

# **KURUKSHETRA UNIVERSITY KURUKSHETRA**

(Established by the State Legislature Act XII of 1956)  
(“A+” Grade NAAC Accredited)



**Scheme of Examination and Syllabus for  
Under-Graduate Programme  
Subject: Library & Information Science**

**Under Multiple Entry-Exit, Internship and  
CBCS-LOCF in accordance to NEP-2020,  
w.e.f. the session 2023-24 (in phased manner)**

**Scheme-A- Multidisciplinary UG Programme**

**Scheme-B- Single Major Subject (for student shifting from Scheme A to scheme-B after 1<sup>st</sup> year)**

**Scheme-C- UG Programme with Single Major Subject (for students taking admission in UG programme with single major subject- Library & Information Science in the 1<sup>st</sup> year)**

**Scheme of Examination and Syllabus for UG Programme (Multidisciplinary): Scheme A**

**Library & Information Science as a subject with multiple Entry Exit, Internship in accordance to NEP-2020 w.e.f. the session 2023-24.**

Sem ester	Course	Course Code	Nomenclature of Course	Theory/ Practicum	Cr edits	Con tact Hou rs	Inter nal Mark s	Exte rnal Mar ks	Tot al	Durat ion in Hour s
1	CC-A1/ MCC-1	B23- LIS-101	Introduction to Library	Theory	3	3	20	50	70	3
				Practicum	1	2	10	20	30	2
	CC-M1	B23- LIS-103	Libraries in Society	Theory	2	2	15	35	50	3
	MDC-1	B23- LIS-104	Introduction To Library And Information Centres	Theory	2	2	15	35	50	3
Practicum				1	2	05	20	25	2	
2	CC-A2/ MCC-3	B23- LIS-201	Introduction to Information Sources	Theory	3	3	20	50	70	3
				Practicum	1	2	10	20	30	2
	CC-M2	B23- LIS-203	Introduction to Library Operations	Theory	2	2	15	35	50	3
	MDC-2	B23- LIS-204	Introduction To Information Sources (Print & Electronic)	Theory	2	2	15	35	50	3
Practicum				1	2	05	20	25	2	
3	CC-A3/ MCC- 4/ CC- M3	B23- LIS-301	Library Automation: An overview	Theory	3	3	20	50	70	3
				Practicum	1	2	10	20	30	2
	MDC-3	B23- LIS-303	Introduction to Library Services	Theory	2	2	15	35	50	3
				Practicum	1	2	05	20	25	2

4	CC-A4/ MCC-6	B23- LIS-401	Library Classification	Theory	3	3	20	50	70	3
				Practicum	1	2	10	20	30	2
5	CC-A5	B23- LIS-501	Management of Library & Information Centre(s)	Theory	3	3	20	50	70	3
				Practicum	1	2	10	20	30	2
6	CC-A6/ MCC- 11/ CC-M6	B23- LIS-601	Information Retrieval	Theory	3	3	20	50	70	3
				Practicum	1	2	10	20	30	2

## UG programme with Major and Minor in Library & Information Science

### Scheme-B

Semester	Course	Course Code	Nomenclature of Course		Credits	Contact Hours	Internal Marks	External Marks	Total	Duration in Hours
1	CC-A1/ MCC-1	B23- LIS-101	Introduction to Library	Theory	3	3	20	50	70	3
				Practicum	1	2	10	20	30	2
	CC-M1	B23- LIS-103	Libraries in Society	Theory	2	2	15	35	50	3
	MDC-1	B23- LIS-104	Introduction To Library And Information Centres	Theory	2	2	15	35	50	3
				Practicum	1	2	05	20	25	2
2	CC-A2/ MCC-A3	B23- LIS-201	Introduction to Information Sources	Theory	3	3	20	50	70	3
				Practicum	1	2	10	20	30	2
	CC-M2	B23- LIS-203	Introduction to Library Operations	Theory	2	2	15	35	50	3
	MDC-2	B23- LIS-204	Introduction To Information Sources (Print & Electronic)	Theory	2	2	15	35	50	3
				Practicum	1	2	05	20	25	2
3	MCC-A2	B23- LIS-102	Basics of Library Operations	Theory	3	3	20	50	70	3
				Practicum	1	2	10	20	30	2
	MCC-A4/ CC-M3	B23- LIS-301	Library Automation: An overview	Theory	3	3	20	50	70	3
				Practicum	1	2	10	20	30	2
	MCC-A5	B23- LIS-302	Library and Information Services	Theory	3	3	20	50	70	3
				Practicum	1	2	10	20	30	2
	MDC-3	B23- LIS-303	Introduction to Library Services	Theory	2	2	15	35	50	3
Practicum				1	2	05	20	25	2	
4	MCC-A6	B23- LIS-401	Library Classification	Theory	3	3	20	50	70	3
				Practicum	1	2	10	20	30	2
	MCC-A7	B23- LIS-402	Introduction to Digital Library	Theory	3	3	20	50	70	3
				Practicum	1	2	10	20	30	2
	MCC-A8	B23-	Library	Theory	3	3	20	50	70	3

		LIS-403	Cataloguing	Practicum	1	2	10	20	30	2	
	<b>Either of the two</b>	B23-LIS-404	Introduction to Information Sources in Social Sciences	Theory	3	3	20	50	70	3	
Practicum				1	2	10	20	30	2		
B23-LIS-405		Introduction to Information Sources in Science & Technology	Theory	3	3	20	50	70	3		
			Practicum	1	2	10	20	30	2		
5	MCC-A9	B23-LIS-501	Management of Library & Information Centre(s)	Theory	3	20	50	70	3	3	
				Practicum	2	10	20	30	2	2	
	MCC-A10	B23-LIS-502	Introduction to Open Access Resources	Theory	3	20	50	70	3	3	
				Practicum	2	10	20	30	2	1	
	DSE-A2	B23-LIS-503	Academic Library System	Theory	3	3	20	50	70	3	
				Practicum	1	2	10	20	30	2	
		B23-LIS-504	Public Library System	Theory	3	3	20	50	70	3	
				Practicum	1	2	10	20	30	2	
	DSE-A3	B23-LIS-506	Introduction to Databases	Theory	3	3	20	50	70	3	
				Practicum	1	2	10	20	30	2	
		B23-LIS-507	Information Search Techniques	Theory	3	3	20	50	70	3	
				Practicum	1	2	10	20	30	2	
	6	MCC-A11	B23-LIS-601	Information Retrieval	Theory	3	3	20	50	70	3
					Practicum	1	2	10	20	30	2
MCC-A12		B23-LIS-602	Electronic Resources Management (ERM)	Theory	3	3	20	50	70	3	
				Practicum	1	2	10	20	30	2	
DSE-A4		B23-LIS-603	Library Maintenance	Theory	3	3	20	50	70	3	
				Practicum	1	2	10	20	30	2	
		B23-LIS-604	Preservation and Conservation of Library Material	Theory	3	3	20	50	70	3	
				Practicum	1	2	10	20	30	2	

	DSE-A5	B23-LIS-605	Introduction to Library Technologies	Theory	3	3	20	50	70	3	
				Practicum	1	2	10	20	30	2	
			B23-LIS-606	Research and Technical Library System	Theory	3	3	20	50	70	3
						Practicum	1	2	10	20	30
	<b>Honors in Library and Information Science</b>										
7	CC-H1/ CC-HM1	B23-LIS-701	Information Communication & Society	Theory	4	4	30	70	100	3	
	CC-H2	B23-LIS-702	Research Tools	Theory	4	4	30	70	100	3	
	CC-H3	B23-LIS-703	Research Methods in Library & Information Science	Theory	4	4	30	70	100	3	
	DSE-H1 <b>Either of the two</b>	B23-LIS-704	Entrepreneurship in Library and Information Services	Theory	4	4	30	70	100	3	
			B23-LIS-705	Consultancy Services in Libraries	Theory	4	4	30	70	100	3
	PC-H1	B23-LIS-706	Digital Library and Content Management Systems	Practicum	4	8	30	70	100	3	
8	CC-H4/ CC-HM2	B23-LIS-801	Research Data Management & Emerging Trends in LIS	Theory	4	4	30	70	100	3	
	CC-H5	B23-LIS-802	Knowledge Organisation (Advance)	Theory	4	4	30	70	100	3	
	CC-H6	B23-LIS-803	Information Retrieval (Advance)	Theory	4	4	30	70	100	3	
	DSE-H2 <b>Either of</b>	B23-LIS-804	Intellectual Property Rights and	Theory	4	4	30	70	100	3	

	<b>the two</b>		Libraries							
		B23-LIS-805	Knowledge Management	Theory	4	4	30	70	100	3
	PC-H2	B23-LIS-80	Information Services and Products Preparation	Practicum	4	8	30	70	100	3
<b>OR</b>										
<b>Honors with Research in Library and Information Science</b>										
7	CC-H1/ CC-HM1	B23-LIS-701	Information Communication & Society	Theory	4	4	30	70	100	3
	CC-H2	B23-LIS-702	Research Tools	Theory	4	4	30	70	100	3
	CC-H3	B23-LIS-703	Research Methods in Library & Information Science	Theory	4	4	30	70	100	3
	DSE-H1 <b>Either of the two</b>	B23-LIS-704	Entrepreneurship in Library and Information Services	Theory	4	4	30	70	100	3
		B23-LIS-705	Consultancy Services in Libraries	Theory	4	4	30	70	100	3
	PC-H1	B23-LIS-706	Digital Library and Content Management Systems	Practicum	4	8	30	70	100	3
8	CC-H4/ CC-HM2	B23-LIS-801	Research Data Management & Emerging Trends in LIS	Theory	4	4	30	70	100	3
	CC-H5	B23-LIS-802	Knowledge Organisation (Advance)	Theory	4	4	30	70	100	3
			Project/ Dissertation	--	12				100	



**UG programme with Single Major-Library & Information Science, in the first year**

**Scheme-C**

Semester	Course	Course Code	Nomenclature of Course		Credits	Contact Hours	Internal Marks	External Marks	Total	Duration
1	MCC-A1/ CC-A1	B23-LIS-101	Introduction to Library	Theory	3	3	20	50	70	3
				Practicum	1	2	10	20	30	2
	MCC-A2	B23-LIS-102	Basics of Library Operations	Theory	3	3	20	50	70	3
				Practicum	1	2	10	20	30	2
2	MCC-A3/ CC-A2	B23-LIS-201	Introduction to Information Sources	Theory	3	3	20	50	70	3
				Practicum	1	2	10	20	30	2
	DSEC-A1	B23-LIS-202	Basic of Information Literacy	Theory	3	3	20	50	70	3
				Practicum	1	2	10	20	30	2
3	MCC-A4/ CC-A3/ CC-M3	B23-LIS-301	Library Automation: An overview	Theory	3	3	20	50	70	3
				Practicum	1	2	10	20	30	2
	MCC-A5	B23-LIS-302	Library and Information Services	Theory	3	3	20	50	70	3
				Practicum	1	2	10	20	30	2
4	MCC-A6/ CC-A4	B23-LIS-401	Library Classification	Theory	3	3	20	50	70	3
				Practicum	1	2	10	20	30	2
	MCC-A7	B23-LIS-402	Introduction to Digital Library	Theory	3	3	20	50	70	3
				Practicum	1	2	10	20	30	2
	MCC-A8	B23-LIS-403	Library Cataloguing	Theory	3	3	20	50	70	3
				Practicum	1	2	10	20	30	2
	DSE-A1 <b>Either of the</b>	B23-LIS-404	Introduction to Information Sources in Social	Theory	3	3	20	50	70	3
				Practicum	1	2	10	20	30	2

