

UNIT II Catalogue Codes and Normative Principles**16 hours**

Catalogue Codes: History and development; Canons and Normative Principles of cataloguing; Catalogue Entries according to CCC (5th edition); Catalogue Entries according to AACR-2R

UNIT III Catalogue Codes and Normative Principles**19 hours**

Subject and Union Catalogue; Subject Catalogue: Concept, need, purpose and use fullness. Tools and techniques for deriving Subject Headings (Chain Procedure and Sears's list of Subject Headings).; Union Catalogue: Concept and purpose. Union catalogue of DELNET. Selective, Simplified, Cooperative and Centralized Cataloguing

UNIT IV Current Trends in Cataloguing**10 hours**

Current Trends in Standardization, Description and Exchange: ISBD, MARC and CCF.

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

Suggested Readings:

- Gorman, M., Winkler, P. W., Joint Steering Committee for Revision of AACR., & American Library Association. (1988). *Anglo-American cataloguing rules*. Ottawa: Canadian Library Association.
- Bowman, J. H. (2003). *Essential cataloguing*. London: Facet.
- Girja, Kumar., & Krishan, Kumar.(2011).*Theory of cataloguing (5thed.)*. Delhi:Vikas Pub. House.
- Bristow, Barbara.(2018).*Sears List of subject headings (22nd ed.)*.New York: Grey House publishing
- Welsh, A. & Batley, S.(2012). *Practical cataloguing: AACR, RDA and MARC 21*. London: Facet Publishing.
- Gorman, M. (2004).*The concise AACR2*.Chicago: American Library Association.
- Krishan Gopal (2000). *Library online cataloguing in digital way*. Delhi: Authors press.
- Mitchell, A. M., & Surratt, B. E. (2005). *Cataloging and organizing digital resources: A how- to-do-it manual for librarians*. London: Facet Publ.
- Taylor, A. G. & Miller, D. P (2007). *Introduction*

Course Name: Knowledge Organization: Cataloguing (Practice)**Course Code: BLB210**

L	T	P	Cr.
3	0	0	3

Total Hours: 45**Learning Outcomes**

After completion of this course, the learner will be able to:

1. Understand the techniques of cataloguing documents according to Classified Catalogue Code (CCC) and Anglo American Cataloguing Rules (AACRII).
2. Compare the structure of main entry in library cataloguing practice
3. Acquaint students with catalogue card and its uses
4. Use about cataloging of pseudonyms and composite work

Course Content**UNIT-I Cataloguing of Works of 12 hours**

Introduction to AACR-2; Cataloging of single Authorship by AACR-I
Cataloging with Multiple Authorship; Cataloging with Pseudonyms works and uniform titles.

UNIT-II According to AACRII 10 hours

Corporate Authorship
Series with Multiple Volume Works
Composite Books
Serial Publications

UNIT-III According to AACRII 12 hours

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

UNIT-IV: According to CCC 11 hours

Corporate Authorship
Series with Multiple Volume Works
Composite Books

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

Suggested Readings

- *Bristow, Barbara A. (2018). Sears list of subject headings. (22nd ed.) New York: Grey House Publishing*
- *Kelsey, Marie (2018). Cataloguing for School Librarians. London: Rowman and Little Field.*
- *Gorman, M., & Winkler, P. (2005). Anglo-American Cataloguing Rules -2R. Chicago: American Library Association*
- *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.*
- *Welsh, A., & Batley, S. (2012). Practical cataloguing: AACR, RDA and MARC 21. London: Facet Publishing.*
- *Gorman, M.(2004).The concise AACR2. Chicago: American Library Association.*
- *Read, J.M.(2003).Cataloguing without tears: Managing knowledge in the Information society. Oxford: Chandos.*
- *Krishan Kumar & Garg, B.S.(2005). Advanced Cataloguing practice: Based on AACR (2nd Ed.). New Delhi: Har-Anand.*
- *Mitchell, A.M. & Surratt, B.E.(2005).Cataloguing and organizing digital Resources: A how-to-do-It manual for librarians. London: Facet Pub.*

Course Title: Basics of Information and Communication Technology (Practical)
Course Code: BLB211

L	T	P	Cr.
0	0	4	2

Total Hours:30

Learning Outcomes

After completion of this course, the learner 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 Content

UNIT-I Setting of Desktop

8 hours

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

UNIT-II Use of Library Management Software

9hours

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

UNIT- III Internet using

7 hours

Searching Information from Internet using Different Search Engines; Searching Web OPAC, World Cat, IndCat; Formulating and applying various strategies

UNIT-IV Databases

6 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:

Rout ledge.

