**Annexure**

Finalized in the meeting of UG BOS held on 21-04-2017

**DEPARTMENT OF LIBRARY & INFORMATION SCIENCE**

**KURUKSHETRA UNIVERSITY KURUKSHETRA**

(Established by the State Legislature Act XII of 1956)

**Scheme of Papers**

***for***

 **BACHELOR OF LIBRARY & INFORMATION SCIENCE**

**(Under Choice Based Credit System Scheme)**

**Session 2017-18**

**Semester – I**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Paper Code** | **Nomenclature of Papers** | **Lecture- Credits** | **Tutorial - Credits** | **Practical -****Credits** | **Total****-Credits** |

**CORE PAPERS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| BLIS-101 | Library and Information Society | 3 | 1 | 0 | 4 |
| BLIS-102 | Library Classification (Theory and Practice) | 2 | 0 | 2 | 4 |
| BLIS-103 | Information Sources (Theory and Practice) | 2 | 1 | 1 | 4 |
| BLIS-104 | Library Tour1. Local Libraries: KUK, NIT, District Library, etc (Any two) (10 marks)
2. Two Educational Tours of one day each **OR**

 One Educational Tour of three days or more (40 marks) | 0 | 2 | 0 | 2 |
|  |  |  |  |  |  |

**ELECTIVE PAPERS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| BLIS-105 | Information Literacy | 3 | 1 | 0 | 4 |
| BLIS-106 | Community Information Services (CIS) | 3 | 1 | 0 | 4 |

**Semester – II**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Paper Code** | **Nomenclature of Papers** | **Lecture - Credits** | **Tutorial - Credits** | **Practical –** **Credits** | **Total** **- Credits** |

**CORE PAPERS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| BLIS-107 | Management of Libraries and Information Centers | 3 | 1 | 0 | 4 |
| BLIS-108 | Users and Information Services (Theory and Practice) | 2 | 1 | 1 | 4 |
| BLIS-109 | ICT Applications in LIS (Theory and Practice) | 2 | 1 | 1 | 4 |
| BLIS-110 | Library Cataloguing (Theory and Practice) | 2 | 0 | 2 | 4 |
| BLIS-111 | Library Training/Internship for one month 1. Report of Librarian (10 marks)
2. Report of Training by Student (25 marks)
3. Presentation of Report (15 marks)
 | 0 | 2 | 0 | 2 |

**ELECTIVE PAPERS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| BLIS-112 | School Library System | 3 | 1 | 0 | 4 |
| BLIS-113 | E-Resource Management | 3 | 1 | 0 | 4 |

**OPEN ELECTIVE PAPERS**

**(Inter-Disciplinary Paper for the students of other Departments)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| LIS-OE-1 | Introduction to Library and its Services | 2 | 0 | 0 | 2 |

Conversion of Marks obtained in each paper / semester to Letter Grade and Grade Points shall be as following:

|  |  |  |
| --- | --- | --- |
| **Letter Grade** | **Grade Point** | **Marks** |
| O (Outstanding) | 10 | 85-100 |
| A+ (Excellent) | 9 | 75-84 |
| A (Very Good) | 8 | 65-74 |
| B+ (Good) | 7 | 55-64 |
| B (Above Average) | 6 | 50-54 |
| C (Average) | 5 | 41-49 |
| P (Pass) | 4 | 40 |
| F (Fail) | 0 | Less than 40 |
| Ab | 0 | Absent |

**SEMESTER – I**

# **PAPER- BLIS-101: LIBRARY AND INFORMATION SOCIETY**

|  |  |  |  |
| --- | --- | --- | --- |
| Lecture - Credits | Tutorial - Credits | Practical - Credits | Total - Credits |
| 3 | 1 | 0 | 4 |

**Max. Marks: 100**

**Objectives**

1. To introduce students to the field of Library and Information Science
2. To introduce students to the concepts of information society; and
3. To provide an overview of the entire programme.

**Outcomes**

1. The Student will be able to understand the field of Library and Information Science.
2. The Student will be able to understand the concepts of information society.
3. The Student will be able to understand an overview of the entire programme.