	<b>two</b>		Sciences								
		B23-LIS-405	Introduction to Information Sources in Science & Technology	Theory	3	3	20	50	70	3	
				Practicum	1	2	10	20	30	2	
5	MCC-A9/ CC-A5	B23-LIS-501	Management of Library & Information Centre(s)	Theory	3	3	20	50	70	3	
				Practicum	1	2	10	20	30	2	
	MCC-A10	B23-LIS-502	Introduction to Open Access Resources	Theory	3	3	20	50	70	3	
				Practicum	1	2	10	20	30	2	
	<b>Either of the two</b>	B23-LIS-503	Academic Library System	Theory	3	3	20	50	70	3	
				Practicum	1	2	10	20	30	2	
		B23-LIS-504	Public Library System	Theory	3	3	20	50	70	3	
				Practicum	1	2	10	20	30	2	
	<b>Either of the two</b>	B23-LIS-505	Introduction to Databases	Theory	3	3	20	50	70	3	
				Practicum	1	2	10	20	30	2	
		B23-LIS-506	Information Search Techniques	Theory	3	3	20	50	70	3	
				Practicum	1	2	10	20	30	2	
	6	MCC-A11/ CC-A6	B23-LIS-601	Information Retrieval	Theory	3	3	20	50	70	3
					Practicum	1	2	10	20	30	2
MCC-A12		B23-LIS-602	Electronic Resources Management (ERM)	Theory	3	3	20	50	70	3	
				Practicum	1	2	10	20	30	2	
<b>Either</b>		B23-LIS-603	Library Maintenance	Theory	3	3	20	50	70	3	
				Practicum	1	2	10	20	30	2	

	<b>of the two</b>	B23-LIS-604	Preservation and Conservation of Library Material	Theory	3	3	20	50	70	3	
				Practicum	1	2	10	20	30	2	
	DSE-A5	B23-LIS-605	Introduction to Library Technologies	Theory	3	3	20	50	70	3	
				Practicum	1	2	10	20	30	2	
	<b>Either of the two</b>	B23-LIS-606	Research and Technical Library System	Theory	3	3	20	50	70	3	
				Practicum	1	2	10	20	30	2	
	<b>Honors in Library and Information Science</b>										
	7	CC-H1/ CC-HM1	B23-LIS-701	Information Communication & Society	Theory	4	4	30	70	100	3
CC-H2		B23-LIS-702	Research Tools	Theory	4	4	30	70	100	3	
CC-H3		B23-LIS-703	Research Methods in Library & Information Science	Theory	4	4	30	70	100	3	
DSE-H1 <b>Either of the two</b>		B23-LIS-704	Entrepreneurship in Library and Information Services	Theory	4	4	30	70	100	3	
		B23-LIS-705	Consultancy Services in Libraries	Theory	4	4	30	70	100	3	
PC-H1		B23-LIS-706	Digital Library and Content Management Systems	Practicum	4	8	30	70	100	3	

8	CC-H4/ CC- HM2	B23- LIS- 801	Research Data Management & Emerging Trends in LIS	Theory	4	4	30	70	100	3
	CC-H5	B23- LIS- 802	Knowledge Organisation (Advance)	Theory	4	4	30	70	100	3
	<b>Either of the two</b>	B23- LIS- 804	Intellectual Property Rights and Libraries	Theory	4	4	30	70	100	3
		B23- LIS- 805	Knowledge Management	Theory	4	4	30	70	100	3
	PC-H2	B23- LIS- 806	Information Services and Products Preparation	Practicum	4	8	30	70	100	3
<b>OR</b>										
<b>Honors with Research in Library and Information Science</b>										
7	CC-H1/ CC- HMI	B23- LIS- 701	Information Communication & Society	Theory	4	4	30	70	100	3
	CC-H2	B23- LIS- 702	Research Tools	Theory	4	4	30	70	100	3
	CC-H3	B23- LIS- 703	Research Methods in Library & Information Science	Theory	4	4	30	70	100	3
	<b>Either of the two</b>	B23- LIS- 704	Entrepreneurship in Library and Information Services	Theory	4	4	30	70	100	3

		B23-LIS-705	Consultancy Services in Libraries	Theory	4	4	30	70	100	3
	PC-H1	B23-LIS-706	Digital Library and Content Management Systems	Practicum	4	4	30	70	100	3
8	CC-H4/ CC-HM2	B23-LIS-801	Research Data Management & Emerging Trends in LIS	Theory	4	4	30	70	100	3
	CC-H5	B23-LIS-802	Knowledge Organisation (Advance)	Theory	4	4	30	70	100	3
		B23-LIS-807	Project/Dissertation		12				300	

## First Year

<b>Session: 2023-24</b>			
<b>Part A - Introduction</b>			
Subject	Library & Information Science		
Semester	1 <sup>st</sup>		
Name of the Course	<b>INTRODUCTION TO LIBRARY</b>		
Course Code	<b>B23-LIS-101</b>		
Course Type: (CC/MCC /MDC/CC-M/DSEC/VOC/ DSE/PC/AEC/VAC)	<b>CC/MCC</b>		
Level of the course	<b>140</b>		
Pre-requisite for the course (if any)			
Course Learning Outcomes (CLO):	<p>After completing this course, the learner will be able to:</p> <ol style="list-style-type: none"> <li>1. Distinguish, library from other similar institutions and among different types of libraries.</li> <li>2. Understand the theoretical foundations of different libraries and their activities.</li> <li>3. Know the Five Laws of Library Science and their implications.</li> <li>4. Appreciate and understand the concept of Library legislation and status of its implementation in India. Understand role of Library Associations.</li> </ol> <hr style="width: 20%; margin-left: 0;"/> <p>5*. Practical understanding of Library collection and services.</p>		
Credits	Theory	Practical	Total
	03	01	04
Contact Hours	03	02	05
<b>Max. Marks: 100</b> <b>Internal Assessment Marks: 30</b> <b>End Term Exam Marks: 70</b>		<b>Time: 03 Hours (Theory)</b> <b>and 02 Hours (Practical)</b>	
<b>Part B- Contents of the Course</b>			
<b><u>Instructions for Paper- Setter</u></b>			

The paper is divided into **4** Units. The examinees will be required to attempt **Five** questions in all, including Question 1, which is compulsory and selecting **One** question from each Unit (I – IV). Question 1 will consist of **5** short Answer (2 marks each) questions (having no internal choice) spread over the whole syllabi. The Examiner will set **Two** questions from each Unit.

<b>Unit</b>	<b>Topics</b>	<b>Contact Hours</b>
I	<b>Introduction to Libraries</b> <ul style="list-style-type: none"> <li>- Introduction to libraries, museums and archives.</li> <li>- Library: Definitions, aims, objective, functions and services</li> <li>- Role of Libraries in society</li> <li>- Historical development of Libraries in India</li> </ul>	12
II	<b>Types of Libraries</b> <ul style="list-style-type: none"> <li>- Types of libraries: Objectives and functions of:</li> <li>- Public Library,</li> <li>- Academic Library,</li> <li>- Special Library</li> <li>- National Library of India: Definition, Need, Purpose and Services</li> </ul>	11
III	<b>Five Laws of Library Science</b> <ul style="list-style-type: none"> <li>- Five Laws of Library Science</li> <li>- Implications of Five Laws of Library Science</li> </ul>	11
IV	<b>Library Legislation and Association</b> <ul style="list-style-type: none"> <li>- Need and purpose of Library Legislation</li> <li>- Model Library Act</li> <li>- Introduction to Library Legislation in India</li> <li>- Library Associations- ILA, IASLIC, IFLA, ALA</li> </ul>	11
V	<b>Visit of Libraries</b> <ul style="list-style-type: none"> <li>- Submit Report of Two Libraries' Collection and Services.</li> </ul>	30
Practicum	<b>Instructions for Practicum Examination</b> <ul style="list-style-type: none"> <li>- Evaluation of Reports: 10 Marks</li> <li>- Viva-voce : 10 Marks</li> </ul>	
	<b>Suggested Evaluation Methods</b>	
	<b>Theory</b> Class Participation: 05 Seminar/presentation/assignment/quiz/class test etc: 05	<b>End Term Examination:</b> Theory: 50 Practicum: 20

	Mid-Term Exam: 15	
	<b>Practicum</b>	
	Class Participation: With theory	
	Seminar/Demonstration/Viva-voce/Lab Records etc: 05	
	Mid-Term Exam: N.A.	

**Part-C-Learning Resources**

**Recommended Books/e-resources/LMS:**

- Husain, Shabahat. (2004). Library Classification: Facets and Analysis. Delhi: B.R. Publishing.
- Khanna, J.K. (2009). Library & society. India: Neha Publishers & Distributors.
- Krishan Kumar (1987). Library Administration and Management. Delhi: Vikas
- Krishan Kumar (2007). Library management in electronic environment. Har- Anand Publications.
- Mittal, R.L. (1987). Library administration. Ed 5. New Delhi: Ess Ess Publications.
- Ranganathan, S.R. (1988). The Five Laws of Library Science. New Delhi: Sarada Ranganathan Endowment for Library Science.
- Saini (O.P.) Pustakalaya aura Samaja. (Hindi Medium).
- Singh. G. (2013). Information sources, services and systems. India: Prentice Hall India Learning Private Limited.
- Taylor, A.G.(2007). Introduction to cataloguing and classification (10<sup>th</sup> ed.). New Delhi: Atlantic.
- Usha Pawan and Gupta (Pawan Kumar). Sandarbh Sewa: Saidhantik avom Kriyatmak. 1994. RBSA, Jaipur. (Hindi Medium)



<b>Session: 2023-24</b>			
<b>Part A - Introduction</b>			
Subject	Library & Information Science		
Semester	1 <sup>st</sup>		
Name of the Course	<b>BASICS OF LIBRARY OPERATIONS</b>		
Course Code	<b>B23-LIS-102</b>		
Course Type: (CC/MCC/ MDC/CC- M/DSEC/VOC/ DSE/PC/AEC/VAC)	<b>MCC</b>		
Level of the course	140		
Pre-requisite for the course (if any)	---		
Course Learning Outcomes (CLO):	<p>After completing this course, the learner will be able to:</p> <ol style="list-style-type: none"> <li>1. Understand the concept of Acquisition of library materials and its functions.</li> <li>2. Know the steps involved in technical processing sections.</li> <li>3. Understand the concept of Circulation of library materials and its functions.</li> <li>4. Understand the concept of Serial control and its functions.</li> </ol> <hr/> <p>5*. Understand how the work is done in the Library.</p>		
Credits	Theory	Practical	Total
	03	01	04
Contact Hours	03	02	05
<b>Max. Marks: 100</b> <b>Internal Assessment Marks: 30</b> <b>End Term Exam Marks: 70</b>		<b>Time: 03 Hours (Theory)</b> <b>and 02 Hours (Practical)</b>	
<b>Part B- Contents of the Course</b>			

### Instructions for Paper- Setter

The paper is divided into **4** Units. The examinees will be required to attempt **Five** questions in all, including Question 1, which is compulsory and selecting **One** question from each Unit (I – IV). Question 1 will consist of **5** short Answer (2 marks each) questions (having no internal choice) spread over the whole syllabi. The Examiner will set **Two** questions from each Unit.