- Markey, Karen (2019). *Online searching: A guide to finding quality information Efficiently and effectively*. 2nd ed. Lanham, Maryland: Rowman& Littlefield Publishers.
- Marvel, 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*. New Delhi: EssEss Publications.

IQAIC

Course Title: Library Values and Information Ethics
Course Code: BLB212

L	T	P	Cr.
2	0	0	2

Total Hours: 30

Course Learning Outcomes

After completion of this course, the learner will be able to:

1. Demonstrate research and publication ethics
2. Identify to philosophy nature and scope
3. Understand the concept of Ethics , 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 Introduction to philosophy 5 hours

Introduction to philosophy: definition, nature and scope, concept, branches

Ethics: definition, moral philosophy, nature of moral judgments and reactions

UNIT-II Academic Integrity 4 hours

Academic Integrity, Prevention of Plagiarism and Ethical Policy

UNIT-III Publication ethics 10 hours

Publication ethics: definition, introduction and importance

Best practices/standards setting initiatives and guidelines: COPE, WAME etc.

Conflicts of interest

Publication misconduct: Definition, concept, problems that lead to unethical behavior and vice versa, types

UNIT-IV Open Access publishing 11 hours

Open access publications and initiatives

SHERPA/ROMEIO online resource to check publisher copyright & self-archiving policies

Software tool to identify predatory publications developed by SPPU: UGC-CARE list of journals

Journal finder/journal suggestion tools viz. JANE, Elsevier Journal Finder, Springer Journal Suggested, etc.

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

Suggested Reading

- *Bird, A.(2006).Philosophy of Science. Rout ledge.*
- *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>*
- *Beall,J.(2012).Predatory publishers are corrupting open access. Nature ,489 (7415) ,179—179 .<https://doi.org/10.1038/489179a>*

Course Title: Library Field Work
Course Code: BLB213

L	T	P	Cr.
0	0	4	2

Total Hours: 30

Learning Outcomes: After completion of this course, the learner will be able to:

1. Understand the critical analysis of the field work on contemporary topics.
2. Impart practical skills in conducting surveys.
3. Search, analyze and synthesize field work data.
4. Conduct field research efficiently and effectively.

For library field work, every student shall be assigned a teacher/supervisor from the department. Every student shall conduct field work on the assigned topic of contemporary relevance. The teacher/supervisor shall evaluate the survey report submitted by the department.

Course Title: School Library System
Course Code: BLB204

L	T	P	Cr.
3	0	0	3

Total Hours: 45

Learning Outcomes

After completion of this course, the learner 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 Content

UNIT-I Basics of School Library System 12 hours

School Library: Definition, Objectives, Functions; Types of School Library Users: Their Reading Habits and Information Needs; Role of School Library in Inculcating Reading Habits

UNIT-II Collection Development and Management 12 hours

Collection Development and Management; Print Information Sources: Selection, Acquisition, Evaluation; Electronic Information Sources: Selection Acquisition, Evaluation; Organization and Management of Library Collection

UNIT-III Resources Management 10 hours

Financial Management. Skills and Competencies for School Library personnel

UNIT-IV Automation and Resource Sharing 11 hours

Library Automation - Need and Importance; Resource Sharing and Library Networking; User Orientation

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

Suggested Readings

- *Dickinson, Gail K. & Repman, Judi (2015). School library management, 7th ed. Columbus: Longworth Publishing.*
- *Fontichiaro, K. (2009). 21st-century learning in school libraries. Santa Barbara, Calif: Libraries Unlimited.*
- *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.*
- *Mohan raj, V. M. (2011). School library: An educational tool. 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.*
- *Woolfs, Blanche & Loertscher, David V. (2013). The whole school library handbook 2. Chicago: American Library Association*
- *Stueart, Robert D & Moran, Barbara B. (2007). Library and information centre Management. 7th ed. London: Libraries Unlimited.*