**Internal Assessment: 20 Marks (Presentation/Test - 10 + Attendance - 5+Class Test - 5)**

**Theory: 80 Marks Time: 3 Hours**

**Note:** 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 **8** 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 – I: Concept of Library in Society**

* Social and historical foundations of library
* Development of libraries with special reference to India
* Different types of libraries - their distinguishing features and functions

**UNIT – II: Normative Principles of Library and Information Science**

* Five Laws of Library Science and their Implications on Library and Information Activities

**UNIT – III: Laws relating to Libraries and Information Centres**

* Library Legislation in India: Need and essential features
* Copyright Act and Delivery of Books (Public Libraries) Act
* Librarianship as a Profession
* Professional ethics

**UNIT – IV: Professional Association, Public Relations, Extension Activities and Resource Sharing**

* Professional Associations and their role with particular reference to ILA, IASLIC, IFLA and UNESCO
* Definition: Facets and programmes of PR and Extension Services
* Resource Sharing and Library Networking

**Books Recommended**

1. GARDENER (Frank M). Public Library Legislation: A Comparative Study.1971. Paris, UNESCO.
2. HARRISON (Colin) and BEENHAM (Rosernary). The Basic of Librarianship.1987. London. Clive-Bengley.
3. INDIA MINISTRY OF EDUCATION, Report of the Advisory Committee for Libraries.1959.Delhi, Manager of Publications.
4. JEFFERSON (G). Libraries and Society.1969. London, James Clarks and Co.
5. KHANNA (J K). Fundamentals of Library Organisation.
6. KHANNA (J K). Library and Society.1987.Kurukshetra; Research Publication.
7. SAINI (O P). Pustakālaya aura Samāja. (Hindi medium)

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**PAPER- BLIS-102: Library Classification (Theory and Practice)**

|  |  |  |  |
| --- | --- | --- | --- |
| Lecture - Credits | Tutorial-Credits | Practical- Credits | Total- Credits |
| 2 | 0 | 2 | 4 |

**Max. Marks: 50+50=100**

**Internal Assessment: 10 Marks (Attendance - 5 (includes attendance of Classification Practical classes also) + Class Test - 5)**

**Theory: 40 Marks Time: 2½ Hours**

**Objectives**

1. To introduce the structure and attributes of Universe of Knowledge.
2. To familiarize with the process of classification.
3. To familiarize with various provisions of Colon Classification.

**Outcomes**

1. The Student will be able to understand the structure and attributes of Universe of Knowledge.
2. The Student will be able to understand the process of classification.
3. The Student will be able to understand various provisions of Colon Classification.

**Note:** The paper is divided into **3** Units. The examinees will be required to attempt ***Four***questions in all, including Question 1, which is compulsory and selecting ***One***question from each Unit (I – III). 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.

**Part – I: Theory**

**UNIT – I: Library Classification Theory - I**

* Library Classification: Definition, Need and Purpose
* Terminology of Classification
* Modes of Formation of Subjects
* Notation: Need, Type and Quality

**UNIT – II: Library Classification Theory - II**

* Species of Classification Schemes
* Overview of Colon Classification: Postulates of Facet Analysis and Facet Sequence, Fundamental Categories, Principles of Helpful Sequence and Facet Sequence, Phase Relations, Devices
* Call Number: Class Number, Book Number and Collection Number

**UNIT – III: Library Classification Schemes**

* Brief history of library classification schemes
* Standard Schemes of Library Classification: main features of latest editions of DDC and UDC.
* Current Trends: Web Dewey, OCLC Classify and other sources of readymade class numbers, Folksonomies.

**Part – II: Practice**

**Max. Marks: 50**

**Internal Assessment: 10 Marks (Assignment - 5 + Test - 5)**

**Practical Examination: 40 Marks Time: 2 Hours**

**UNIT-I:** **Colon Classification (6th Rev. ed.) Marks: 10**

**Note:** There will be ***Seven***Titles and the examinees will be required to classify any ***Five*** titles only.

 **Classification of Documents**

* Representing Simple Subject.
* Having Common Isolates.
* Representing Compound Subject.

 **UNIT-II: Dewey Decimal Classification (23rd ed.) Marks: 30**

**Note:** There will be ***Two*** questions in this Unit

***Q. 1*** will have ***Seven*** Titles and the examinees will be required to classify any ***Five***titles. **Marks: 10**

***Q. 2*** will have ***Five*** complexTitles and the examinees will be required to classify any ***Four*** titles. **Marks: 20**

* Classification of simple subjects
* Use of Tables
* Classification of Complex Subjects

**Books Recommended**

1. DHYANI (Pushpa). Theory of Library Classification. 2000.VishwaPrakashan, Delhi.
2. KRISHAN KUMAR. Theory of Library Classification. 1985. Vikas, Delhi.
3. RANGANATHAN (S R) Prolegomena to library classification. 3rd ed. 1967. Sarda Ranganathan Endowment, Bombay.
4. TRIPATHI (S M) and SHOKEEN (N S). Fundamentals of Library Classification (Hindi Medium). 1988. Y.K., Agra.