Unit	Topics	Contact Hours
I	<b>Library Acquisition</b> <ul style="list-style-type: none"><li>- Acquisition: Meaning, Processes, Functions</li><li>- Book Selection, Procurement,</li><li>- Problems in procurement</li><li>- Introduction to Automated Acquisition</li></ul>	11
II	<b>Technical Processing and Maintenance</b> <ul style="list-style-type: none"><li>- Technical processing: Meaning, Processes, Functions</li><li>- Physical processing</li><li>- Technical processing: Accessioning, Classification and Cataloguing</li><li>- Labeling, shelving and display</li><li>- Introduction to Library Maintenance: Shelf Rectification, Weeding of Books and Stock verification</li></ul>	11
III	<b>Circulation</b> <ul style="list-style-type: none"><li>- Circulation: Meaning, Processes, Functions</li><li>- Membership: new and old, updation, deletion</li><li>- Circulation system: Issue, Return, Reservation and Recall</li><li>- Introduction to Automated circulation</li><li>- Introduction to OPAC &amp; Web-OPAC</li></ul>	11
IV	<b>Serial Control</b> <ul style="list-style-type: none"><li>- Serials: Meaning (differentiate between magazine, periodical, journal and serial) Processes, Functions</li><li>- Periodical: selection and procurement- planning, ordering, problems and issues</li><li>- Organizing and arranging of Current periodical and their back volumes</li><li>- Serial control Problems</li><li>- Introduction to Automated Serial Control</li></ul>	12

V Practicum	<b>Practice of Library Operations</b> - Library Correspondence, Book Preparation, Preparation of OPAC entries, etc.	30
	<b>Instructions for Practicum Examination</b> - Library Correspondence: 10 Marks - Viva-voce : 10 Marks	
	<b>Suggested Evaluation Methods</b>	
	<b>Theory</b> Class Participation: 05 Seminar/presentation/assignment/quiz/class test etc: 05 Mid-Term Exam: 15	<b>End Term Examination:</b> Theory: 50 Practicum: 20
	<b>Practicum</b>	
	Class Participation: With theory	
	Seminar/Demonstration/Viva-voce/Lab Records etc: 05	
	Mid-Term Exam: N.A.	
<b>Part-C-Learning Resources</b>		
<b>Recommended Books/e-resources/LMS: List will be provided by the concerned Teacher.</b>		

<b>Session: 2023-24</b>			
<b>Part A - Introduction</b>			
Subject	Library & Information Science		
Semester	1 <sup>st</sup>		
Name of the Course	<b>LIBRARIES IN SOCIETY</b>		
Course Code	<b>B23-LIS-103</b>		
Course Type: (CC/MCC/ MDC/ CC- M/DSEC/VOC/ DSE/PC/AEC/VAC)	<b>CC-M</b>		
Level of the course	100		
Pre-requisite for the course (if any)			
Course Learning Outcomes (CLO):	<p>After completing this course, the learner will be able to:</p> <ol style="list-style-type: none"> <li>1. Distinguish, library from other similar institutions and among different types of libraries.</li> <li>2. Understand the theoretical foundations of different libraries and their activities.</li> <li>3. Know the Five Laws of Library Science and their implications.</li> <li>4. Appreciate and understand the concept of Library legislation and status of its implementation in India.</li> </ol>		
Credits	Theory	Practical	Total
	02	--	02
Contact Hours	02	--	02
<b>Max. Marks: 50</b> <b>Internal Assessment Marks: 5</b> <b>End Term Exam Marks: 35</b>		<b>Time: 03 Hours (Theory)</b>	
<b>Part B- Contents of the Course</b>			
<b><u>Instructions for Paper- Setter</u></b>			
<p>The paper is divided into 4 Units. The examinees will be required to attempt <b>Five</b> questions in all, including Question 1, which is compulsory and selecting <b>One</b> question from each Unit (I – IV). Question 1 will consist of <b>7</b> short Answer (1 marks each) questions (having no internal choice) spread over the whole syllabi. The Examiner will set <b>Two</b> questions from each Unit.</p>			

Unit	Topics	Contact Hours
I	<b>Introduction to Libraries</b> <ul style="list-style-type: none"> <li>- Introduction to libraries, museums and archives.</li> <li>- Library: Definitions and functions</li> <li>- Role of Libraries in society</li> <li>- Basic Library Services</li> </ul>	8
II	<b>Types of Libraries</b> <ul style="list-style-type: none"> <li>- Types of libraries: Objectives and functions of:</li> <li>- Public Library,</li> <li>- Academic Library,</li> <li>- Special Library</li> </ul>	7
III	<b>Five Laws of Library Science</b> <ul style="list-style-type: none"> <li>- Five Laws of Library Science</li> <li>- Implications of Five Laws of Library Science</li> </ul>	7
IV	<b>Library Associations</b> <ul style="list-style-type: none"> <li>- Role of Library Associations</li> <li>- Study of the activities of following Library Associations: ILA, IASLIC, IFLA, ALA</li> </ul>	8
	<b>Suggested Evaluation Methods</b>	
	<b>Theory</b> Class Participation: 04 Seminar/presentation/assignment/quiz/class test etc: 04 Mid-Term Exam: 07	<b>End Term Examination:</b> Theory: 35
	<b>Practicum</b>	
	Class Participation: With theory	N.A.
	Seminar/Demonstration/Viva-voce/Lab Records etc.	N.A.
	Mid-Term Exam	N.A.
<b>Part-C-Learning Resources</b>		
<b>Recommended Books/e-resources/LMS:</b>		
<ul style="list-style-type: none"> <li>- Husain, Shabhat. (2004). Library Classification: Facets and Analysis. Delhi: B.R. Publishing.</li> <li>- Khanna, J.K. (2009). Library &amp; society. India: Neha Publishers &amp; Distributors.</li> <li>- Krishan Kumar (1987). Library Administration and Management. Delhi: Vikas</li> <li>- Krishan Kumar (2007). Library management in electronic environment. Har- Anand Publications.</li> <li>- Mittal, R.L. (1987). Library administration. Ed 5. New Delhi: Ess Ess Publications.</li> </ul>		

- Ranganathan, S.R. (1988). The Five Laws of Library Science. New Delhi: Sarada Ranganathan Endowment for Library Science.
- Saini (O.P.) Pustakalaya aur Samaja. (Hindi Medium).
- Singh. G. (2013). Information sources, services and systems. India: Prentice Hall India Learning Private Limited.
- Taylor, A.G.(2007). Introduction to cataloguing and classification (10<sup>th</sup> ed.). New Delhi: Atlantic.
- Usha Pawan and Gupta (Pawan Kumar). Sandarbh Sewa: Saidhantik avom Kriyatmak. 1994. RBSA, Jaipur. (Hindi Medium)

<b>Session: 2023-24</b>			
<b>Part A - Introduction</b>			
Subject	<b>Library and Information Science</b>		
Semester			
Name of the Course	<b>INTRODUCTION TO LIBRARY AND INFORMATION CENTRES</b>		
Course Code	<b>B23-LIS-104</b>		
Course Type: (CC/MCC/MDC/CC-M/DSEC/VOC/DSE/PC/AEC/VAC)	<b>MDC</b>		
Level of the course	100		
Pre-requisite for the course (if any)			
Course Learning Outcomes (CLO):	<p>After completing this course, the learner will be able to:</p> <ol style="list-style-type: none"> <li>1. Know the Library and similar Institutions, and their role in society;</li> <li>2. Know different types of libraries and functions of Public and National Libraries;</li> <li>3. Know the different types of Academic and Research Libraries;</li> <li>4. Know the Theoretical Foundations of Libraries as expressed by Laws of Library Science and their Implications on Libraries; and</li> </ol> <hr/> <p>5*. Understand the functioning of different types of Library and Information Institutions.</p>		
Credits	Theory	Practical	Total
	2	1	3
Contact Hours	2	2	4
Max. Marks:	Time: Theory Exam.: 3 Hrs.		
Internal Assessment Marks:25	Practical: 2 Hrs.		
End Term Exam Marks: 50			
Part B- Contents of the Course			
<u>Instructions for Paper- Setter</u>			

<p>The paper is divided into <b>4</b> Units. The examinees will be required to attempt <b>Five</b> questions in all, including Question 1, which is compulsory and selecting <b>One</b> question from each Unit (I – IV). Question 1 will consist of <b>7</b> questions of 1 mark each (very short answer, fill in the blanks, etc.) spread over the whole syllabi. The Examiner will set <b>Two</b> questions from each Unit.</p>		
<b>Unit</b>	<b>Topics</b>	<b>Contact Hours</b>
I	<b>Introduction to Libraries</b> <ul style="list-style-type: none"> <li>- Introduction to libraries, museums and archives.</li> <li>- Library: Definitions, aims, objective, functions and services</li> <li>- Role of Libraries in society</li> </ul>	8
II	<b>Types of Libraries</b> <ul style="list-style-type: none"> <li>- Other Information Institutions- Information Centres, Documentation Centres</li> <li>- Types of libraries</li> <li>- Objectives and functions of public library,</li> <li>- National Library of India: Definition, Need, Purpose and Services</li> </ul>	7
III	<b>Types of Libraries-2</b> <ul style="list-style-type: none"> <li>- Objectives and functions of academic library-School Library, College Library and University Library</li> <li>- Objectives and functions of special library- Libraries of Research Institutions, Medical Libraries, Government Department Libraries, Law Libraries</li> </ul>	8
IV	<b>Five Laws of Library Science</b> <ul style="list-style-type: none"> <li>- Five Laws of Library Science and their implications on libraries</li> </ul>	7
V Pra cti cu m	<b>Practice of the functioning of Libraries</b> <ul style="list-style-type: none"> <li>- The students will visit different Libraries and Information Centres, Museums, Archives situated nearby and prepare report of their functioning (Two Libraries, etc.).</li> </ul>	30
	<b>Instructions for Practicum Examination</b> <ul style="list-style-type: none"> <li>- Evaluation of Reports: 10 Marks</li> <li>- Viva-voce : 10 Marks</li> </ul>	
<b>Suggested Evaluation Methods</b>		