Course Title: Public Library System

L	T	P	Cr.
3	0	0	3

Course Code: BLB214**Total Hours: 45**

Course Outcomes After completion of this course, the learner will be able to:

1. Foster the development of professional knowledge to successful Public librarianship
2. Have knowledge of and can operate hassle free run public library system at different levels
3. Understand public library specific services and activities
4. Educate and train about range of professional challenges associated with public library administration and management

Course Content**UNIT-I Basics of Public Library System 13 hours**

Public Library - Definition, Purpose, Functions; Development of Public Library System in India; Role of Public Library in Formal and Informal Education; Role of Government and other agencies in the Development of Public Libraries: UNESCO, IFLA, Raja Ram Mohan Roy Library Foundation and National Mission on Libraries including National Knowledge Commission; Organizational Structure of Public Libraries as depicted in Public Library Acts of States and Union Territories in India

UNIT-II Collection Development and Management 12 hours

Printed Information Sources: Selection, Acquisition, Evaluation; Electronic Information Sources: Selection, Acquisition, Evaluation – information Sources for Special Categories of Users: Children, Young Adults, Senior Citizens, differently abled People; Organization and Management of Library Collection

UNIT-III Management of Public Library 10 hours

Library Governance: Composition, and Functions of Library Authority/Library Committee in Public Library Acts of States and Union Territories in India; Financial Management: Sources of Finance, Financial Provisions in Public Library Acts; Budgeting Methods; Human Resource Management; Resource Sharing and Library Networking

UNIT-IV Public Library Services**10 hours**

Circulation Service, Reference service, Readers' Advisory Service; Information literacy Extension Services: Author Talk, Book Clubs, Exhibition, Lectures; Outreach Activities: Mobile Library Services, Online Services; Community Information Services; Automation of Public Libraries

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

Suggested Readings:

- *Creating public paradise: Building public libraries in the 21st century.* (2004). Leidschendam: BiblionUitgeverij.
- Curran, K., Murray, M., & Christian, M. (January 01, 2007). Taking the information to the public through Library 2.0. *Library Hi Tech*, 25, 2, 288-297.
- Garrod, P. (2004) *The Changing Face of the Public Library*, *Ariadne*, 39, Available at <http://www.ariadne.ac.uk/issue/39/public-libraries/>
- Gosling, M., Harper, G., & McLean, M. (October 02, 2009). *Public library 2.0: Some Australian experiences.* *Electronic Library*, 27, 5, 846-855.
- Goulding, Anne (2017). *Public libraries in the 21st century: Defining Services and Debating the Future.* London: Routledge.
- Higgins, Susan E. (2007). *Youth Services and Public Libraries.* Oxford: Chandos Publishing
- Koontz, Christie & Gubbin, Barbara. (2010). *IFLA public library service guidelines. 2nd Rev ed.* Berlin: Walter de Gruyter & Co.
- Matthews, Joseph R. (2005). *Measuring for results: The dimensions of public library Effectiveness.* London: Libraries Unlimited.
- Matthews, Joseph R. & Hernon, Peter (2013). *Reflecting on the future of academic and Public libraries.* London: Facet Publishing.
- McClure, C. R., & Jaeger, P. T. (2009). *Public libraries and internet service roles: Measuring and maximizing Internet services.* Chicago: American Library Association.
- McCook, Kathleen de la Pena (2011). *Introduction to public librarianship.* New York: Neal Schuman Publication.
- McMenemy, David (2009). *Public library.* London: Facet publishing.
- Nicholson, Kirstie (2017). *Innovation in public libraries: Learning from international library practice.* London: Chandos Publishing.
- Pateman, John & Willimen, Ken (2017). *Developing community-led public libraries: Evidence from the UK and Canada.* London: Routledge.
- Prentice, A. E. (2011). *Public libraries in the 21st century.* Santa Barbara, Calif: Libraries