<p><b>Internal Assessment:</b></p> <ul style="list-style-type: none"> <li>➤ <b>Theory</b> <ul style="list-style-type: none"> <li>Class Participation:4</li> <li>Seminar/presentation/assignment/quiz/class test etc.:4</li> <li>Mid-Term Exam:7</li> </ul> </li> <li>➤ <b>Practicum</b> <ul style="list-style-type: none"> <li>Class Participation: With theory part</li> <li>Seminar/Demonstration/Viva-voce/Lab records etc.:5</li> <li>Mid-Term Exam:0</li> </ul> </li> </ul>	<p><b>End Term Examination:</b>  <b>Theory: 35</b>  <b>Practicum: 20</b></p>
<p><b>Part C-Learning Resources</b></p>	
<p><b>Recommended Books/e-resources/LMS: List will be provided by the concerned Teacher.</b></p>	

<b>Session: 2023-24</b>			
<b>Part A - Introduction</b>			
Subject	Library & Information Science		
Semester	2 <sup>nd</sup>		
Name of the Course	<b>INTRODUCTION TO INFORMATION SOURCES</b>		
Course Code	<b>B23-LIS-201</b>		
Course Type: (CC/MCC/ MDC/CC- M/DSEC/ VOC/DSE/PC/AEC/VAC)	<b>CC/MCC</b>		
Level of the course	140		
Pre-requisite for the course (if any)	---		
Course Learning Outcomes (CLO):	<p>After completing this course, the learner will be able to:</p> <ol style="list-style-type: none"> <li>1. Understand the different types of information resources.</li> <li>2. Know the different types of reference resources.</li> <li>3. Understand the different types of types of resources.</li> <li>4. Understand the different types of institutional and human resources.</li> </ol> <hr/> <p>5*. Understand how to evaluate reference Books and answering reference queries.</p>		
Credits	Theory	Practical	Total
	03	01	04
Contact Hours	03	02	05
<b>Max. Marks: 100</b> <b>Internal Assessment Marks: 30</b> <b>End Term Exam Marks: 70</b>		<b>Time: 03 Hours (Theory)</b> <b>and 02 Hours (Practical)</b>	
<b>Part B- Contents of the Course</b>			
<b><u>Instructions for Paper- Setter</u></b>			
<p>The paper is divided into <b>4</b> Units. The examinees will be required to attempt <b>Five</b> questions in all, including Question 1, which is compulsory and selecting <b>One</b> question from each Unit (I – IV). Question 1 will consist of <b>5</b> short Answer (2 marks each) questions (having no internal choice) spread over the whole syllabi. The Examiner will set <b>Two</b> questions from each Unit.</p>			

<b>Unit</b>	<b>Topics</b>	<b>Contact Hours</b>
I	<b>Information Sources</b> - Information Sources: Definition, Need & Purpose - Information Sources: Types - Reference Sources – Definition, Characteristics & Types	12
II	<b>Types of Reference Sources</b> - Introduction to Reference Sources - Types of Reference Sources – Dictionaries, Encyclopedias, Yearbooks, Bibliographies, Directories, Almanacs, Statistical Sources, Geographical Sources, Biographical sources	11
III	<b>Types of Resources</b> - Introduction to Types of Resources - Print & Electronic Resources - Types of Print Resources: Primary, Secondary & Tertiary Sources - Types of Electronic Resources- Born Digital and Digitized	11
IV	<b>Institutional &amp; Human Resources</b> - Institutional & Human Resources - Definition & Types - Invisible College - Human Library	11
V Practicum	<b>Practice in the Use of Information Sources</b> - Use of different types of Information Sources for queries of diverse nature	30
	<b>Instructions for Practicum Examination</b> - Finding answer to 10 Reference Queries: 15 Marks - Viva-voce : 05 Marks	
	<b>Suggested Evaluation Methods</b>	
	<b>Theory</b> Class Participation: 05 Seminar/presentation/assignment/quiz/class test etc: 05 Mid-Term Exam: 15	<b>End Term Examination:</b> Theory: 50 Practicum: 20
	<b>Practicum</b>	
	Class Participation: With theory	
	Seminar/Demonstration/Viva-voce/Lab Records etc: 05	
	Mid-Term Exam: N.A.	
<b>Part-C-Learning Resources</b>		
<b>Recommended Books/e-resources/LMS: List will be provided by the concerned teacher.</b>		

<b>Session: 2023-24</b>			
<b>Part A - Introduction</b>			
Subject	Library & Information Science		
Semester	2 <sup>nd</sup>		
Name of the Course	<b>BASICS OF INFORMATION LITERACY</b>		
Course Code	<b>B23-LIS-202</b>		
Course Type: (CC/MCC/ MDC/CC- M/DSEC/VOC/ DSE/PC/AEC/VAC)	<b>DSEC</b>		
Level of the course	140		
Pre-requisite for the course (if any)	---		
Course Learning Outcomes (CLO):	<p>After completing this course, the learner will be able to:</p> <ol style="list-style-type: none"> <li>1. Understand the concept of Information Literacy and its different Types.</li> <li>2. Know the different Types of Information Sources for finding Information.</li> <li>3. Know how Information is Searched in the Sources.</li> <li>4. Understand the importance of Information Evaluation and Ethical Use.</li> <li>5*. Use different Information Resources for Finding Information.</li> </ol>		
Credits	Theory	Practical	Total
	03	01	04
Contact Hours	03	02	05
<b>Max. Marks: 100</b> <b>Internal Assessment Marks: 30</b> <b>End Term Exam Marks: 70</b>		<b>Time: 03 Hours (Theory)</b> <b>and 02 Hours (Practical)</b>	
<b>Part B- Contents of the Course</b>			
<b><u>Instructions for Paper- Setter</u></b>			
<p>The paper is divided into <b>4</b> Units. The examinees will be required to attempt <b>Five</b> questions in all, including Question 1, which is compulsory and selecting <b>One</b> question from each Unit (I – IV). Question 1 will consist of <b>5</b> short Answer (2 marks each) questions (having no internal choice) spread over the whole syllabi. The Examiner will set <b>Two</b> questions from each Unit.</p>			

<b>Unit</b>	<b>Topics</b>	<b>Contact Hours</b>
I	<b>Information Literacy and Information Needs</b> <ul style="list-style-type: none"> <li>- Information and its Need, Importance</li> <li>- Information Needs of Users</li> <li>- Information Literacy: Concept, Definition</li> <li>- Types of Information Literacy: Media Literacy, Computer Literacy, Digital Literacy</li> </ul>	12
II	<b>Information Sources</b> <ul style="list-style-type: none"> <li>- Information Sources- Documentary and Non-documentary</li> <li>- Human and Institutional Information Sources</li> <li>- Primary, Secondary and Tertiary Information Sources</li> <li>- E-resources- e-books, e-journals, databases Full text and Bibliographic.</li> </ul>	11
III	<b>Information Search Process and Technique</b> <ul style="list-style-type: none"> <li>- Literature Search Process and Search Statement.</li> <li>- Search in Electronic Sources</li> <li>- Literature Search Techniques: Boolean search, Truncation, Phrase search, etc.</li> <li>- Google Search, Library OPAC Search</li> </ul>	11
IV	<b>Information Evaluation and Information Ethics</b> <ul style="list-style-type: none"> <li>- Evaluation of information sources-</li> <li>- Ethical use of information</li> <li>- Plagiarism- Concept and Types, Plagiarism detection Tools</li> </ul>	11
V Practicum	<b>Practice of Finding Information Sources and Searching Databases</b> <ul style="list-style-type: none"> <li>- Sahitya Academi, IGNCA</li> <li>- DOAJ, DOAB, OpenDOAR</li> <li>- Google Search, Library OPAC Search</li> </ul>	30
	<b>Instructions for Practicum Examination</b> <ul style="list-style-type: none"> <li>- Selection of and Search in Appropriate Information Source/Database of Five Queries with stated Parameters: 15 Marks</li> <li>- Viva-voce : 05 Marks</li> </ul>	
	<b>Suggested Evaluation Methods</b>	
	<b>Theory</b> Class Participation: 05 Seminar/presentation/assignment/quiz/class test etc: 05 Mid-Term Exam: 15	<b>End Term Examination:</b> Theory: 50 Practicum: 20
	<b>Practicum</b>	
	Class Participation: With theory	
	Seminar/Demonstration/Viva-voce/Lab Records etc: 05	

**Part-C-Learning Resources**

**Recommended Books/e-resources/LMS:**

1. ANDRETTA (S).Ways of experiencing information literacy: Making the case for a relational approach. 2012. Oxford, Chandos.
2. GODWIN(P) and PARKER(J). Information literacy meets library 2.0.2009. Santa Barbara, Facet.
3. MACKEY(TP) and JACOBSON(TE). (2011). Teaching information literacy online. 2011. London, Neal- Schuman.
4. ASSOCIATION OF COLLEGE AND RESEARCH LIBRARIES (ACRL). Information Literacy Competency Standards for Higher Education. 2000. Chicago, American Library Association.<http://www.ala.org/ala/acrl/acrlstandards/informationliteracycompetency.htm>
5. BAWDEN (David). Information and Digital Literacy: a review of concepts. *Journal of Documentation* 57, 2; 2001; 218-259.
6. BRUCE (Christine).The Seven Faces of Information Literacy. 1997. Adelaide,Auslib Press.
7. COUNCIL OF AUSTRALIAN UNIVERSITY LIBRARIANS. Information Literacy Standards. 2001. Canberra ,Council of Australian University Librarians.
8. PRESIDENTIAL COMMITTEE ON INFORMATION LITERACY, AMERICAN LIBRARY ASSOCIATION. Final Report. 1989. Chicago: American Library Association.<http://www.ala.org/ala/acrl/acrlpubs/whitepapers/presidential.htm>
9. SOCIETY OF COLLEGE, NATIONAL AND UNIVERSITY LIBRARIES (SCONUL). Information skills in higher education: a SCONUL Position Paper.1999. London, SCONUL. [http://www.sconul.ac.uk/activities/inf\\_lit/papers/Seven\\_pillars.html](http://www.sconul.ac.uk/activities/inf_lit/papers/Seven_pillars.html)
10. TORRAS (MC)and SAETRE (T P). (2009). Information Literacy Education. 2009. Oxford, Chandos Publishing.
11. CARDIFF UNIVERSITY LIBRARY SERVICES.2016. Handbook for Information Literacy Teaching. <http://sites.cardiff.ac.uk/ilrb/handbook/>

<b>Session: 2023-24</b>			
<b>Part A - Introduction</b>			
Subject	Library & Information Science		
Semester	2 <sup>nd</sup>		
Name of the Course	<b>INTRODUCTION TO LIBRARY OPERATIONS</b>		
Course Code	<b>B23-LIS-203</b>		
Course Type: (CC/MCC/ MDC/CC- M/DSEC/VOC/ DSE/PC/AEC/VAC)	<b>MI</b>		
Level of the course	100		
Pre-requisite for the course (if any)	---		
Course Learning Outcomes (CLO):	<p>After completing this course, the learner will be able to:</p> <ol style="list-style-type: none"> <li>1. Understand the concept of Acquisition of library materials and its functions.</li> <li>2. Know the steps involved in technical processing sections.</li> <li>3. Understand the concept of Circulation of library materials and its functions.</li> <li>4. Understand the concept of Serial control and its functions.</li> </ol>		
Credits	Theory	Practical	Total
	02	00	02
Contact Hours	02	00	02
<b>Max. Marks: 50</b> <b>Internal Assessment Marks: 15</b> <b>End Term Exam Marks: 35</b>		<b>Time: 03 Hours (Theory)</b> <b>and 02 Hours (Practical)</b>	
<b>Part B- Contents of the Course</b>			
<b><u>Instructions for Paper- Setter</u></b>			
<p>The paper is divided into <b>4</b> Units. The examinees will be required to attempt <b>Five</b> questions in all, including Question 1, which is compulsory and selecting <b>One</b> question from each Unit (I – IV). Question 1 will consist of <b>7</b> short Answer (1 mark each) questions (very short answer, fill in the blanks, etc) spread over the whole syllabi. The Examiner will set <b>Two</b> questions from each Unit.</p>			

<b>Unit</b>	<b>Topics</b>	<b>Contact Hours</b>
I	<b>Library Acquisition</b> <ul style="list-style-type: none"> <li>- Acquisition: Meaning, Processes, Functions</li> <li>- Book Selection, Procurement,</li> <li>- Introduction to Automated Acquisition</li> </ul>	8
II	<b>Technical Processing and Maintenance</b> <ul style="list-style-type: none"> <li>- Technical processing: Meaning, Processes, Functions</li> <li>- Physical processing</li> <li>- Technical processing: Accessioning, Classification and Cataloguing</li> <li>- Labeling, shelving and display</li> </ul>	7
III	<b>Circulation &amp; Maintenance</b> <ul style="list-style-type: none"> <li>- Circulation: Meaning, Processes, Functions</li> <li>- Membership: new and old, updation, deletion</li> <li>- Circulation system: Issue, Return, Reservation and Recall</li> <li>- Introduction to Library Maintenance: Shelf Rectification, Weeding of Books and Stock verification</li> </ul>	8
IV	<b>Introduction to Periodicals Collection</b> <ul style="list-style-type: none"> <li>- Periodicals: Difference between Magazine, Periodicals, serials etc.</li> <li>- Types of Periodicals: Fulltext, Index, Abstracting</li> <li>- Databases &amp; their types</li> </ul>	7
	<b>Suggested Evaluation Methods</b>	
	<b>Theory</b> Class Participation: 04 Seminar/presentation/assignment/quiz/class test etc: 04 Mid-Term Exam: 07	<b>End Term Examination:</b> Theory: 35 Practicum: 00
	<b>Practicum</b>	
	Class Participation: With theory NA	
	Seminar/Demonstration/Viva-voce/Lab Records etc: NA	
	Mid-Term Exam: N.A.	
<b>Part-C-Learning Resources</b>		
<b>Recommended Books/e-resources/LMS: List will be provided by the concerned Teacher.</b>		



<b>Session: 2023-24</b>			
<b>Part A - Introduction</b>			
Subject	<b>Library and Information Science</b>		
Semester	1,2 & 3		
Name of the Course	<b>INTRODUCTION TO INFORMATION SOURCES (PRINT &amp; ELECTRONIC)</b>		
Course Code	<b>B23-LIS-204</b>		
Course Type: (CC/MCC/MDC/CC-M/DSEC/VOC/DSE/PC/AEC/VAC)	<b>MDC</b>		
Level of the course	100		
Pre-requisite for the course (if any)			
Course Learning Outcomes(CLO):	<p>After completing this course, the learner will be able to:</p> <ol style="list-style-type: none"> <li>1. Know different types of Reference &amp; information Sources.</li> <li>2. Understand the role of Dictionaries, Encyclopedias, Geographical Sources, Biographical sources</li> <li>3. Understand the role of Yearbooks, Directories, Almanacs, Statistical Sources.</li> <li>4. Know different types of Bibliographies and databases.</li> </ol> <hr/> <p>5*. Use select available information sources.</p>		
Credits	Theory	Practical	Total
	2	1	3
Contact Hours	2	2	4
Max. Marks:	<p>Time: Theory Exam.: 3 Hrs. Practical: 2 Hrs.</p>		
Internal Assessment Marks: 25			
End Term Exam Marks: 50			
<b>Part B- Contents of the Course</b>			
<u>Instructions for Paper- Setter</u>			
<p>The paper is divided into <b>4</b> Units. The examinees will be required to attempt <b>Five</b> questions in all, including Question 1, which is compulsory and selecting <b>One</b> question from each Unit (I – IV). Question 1 will consist of <b>7</b> questions of 1 mark each(very short answer, fill in the blanks, etc.) spread over the whole syllabi. The Examiner will set <b>Two</b> questions from each Unit.</p>			
<b>Unit</b>	<b>Topics</b>		<b>Contact Hours</b>

I	<b>Information Sources</b> - Information Sources: Definition and Types - Reference Sources – Definition, Characteristics & Types - Open Educational Resources	8
II	<b>Types of Reference Sources</b> - Introduction to Reference Sources (Print and Electronic)- Dictionaries, Encyclopedias, Geographical Sources, Biographical sources	7
III	<b>Types of Reference Sources</b> - Introduction to Reference Sources (Print and Electronic)- Yearbooks, Directories, Almanacs, Statistical Sources	7
IV	<b>Bibliographical Sources</b> - Bibliographies and their Types, Functions - Databases, Search Engines, Portals	8
V Practicum	<b>Practice in the use of Print and Electronic Information Sources</b> - Practice of available printed information sources and online open access sources - N-List, ePG Pathshala - Wikipedia, Encyclopedia Britannica ( <a href="https://www.britannica.com/">https://www.britannica.com/</a> ) - Statistical Yearbook India, India: A Reference Annual, Integrated Government Online Directory ( <a href="https://igod.gov.in/">https://igod.gov.in/</a> ), Google, Google Scholar, National Portal of India ( <a href="https://www.india.gov.in/">https://www.india.gov.in/</a> ), Open Government Data Platform ( <a href="https://data.gov.in/">https://data.gov.in/</a> )	30
	<b>Instructions for Practicum Examination</b> - Finding answer to 10 Reference Queries: 15 Marks - Viva-voce : 05 Marks	
<b>Suggested Evaluation Methods</b>		
<b>Internal Assessment:</b> > <b>Theory</b> Class Participation:4 Seminar/presentation/assignment/quiz/class test etc.:4 Mid-Term Exam:7 > <b>Practicum</b> Class Participation: With theory part Seminar/Demonstration/Viva-voce/Lab records etc.:5 Mid-Term Exam:0		<b>End Term Examination:</b> <b>Theory: 35</b> <b>Practicum: 20</b>
<b>Part C-Learning Resources</b>		
<b>Recommended Books/e-resources/LMS: List will be provided by the concerned Teacher.</b>		

<b>Session: 2023-24</b>			
<b>Part A - Introduction</b>			
Subject	Library & Information Science		
Semester	3 <sup>rd</sup>		
Name of the Course	<b>LIBRARY AUTOMATION: AN OVERVIEW</b>		
Course Code	<b>B23-LIS-301</b>		
Course Type: (CC/MCC/ MDC/CC- M/DSEC/VOC/ DSE/PC/AEC/VAC)	<b>CC/MCC</b>		
Level of the course	240		
Pre-requisite for the course (if any)	---		
Course Learning Outcomes(CLO):	<p>After completing this course, the learner will be able to:</p> <ol style="list-style-type: none"> <li>1. Understand the concept of Library Automation and differentiate between manual and automated operations in a library.</li> <li>2. Know the different modules of Integrated Library Management System.</li> <li>3. Understand the different Housekeeping operations performed in a library.</li> <li>4. Plan Automation in a Library.</li> </ol> <hr style="width: 20%; margin-left: 0;"/> <p>5*. Use one Library Automation Software</p>		
Credits	Theory	Practical	Total
	03	01	04
Contact Hours	03	02	05
<b>Max. Marks: 100</b> <b>Internal Assessment Marks:30</b> <b>End Term Exam Marks: 70</b>		<b>Time: 03 Hours (Theory)</b> <b>and 02 Hours (Practical)</b>	
<b>Part B- Contents of the Course</b>			
<b><u>Instructions for Paper- Setter</u></b>			
<p>The paper is divided into <b>4</b> Units. The examinees will be required to attempt <b>Five</b> questions in all, including Question 1, which is compulsory and selecting <b>One</b> question from each Unit (I – IV). Question 1 will consist of <b>5</b> short Answer (2 marks each) questions (having no internal choice) spread over the whole syllabi. The Examiner will set <b>Two</b> questions from each Unit.</p>			

<b>Unit</b>	<b>Topics</b>	<b>Contact Hours</b>
I	<b>Introduction to Library Automation</b> <ul style="list-style-type: none"> <li>- Library Automation: Definition, Need &amp; Purpose.</li> <li>- History of Library Automation</li> <li>- Comparison between manual and automated operations in a library</li> </ul>	12
II	<b>Integrated Library Management System</b> <ul style="list-style-type: none"> <li>- Introduction to Integrated Library Management System (ILMS)</li> <li>- ILMS: Definition &amp; Functions</li> <li>- Types of ILMS – Proprietary &amp; Open Source</li> </ul>	11
III	<b>Automated Housekeeping Operations</b> <ul style="list-style-type: none"> <li>- Introduction to Housekeeping operations and Library Services</li> <li>- Acquisition</li> <li>- Cataloguing</li> <li>- Circulation</li> <li>- Serial Control</li> </ul>	11
IV	<b>Planning of Library Automation</b> <ul style="list-style-type: none"> <li>- Steps in Planning of Library Automation</li> <li>- Selection of Software and Hardware</li> <li>- Training of Library Staff</li> <li>- Retrospective Conversion</li> </ul>	11
V Practicum	<b>Practice of one Library Automation Software</b> <ul style="list-style-type: none"> <li>- Performing different Library Housekeeping Operations and generating Reports and Services</li> </ul>	30
	<b>Instructions for Practicum Examination</b> <ul style="list-style-type: none"> <li>- Preparing Entries of Five Documents and Performing Search: 15 Marks</li> <li>- Viva-voce : 05 Marks</li> </ul>	
	<b>Suggested Evaluation Methods</b>	
	<b>Theory</b> Class Participation: 05 Seminar/presentation/assignment/quiz/class test etc: 05 Mid-Term Exam: 15	<b>End Term Examination:</b> Theory: 50 Practicum: 20
	<b>Practicum</b>	
	Class Participation: With theory	

	Seminar/Demonstration/Viva-voce/Lab Records etc: 05	
	Mid-Term Exam: N.A.	
<b>Part-C-Learning Resources</b>		
<b>Recommended Books/e-resources/LMS: List will be provided by the concerned Teacher.</b>		

<b>Session: 2023-24</b>			
<b>Part A - Introduction</b>			
Subject	Library & Information Science		
Semester	3 <sup>rd</sup>		
Name of the Course	<b>LIBRARY AND INFORMATION SERVICES</b>		
Course Code	<b>B23-LIS-302</b>		
Course Type: (CC/MCC/ MDC/CC- M/DSEC/VOC/ DSE/PC/AEC/VAC)	<b>MCC</b>		
Level of the course	240		
Pre-requisite for the course (if any)	---		
Course Learning Outcomes (CLO):	<p>After completing this course, the learner will be able to:</p> <ol style="list-style-type: none"> <li>1. Understand various Library Services;</li> <li>2. Know the different types of Reference Service;</li> <li>3. Understand various types of Responsive Library Services;</li> <li>4. Understand various types of Anticipatory Library Services; and</li> </ol> <hr/> <p>5*. Compile Bibliography and prepare Press Clippings.</p>		
Credits	Theory	Practical	Total
	03	01	04
Contact Hours	03	02	05
<b>Max. Marks: 100</b> <b>Internal Assessment Marks:30</b> <b>End Term Exam Marks: 70</b>		<b>Time: 03 Hours (Theory)</b> <b>and 02 Hours (Practical)</b>	
<b>Part B- Contents of the Course</b>			
<b><u>Instructions for Paper- Setter</u></b>			
<p>The paper is divided into <b>4</b> Units. The examinees will be required to attempt <b>Five</b> questions in all, including Question 1, which is compulsory and selecting <b>One</b> question from each Unit (I – IV). Question 1 will consist of <b>5</b> short Answer (2 marks each) questions (having no internal choice) spread over the whole syllabi. The Examiner will set <b>Two</b> questions from each Unit.</p>			

<b>Unit</b>	<b>Topics</b>	<b>Contact Hours</b>
I	<b>Library Services</b> <ul style="list-style-type: none"> <li>- Introduction to Library Services: Definition, Need and Purpose</li> <li>- Types of Library Services: Anticipatory &amp; Responsive</li> <li>- Comparison between Anticipatory &amp; Responsive Services</li> </ul>	11
II	<b>Reference Services</b> <ul style="list-style-type: none"> <li>- Reference Services- Definition, Need &amp; Purpose</li> <li>- Types of Reference Service: Ready Reference Services and Long Range Service</li> <li>- Referral Service</li> <li>- Information Literacy Instructions</li> </ul>	12
III	<b>Responsive Library Services</b> <ul style="list-style-type: none"> <li>- Circulation</li> <li>- Inter Library Loan</li> <li>- Document Delivery</li> <li>- Photocopying</li> <li>- Literature Search Service</li> </ul>	11
IV	<b>Anticipatory Library Services</b> <ul style="list-style-type: none"> <li>- Current Awareness Services (CAS)</li> <li>- Selective Dissemination of Information (SDI)</li> <li>- Virtual Reference Service</li> <li>- Web-based Services</li> </ul>	11
V Practicum	<b>Unit-5: Practice of Information Services</b> <ul style="list-style-type: none"> <li>- Preparation of Bibliographies, Newspaper Clippings, etc.</li> </ul>	30
	<b>Instructions for Practicum Examination</b> <ul style="list-style-type: none"> <li>- Preparation of a Bibliography of 10 Documents/ Press Clipping: 15 Marks</li> <li>- Viva-voce : 05 Marks</li> </ul>	
	<b>Suggested Evaluation Methods</b>	
	<b>Theory</b> Class Participation: 05 Seminar/presentation/assignment/quiz/class test etc: 05 Mid-Term Exam: 15	<b>End Term Examination:</b> Theory: 50 Practicum: 20
	<b>Practicum</b>	

	Class Participation: With theory	
	Seminar/Demonstration/Viva-voce/Lab Records etc: 05	
	Mid-Term Exam: N.A.	
<b>Part-C-Learning Resources</b>		
<b>Recommended Books/e-resources/LMS: List will be provided by the concerned Teacher.</b>		



<b>Session: 2023-24</b>			
<b>Part A - Introduction</b>			
Subject	Library and Information Science		
Semester	1,2 & 3		
Name of the Course	<b>INTRODUCTION TO LIBRARY SERVICES</b>		
Course Code	<b>B23-LIS-303</b>		
Course Type: (CC/MCC/ MDC/CC-M/DSEC/VOC/DSE/PC/AEC/VAC)	<b>MDC</b>		
Level of the course	100		
Pre-requisite for the course (if any)			
Course Learning Outcomes (CLO):	<p>After completing this course, the learner will be able to:</p> <ol style="list-style-type: none"> <li>1. Know various Facilities within Library Premises;</li> <li>2. Understand Reference Type of Services;</li> <li>3. Know the various Literature Search and Access Services;</li> <li>4. Know the Current Awareness, Extension and Network based Services; and</li> </ol> <p>5*. Compile Bibliography and prepare Press Clippings.</p>		
Credits	Theory	Practical	Total
	2	1	3
Contact Hours	2	2	4
Max. Marks:	Time: Theory Exam.: 3 Hrs. Practical: 2 Hrs.		
Internal Assessment Marks: 25			
End Term Exam Marks: 50			
<b>Part B- Contents of the Course</b>			
<p><b><u>Instructions for Paper- Setter</u></b></p> <p>The paper is divided into <b>4</b> Units. The examinees will be required to attempt <b>Five</b> questions in all, including Question 1, which is compulsory and selecting <b>One</b> question from each Unit (I – IV). Question 1 will consist of <b>7</b> questions of 1 mark each (very short answer, fill in the blanks, etc.) spread over the whole syllabi. The Examiner will set <b>Two</b> questions from each Unit.</p>			

Unit	Topics	Contact Hours
I	<b>Library and its Facilities</b> <ul style="list-style-type: none"> <li>- Library and Information Services-Definition and Types</li> <li>- Library facilities- Reading area facility, Research Cell, Stack Area, Discussion/committee rooms, Collaborative study area</li> <li>- Open Access System</li> </ul>	7
II	<b>Reference Services</b> <ul style="list-style-type: none"> <li>- Reference Process, and Reference Service-Definition and Types</li> <li>- Referral Service</li> <li>- Orientation Programmes</li> <li>- Library Tour (Physical/Virtual)</li> </ul>	7
III	<b>Library &amp; Information Services-I</b> <ul style="list-style-type: none"> <li>- Literature search process and service</li> <li>- OPAC Search</li> <li>- Databases search and Bibliography compilation</li> <li>- Online services-remote access</li> </ul>	7
IV	<b>Library &amp; Information Services-II</b> <ul style="list-style-type: none"> <li>- Current Awareness Services, SDI, CS, Press clipping service</li> <li>- Library Extension Services, Mobile Library</li> <li>- Network based services, Document delivery service</li> </ul>	8
V	<b>Practice of providing Library Services</b> <ul style="list-style-type: none"> <li>- Compilation of Bibliography and Press clippings</li> <li>- Library visits for observing provision of Library Services</li> </ul>	30
	<b>Instructions for Practicum Examination</b> <ul style="list-style-type: none"> <li>- Preparation of a Bibliography of 10 Documents/ Press Clipping: 15 Marks</li> <li>- Viva-voce : 05 Marks</li> </ul>	
<b>Suggested Evaluation Methods</b>		
<b>Internal Assessment:</b> <ul style="list-style-type: none"> <li>&gt; <b>Theory</b>  Class Participation:4 Seminar/presentation/assignment/quiz/class test etc.:4  Mid-Term Exam:7</li> <li>&gt; <b>Practicum</b>  Class Participation: With theory part  Seminar/Demonstration/Viva-voce/Lab records etc.:5  Mid-Term Exam:0</li> </ul>		<b>End Term Examination:</b> <b>Theory: 35</b> <b>Practicum: 20</b>
<b>Part C-Learning Resources</b>		
<b>Recommended Books/e-resources/LMS: List will be provided by the concerned Teach</b>		

<b>Session: 2023-24</b>			
<b>Part A - Introduction</b>			
Subject	Library & Information Science		
Semester	4 <sup>th</sup>		
Name of the Course	<b>LIBRARY CLASSIFICATION</b>		
Course Code	<b>B23-LIS-401</b>		
Course Type: (CC/MCC/ MDC/CC- M/DSEC/VOC/ DSE/PC/AEC/VAC)	<b>CC-4/MCC-6</b>		
Level of the course	240		
Pre-requisite for the course (if any)	---		
Course Learning Outcomes (CLO):	<p>After completing this course, the learner will be able to:</p> <ol style="list-style-type: none"> <li>1. Understand the concepts of Library Classification and Universe of Subjects;</li> <li>2. Understand the different Modes of formation of Subjects historical development of Library Classification Schemes;</li> <li>3. Know the main features of Colon Classification, Dewey Decimal Classification and Universal Decimal Classification;</li> <li>4. Acquaint with the recent trends in library classification; and</li> </ol> <hr style="width: 20%; margin-left: 0;"/> <p>5*. Build Class Numbers using latest available edition of Dewey Decimal Classification.</p>		
Credits	Theory	Practical	Total
	03	01	04
Contact Hours	03	02	05
<b>Max. Marks: 100</b> <b>Internal Assessment Marks:30</b> <b>End Term Exam Marks: 70</b>		<b>Time: 03 Hours (Theory)</b> <b>and 02 Hours (Practical)</b>	
<b>Part B- Contents of the Course</b>			
<b><u>Instructions for Paper- Setter</u></b>			

The paper is divided into **4** Units. The examinees will be required to attempt **Five** questions in all, including Question 1, which is compulsory and selecting **One** question from each Unit (I – IV). Question 1 will consist of **5** short Answer (2 marks each) questions (having no internal choice) spread over the whole syllabi. The Examiner will set **Two** questions from each Unit.

<b>Unit</b>	<b>Topics</b>	<b>Contact Hours</b>
I	<b>Library Classification</b> <ul style="list-style-type: none"> <li>– Introduction to Library Classification: Concept, Objectives &amp; Functions</li> <li>– Universe of subjects – Concept, Definitions, Structure and Attributes</li> <li>– Call Number: Class number, Book Number and Collection Number</li> </ul>	12
II	<b>Schemes of Classification and recent trends in classification</b> <ul style="list-style-type: none"> <li>– Modes of Formation of Subjects</li> <li>– History and development of Library Classification Schemes</li> <li>– Mapping of Universe of subjects in Colon Classification (CC) and Dewey Decimal Classification (DDC)</li> </ul>	11
III	<b>Classification Schemes</b> <ul style="list-style-type: none"> <li>– Colon Classification (CC)</li> <li>– Dewey Decimal Classification (DDC)</li> <li>– Universal Decimal Classification (UDC)</li> </ul>	11
IV	<b>Advances in Library Classification</b> <ul style="list-style-type: none"> <li>– Ontologies, Taxonomies, Folksonomies, Clustering, Categories; Automatic classification research at OCLC</li> <li>– Semantic Web: SKOS and OWL, Reclassification</li> <li>– Knowledge Organizations: ISKO, CRG and EDUG etc.</li> </ul>	11
V Practicum	<b>Library Classification (Practicum)-DDC available edition</b> <ul style="list-style-type: none"> <li>– Simple Subject (Summaries)</li> <li>– Introduction to Schedules</li> <li>– Use of Tables</li> <li>– Relative Index</li> </ul>	30
	<b>Instructions for Practicum Examination</b> <ul style="list-style-type: none"> <li>- Classification of any Two Compound/Complex Titles out of Four: 10 Marks</li> <li>- Classification of any Five Simple Titles out of Seven: 10 Marks</li> </ul>	

	<b>Suggested Evaluation Methods</b>	
	<b>Theory</b> Class Participation: 05 Seminar/presentation/assignment/quiz/class test etc: 05 Mid-Term Exam: 15	<b>End Term Examination:</b> Theory: 50 Practicum: 20
	<b>Practicum</b>	
	Class Participation: With theory	
	Seminar/Demonstration/Viva-voce/Lab Records etc: 05	
	Mid-Term Exam: N.A.	

### **Part-C-Learning Resources**

#### **Recommended Books/e-resources/LMS:**

1. Batley, S. (2014). Ed. 2nd. Classification in theory and practice. Oxford: Chandos.
2. British Standards Institution. (2005). UDC: Universal Decimal Classification. London: British Standards Institution.
3. Broughton, Vanda (2015). Essential classification. 2nd ed. London: Facet.
4. Dewey, M. (2003). Dewey Decimal classification (22nd ed., Vols. 1-4). Ohio: OCLC.
5. Dewey, M. (2011). Dewey decimal classification and relative index (23rd ed., Vols. 1-4). Ohio: OCLC.
6. Dhyani, P. (2008). Library classification: Theory and principles. New Delhi: New Age International (P) Ltd, New Delhi.
7. Krishan, K. (1979). Theory of classification (4th Ed.). New Delhi: Vikas publication.
8. Kumbhar, R. (2011). Library classification trends in the 21st century. Elsevier.
9. Oggier, D. (2010). Harnessing Folksonomies with a Web Crawler. Germany: Verlag
10. Peters, I. (2009). Folksonomies, Indexing and Retrieval in Web 2.0. Germany: Saur
11. Ranganathan, S R. (1963). Colon Classification (6th ed.).(With amendments). Bombay: Asia.
12. Ranganathan, S. R. (1962). Elements of Library Classification. (3rd ed). Bombay: Asia
13. Ranganathan, S. R. (1987). Colon Classification (7th ed.). Revised and edited by M.A. Gopinath. Bangalore: Sarada Ranganathan Endowment for Library Science.
14. Ranganathan, S. R. (1989). Prolegomena to Library Classification. (3rd ed.) Bangalore: SRELS.
15. Ranganathan, S. R. (2006). Colon classification (6th ed.). New Delhi: EssEss Publications.
16. Satija, M. P. (2011). A guide to the theory and practice of colon classification. New Delhi: EssEss Publications
17. Satija, M. P. (2012). Exercises in the 23rd edition of Dewey Decimal Classification. New Delhi: EssEss pub.
18. Satija, M. P. (2013). The theory and practice of the Dewey Decimal Classification system (2ndEd.). Oxford: Chandos Pub.
19. Satija, M. P. and Singh K. P. (2010). Colon Classification (Hindi). EssEss Publications: New Delhi. P 241. ISBN: 978-81-7000-611-4.
20. Singh K. P. (2012). UDC: A Manual for Classification Practical and Information Resources. Today and Tomorrow's Printers and Publishers: New Delhi. P.389. ISBN- 81-7019-468-7

21. UDC Consortium. (n.d.). Universal Decimal Classification. UDC summary.  
<https://udcsummary.info/php/index.php>
22. UDC Consortium . (n.d.). English UDC Online Free Trial. UDC Online - English.  
<https://udc-hub.com/en/trial.php>
23. Wali, M. L., & Baba A. M. (1982). Manual of library classification practice for Dewey Decimal and Colon classification schemes. Srinagar: the auths.  
Stuart, David (2016). Practical ontologies for information professionals. London: Facet.

<b>Session: 2023-24</b>			
<b>Part A - Introduction</b>			
Subject	Library & Information Science		
Semester	4 <sup>th</sup>		
Name of the Course	<b>INTRODUCTION TO DIGITAL LIBRARY</b>		
Course Code	<b>B23-LIS-402</b>		
Course Type: (CC/MCC/MDC/CC- M/DSEC/VOC/DSE/PC/AEC/ VAC)	<b>MCC</b>		
Level of the course (As perAnnexure-I	240		
Pre-requisite for the course (ifany)	---		
Course Learning Outcomes (CLO):	<p>After completing this course, the learner will be able to:</p> <ol style="list-style-type: none"> <li>1. Familiarize with the concept of digital library and its features;</li> <li>2. Understand the different Types and Standards of Metadata;</li> <li>3. Know the Processes of Installation and Customization of Digital Library Software;</li> <li>4. Understand the issues related to Building of Digital Libraries; and</li> </ol> <hr style="width: 20%; margin-left: auto; margin-right: auto;"/> <p>5*. Learn the Process of Building Digital Library</p>		
Credits	Theory	Practical	Tot al
	03	01	04
Contact Hours	03	02	05
<b>Max. Marks: 100</b> <b>Internal Assessment Marks:30</b> <b>End Term Exam Marks: 70</b>		<b>Time: 03 Hours (Theory)</b> <b>and 02 Hours (Practical)</b>	
<b>Part B- Contents of the Course</b>			
<b><u>Instructions for Paper- Setter</u></b>			
The paper is divided into <b>4</b> Units. The examinees will be required to attempt <b>Five</b> questions in all, including Question 1, which is compulsory and selecting <b>One</b>			

question from each Unit (I – IV). Question 1 will consist of **5** short Answer (2 marks each) questions (having no internal choice) spread over the whole syllabi. The Examiner will set **Two** questions from each Unit.

<b>Unit</b>	<b>Topics</b>	<b>Contact Hours</b>
I	<b>Introduction to Digital Library</b> <ul style="list-style-type: none"> <li>– Need, Concept and Features of Digital Library</li> <li>– Structure and Format of Digital Objects</li> <li>– Infrastructure Requirement – Hardware &amp; Software</li> <li>– Digital Library Software</li> <li>– Digital Libraries – National &amp; International</li> </ul>	11
II	<b>Metadata Creation &amp; Harvesting</b> <ul style="list-style-type: none"> <li>- Metadata and its role in digital library</li> <li>- Types of Metadata</li> <li>- Metadata Standards – Dublin Core, METS, MODS etc.</li> <li>- Metadata Harvesting – OAI-PMH</li> </ul>	12
III	<b>Implementation Process</b> <ul style="list-style-type: none"> <li>– Installation of Operating System</li> <li>– Installation of Digital Library Software i.e. DSpace / GSDL</li> <li>– Customization</li> </ul>	11
IV	<b>Archiving Digital Objects</b> <ul style="list-style-type: none"> <li>– Structure of the Collection</li> <li>– Document Submission Agreement</li> <li>– Submission of the Items (Metadata + Digital Object + License Agreement)</li> <li>– Retrieval of the resources</li> </ul>	11
V Practicum	<ul style="list-style-type: none"> <li>– <b>Practice of Building Digital Library (DSpace / GSDL)</b> <ul style="list-style-type: none"> <li>- Digitization, Metadata preparation, Submission of Items in Digital Library</li> </ul> </li> </ul>	30
	<b>Instructions for Practicum Examination</b> <ul style="list-style-type: none"> <li>- Creation of Library of Five Documents with related Metadata: 15 Marks</li> <li>- Viva-voce: 05</li> </ul>	
	<b>Suggested Evaluation Methods</b>	
	<b>Theory</b> Class Participation: 05 Seminar/presentation/assignment/quiz/class test etc: 05	<b>End Term Examination:</b> Theory: 50 Practicum: 20



	Mid-Term Exam: 15	
	<b>Practicum</b>	
	Class Participation: With theory	
	Seminar/Demonstration/Viva-voce/Lab Records etc: 05	
	Mid-Term Exam: N.A.	

### **Part-C-Learning Resources**

#### **Recommended Books/e-resources/LMS:**

1. Bishop A. P. Van House N. A. &Buttenfield B. P. (2003). *Digital library use: social practice in design and evaluation*. MIT Press. Retrieved May 17 2023 from <http://site.ebrary.com/id/10225273>
2. Todaro, J. B. (2014). *Library management for the digital age: A new paradigm*. Lanham: Rowman & Littlefield.
3. Witten, I. H., Bainbridge, D., & Nichols, D. M. (2010). *How to build a digital library*. Burlington, MA: Morgan Kaufmann Publishers.
4. Zhang, A. &Gourley, D. (2009). *Creating Digital Collections: A Practical Guide*. Oxford: Chandos Publishing.
5. King M. A. (2008). *Implementation of dspace at the intercontinental hotels group: implementation of dspace at the intercontinental hotels group*. Idea Group. Retrieved May 17 2023 from <http://public.ebookcentral.proquest.com/choice/publicfullrecord.aspx?p=3309437>
6. Massachusetts Institute of Technology & Hewlett-Packard Company. (2002). *Dspace : durable digital depository*. MIT Libraries. Retrieved May 17 2023 from <http://dspace.org/>
7. Witten I. H. & University of Waikato. (2005). *Stoned: a bridge between greenstone and dspace*. Dept. of Computer Science University of Waikato.  
Kruk S. R. & McDaniel W. D. (2009). *Semantic digital libraries*. Springer. <https://doi.org/10.1007/978-3-540-85434-0>

<b>Session: 2023-24</b>			
<b>Part A - Introduction</b>			
Subject	Library & Information Science		
Semester	4 <sup>th</sup>		
Name of the Course	<b>LIBRARY CATALOGUING</b>		
Course Code	<b>B23-LIS-403</b>		
Course Type: (CC/MCC/ MDC/CC- M/DSEC/VOC/ DSE/PC/AEC/VAC)	<b>MCC-8</b>		
Level of the course	240		
Pre-requisite for the course (if any)	---		
Course Learning Outcomes (CLO):	<p>After completing this course, the learner will be able to:</p> <ol style="list-style-type: none"> <li>1. Understand the Concept of Library Catalogue and its Types and Forms;</li> <li>2. Know the different Types of Entries prepared in CCC and AACR-II;</li> <li>3. Understand the Concept, Principles and Methods of Subject Cataloguing;</li> <li>4. Acquaint with the Current Trends in Library Cataloguing; and</li> </ol> <hr/> <p>5*. Prepare Catalogue Entries of Books, Composite Books, and Periodicals</p>		
Credits	Theory	Practical	Total
	03	01	04
Contact Hours	03	02	05
<b>Max. Marks: 100</b> <b>Internal Assessment Marks:30</b> <b>End Term Exam Marks: 70</b>		<b>Time: 03 Hours (Theory)</b> <b>and 02 Hours (Practical)</b>	
<b>Part B- Contents of the Course</b>			
<b><u>Instructions for Paper- Setter</u></b>			
<p>The paper is divided into <b>4</b> Units. The examinees will be required to attempt <b>Five</b> questions in all, including Question 1, which is compulsory and selecting <b>One</b> question from each Unit (I – IV). Question 1 will consist of <b>5</b> short Answer (2 marks</p>			

each) questions (having no internal choice) spread over the whole syllabi. The Examiner will set <i>Two</i> questions from each Unit.		
<b>Unit</b>	<b>Topics</b>	<b>Contact Hours</b>
I	<b>Bibliographic Description</b> - Catalogue: Definition, Need and purpose - Types of Library Catalogue - Forms of Library Catalogue	11
II	<b>Structure of Library Catalogue/ Cataloguing Codes</b> - Introduction to CCC and kinds of entries - Introduction to ACCR-II and kinds of entries	12
III	<b>Subject Cataloguing</b> - Definition, Need and Purpose - Principles of Subject Cataloguing - Methods: Chain Procedure and SLSH	11
IV	<b>Trends in Library Cataloguing</b> - OPAC, MARC, ISBD, CCF, RDA	11
V Practicum	<b>Preparation of Entries in AACR-II/RDA</b> - Preparation of Entries of Simple Books, Composite Books, and Periodicals	30
	<b>Instructions for Practicum Examination</b> - Preparation of Catalogue Entry of Two Documents out of Three in AACR-II/RDA: 15 Marks - Viva-voce : 05 Marks	
	<b>Suggested Evaluation Methods</b>	
	<b>Theory</b> Class Participation: 05 Seminar/presentation/assignment/quiz/class test etc: 05 Mid-Term Exam: 15	<b>End Term Examination:</b> Theory: 50 Practicum: 20
	<b>Practicum</b>	
	Class Participation: With theory	
	Seminar/Demonstration/Viva-voce/Lab Records etc: 05	
	Mid-Term Exam: N.A.	
<b>Part-C-Learning Resources</b>		
<b>Recommended Books/e-resources/LMS: List will be provided by the concerned Teacher.</b>		

<b>Session: 2023-24</b>			
<b>Part A - Introduction</b>			
Subject	Library & Information Science		
Semester	4 <sup>th</sup>		
Name of the Course	<b>INTRODUCTION TO INFORMATION SOURCES IN SOCIAL SCIENCES</b>		
Course Code	<b>B23-LIS-404</b>		
Course Type: (CC/MCC/ MDC/CC- M/DSEC/VOC/ DSE/PC/AEC/VAC)	<b>DSE</b>		
Level of the course	240		
Pre-requisite for the course (if any)	---		
Course Learning Outcomes (CLO):	<p>After completing this course, the learner will be able to:</p> <ol style="list-style-type: none"> <li>1. Understand the different types of social science literature;</li> <li>2. Know the different types of ready reference sources of social sciences;</li> <li>3. Understand the various types of statistical, bibliographical sources and databases; and</li> <li>4. Understand the different types of institutional resources.</li> </ol> <hr style="width: 20%; margin-left: 0;"/> <p>5*. Use select information sources in social sciences.</p>		
Credits	Theory	Practical	Total
	03	01	04
Contact Hours	03	02	05
<b>Max. Marks: 100</b> <b>Internal Assessment Marks:30</b> <b>End Term Exam Marks: 70</b>		<b>Time: 03 Hours (Theory)</b> <b>and 02 Hours (Practical)</b>	
<b>Part B- Contents of the Course</b>			
<b><u>Instructions for Paper- Setter</u></b>			
<p>The paper is divided into <b>4</b> Units. The examinees will be required to attempt <b>Five</b> questions in all, including Question 1, which is compulsory and selecting <b>One</b> question from each Unit (I – IV). Question 1 will consist of <b>5</b> short Answer (2 marks each) questions (having no internal choice) spread over the whole syllabi. The Examiner will set <b>Two</b> questions from each Unit.</p>			

<b>Unit</b>	<b>Topics</b>	<b>Contact Hours</b>
I	<b>Social Science Literature</b> <ul style="list-style-type: none"> <li>- Scholarly and Popular Literature/ Derived Literature</li> <li>- Print, Non-print and Web-based</li> <li>- Encyclopaedia: Types, International Encyclopaedia of the Social and Behavioral Sciences</li> <li>- Dictionaries: Types, Dictionary of the social sciences, The New Palgrave Dictionary of Economics</li> <li>- Geographical Sources: Types, Gazetteer of India</li> <li>- Biographical Sources: Types, India Who's who</li> </ul>	12
II	<b>Ready Reference Sources</b> <ul style="list-style-type: none"> <li>- Yearbooks- India: A Reference Annual, Limca Book of Records, Guinness World Records</li> <li>- Almanac, Directories, Guides, Manual</li> <li>- Source of Current Events- Professional, Trade &amp; Industry Journals, Newsletter/Magazines, Newspapers- Keesing's Record of World Events, Asian News Digest</li> </ul>	11
III	<b>Statistical, Bibliographical Sources and Databases</b> <ul style="list-style-type: none"> <li>- Open Government Data Platform (OGD) India, RBI Reports, Statistical Year Book India, UN Statistical Year Book, Census Reports</li> <li>- Bibliographical Sources: INB, IBSS</li> <li>- Databases: Scopus, Web of Science, Proquest</li> </ul>	11
IV	<b>Institutional Sources</b> <ul style="list-style-type: none"> <li>- Study of the following Social Science Institutions engaged in information generation and dissemination. ICSSR-NASSDOC. ICWA. Indian Institute of Public Administration, National Council for Applied Economic Research. Tata Institute of Social Sciences. UNESCO. Indian Council of Historical Research. NIMSME-SENDOC</li> </ul>	11
V Practicum	<b>Practice of Information Sources</b> <ul style="list-style-type: none"> <li>- Practice of accessing and using select Open Access Documentary and Institutional Information Sources</li> </ul>	30
	<b>Instructions for Practicum Examination</b> <ul style="list-style-type: none"> <li>- Answering Five Reference Queries: 10 Marks</li> <li>- Evaluation of One Institutional Source: 05 Marks</li> <li>- Viva-voce : 05 Marks</li> </ul>	
	<b>Suggested Evaluation Methods</b>	

	<b>Theory</b> Class Participation: 05 Seminar/presentation/assignment/quiz/class test etc: 05 Mid-Term Exam: 15	<b>End Term Examination:</b> Theory: 50 Practicum: 20
	<b>Practicum</b>	
	Class Participation: With theory	
	Seminar/Demonstration/Viva-voce/Lab Records etc: 05	
	Mid-Term Exam: N.A.	
<b>Part-C-Learning Resources</b>		
<b>Recommended Books/e-resources/LMS: List will be provided the concerned Teacher.</b>		

<b>Session: 2023-24</b>			
<b>Part A - Introduction</b>			
Subject	Library & Information Science		
Semester	4 <sup>th</sup>		
Name of the Course	<b>INTRODUCTION TO INFORMATION SOURCES IN SCIENCE AND TECHNOLOGY</b>		
Course Code	<b>B23-LIS-405</b>		
Course Type: (CC/MCC/MDC/CC- M/DSEC/VOC/DSE/PC/AEC/VAC)	<b>DSE</b>		
Level of the course	240		
Pre-requisite for the course (if any)	---		
Course Learning Outcomes (CLO):	<p>After completing this course, the learner will be able to:</p> <ol style="list-style-type: none"> <li>1. Understand the different types of primary sources of information and their importance in science and technology;</li> <li>2. Know the different types of secondary sources and their importance in science and technology;</li> <li>3. Understand the role of various institutional information sources in science and technology; and</li> <li>4. Know the different types of databases in science and technology.</li> </ol> <hr style="width: 20%; margin-left: 0;"/> <p>5*. Use select information sources in science and technology.</p>		
Credits	Theory	Practical	Total
	03	01	04
Contact Hours	03	02	05
<b>Max. Marks: 100</b> <b>Internal Assessment Marks:30</b> <b>End Term Exam Marks: 70</b>		<b>Time: 03 Hours (Theory)</b> <b>and 02 Hours (Practical)</b>	
<b>Part B- Contents of the Course</b>			
<b><u>Instructions for Paper- Setter</u></b>			

The paper is divided into 4 Units. The examinees will be required to attempt *Five* questions in all, including Question 1, which is compulsory and selecting *One* question from each Unit (I – IV). Question 1 will consist of 5 short Answer (2 marks each) questions (having no internal choice) spread over the whole syllabi. The Examiner will set *Two* questions from each Unit.

Unit	Topics	Contact Hours
I	<b>Primary Sources and their role</b> - Periodicals, Research and Technical Reports, Conference Proceedings, Patents, Standards, Theses and Dissertation	11
II	<b>Secondary Sources</b> - Books- Monographs, Treatises, Textbooks; Encyclopaedias; Handbooks; Dictionaries; Reviews, etc.	11
III	<b>Institutional Sources</b> - Department of Science and Technology(DST)-Vigyan Prasar, Council of Scientific & Industrial Research (CSIR), Defence Research and Development Organisation (DRDO), Indian Council of Agricultural Research (ICAR), Indian Council of Medical Research (ICMR), CSIR-NIScPR	12
IV	<b>Databases</b> - Web of Science, Scopus, Scifinder, Pubmed, Sodhganga, Sodhgangotri, DOAJ, PLOS, Google Scholar, ArXiv	11
V Practicum	<b>Practice of Information Sources</b> - Practice of accessing and using select Open Access Documentary and Institutional Information Sources	30
	<b>Instructions for Practicum Examination</b> - Answering Five Reference Queries: 10 Marks - Evaluation of One Institutional Source: 05 Marks - Viva-voce : 05 Marks	
	<b>Suggested Evaluation Methods</b>	
	<b>Theory</b> Class Participation: 05 Seminar/presentation/assignment/quiz/class test etc: 05 Mid-Term Exam: 15	<b>End Term Examination:</b> Theory: 50 Practicum: 20



	<b>Practicum</b>	
	Class Participation: With theory	
	Seminar/Demonstration/Viva-voce/Lab Records etc: 05	
	Mid-Term Exam: N.A.	
<b>Part-C-Learning Resources</b>		
<b>Recommended Books/e-resources/LMS: List will be provided by the concerned Teacher.</b>		