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**PAPER- BLIS-103: Information Sources (Theory and Practice)**

|  |  |  |  |
| --- | --- | --- | --- |
| Lecture - Credits | Tutorial - Credits | Practical - Credits | Total - Credits |
| 2 | 1 | 1 | 4 |

**Max. Marks: 100**

**(60+40)**

**Objectives**

1. To acquaint with various types of information sources.
2. To familiarize with different types of reference books.
3. To develop evaluative and practical skill in dealing with information sources.

**Outcomes**

1. The student will be able to understand different types of reference books.
2. The student will be able to develop practical skill in dealing with information sources.
3. The student will be able to understand evaluate the reference sources.

**Part-I: Theory**

**Max. Marks: 60**

**Internal Assessment: 10 Marks (Attendance – 5 (includes attendance of**

**Practical Classes also) + Class Test – 5)**

**Theory: 50 Marks Time: 3 Hours**

Note: The paper is divided into **3** Units. The examinees will be required to attempt ***Four***questions in all, including Question 1, which is compulsory and selecting ***One***question from each Unit (I – III). Question 1 will consist of ***7*** 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 – I: Reference and Information Sources**

* Documentary Sources of Information: Print, Non-print
* Categories: Primary, Secondary and Tertiary Information Sources
* Human and Institutional: Nature, types, Characteristics and utility
* Internet as a Source of Information.

**UNIT – II: Types and Evaluation of Reference Sources**

* Different types of reference books and Criteria for evaluation of Encyclopaedias, Dictionaries, Geographical Sources, Biographical Sources, Reference Sources for Current Events and Ready Reference Sources.

**UNIT – III: Bibliographical Sources**

* Bibliographical Sources: Functions and Types and Branches.
* Uses and criteria for evaluation of National Bibliography, Trade Bibliography, Subject Bibliography, Indexing and Abstracting Sources.

**Part-II: Practice**

 **Max. Marks: 40**

**Internal Assessment (Assignment: 10 Marks)**

**Practical Examination: 30 Marks Time: 2 Hours**

The Distribution of Marks and scheme of examination will be as follows:

1. The examinees will be required to evaluate ***One*** Information Source. **Marks: 10**
2. This part will consist of **10** Information Queries. The examinees must give only ***one*** standard Source of Information (which according to the examinee
is the most appropriate) along with complete bibliographical details. **Marks: 20**

**Study and Evaluation of following Information Sources:**

1. ***Bibliographical Sources:*** Indian National Bibliography, Indian Books-in-Print, Books-in-Print (Bowker), Whitaker's Books-in-Print.
2. ***Indexing and Abstracting:*** Guide to Indian Periodical Literature, Library and Information Science Abstracts (LISA), Indian Science Abstracts.
3. ***Encyclopaedias:*** New Encyclopaedia Britannica, Encyclopaedia Americana, Encyclopaedia of Library and Information Science, International Encyclopaedia of Social Sciences, McGraw Hill Encyclopaedia of Science and Technology.
4. ***Dictionaries:*** Oxford English Dictionary, Webster's Third New International Dictionary, SamantarKosh: Hindi Thesaurus, Rogets International Thesaurus.
5. ***Geographical Sources:*** Gazetteer of India, World Geographical Encyclopaedia, Times Atlas of the World, Fodor's India.
6. ***Biographical Sources:*** India Who's Who, International Who's Who, Dictionary of National Biography (India).Chamber's Biographical Dictionary.
7. ***Reference Sources for Current Events:*** Asian News Digest, Keesing's Record of World Events.
8. ***Year Books:*** Europa World Yearbook, Statesman's Yearbook, India: A Reference Annual.
9. ***Directories:*** Universities Handbook India, Commonwealth Universities Yearbook, World of Learning.
10. ***Statistical Sources:*** Statistical Abstracts of India, Census of India, UNESCO Statistical Yearbook.
11. ***Handbooks:*** Limca Book of Records, Guinness Book of World Records.
12. ***Almanacs:*** Whitaker's Almanac.

**Books Recommended**

1. BUNCH (Allan). Basics of information work, 1995. Clive Bingley. London.
2. CHANDLER (G) How to find out: A guide to sources of information for all, Ed. 4. 1971. Pergamon, Oxford.
3. KATZ (William A). Introduction to reference work, Ed. 7 2V, 1996. McGraw Hill, New York.
4. KRISHAN KUMAR, Reference Service.1969.Vikas, New Delhi.
5. TRIPATHI (S M). Modern bibliographical control, Bibliography and documentation. 1992. Y.K., Agra.
6. USHA PAWAN and GUPTA (Pawan Kumar) SandarbhSewa: Saidhantikavomkriyatmak. 1994. RBSA, Jaipur. (Hindi Medium).

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**PAPER – BLIS-104: LIBRARY TOUR**

|  |  |  |  |
| --- | --- | --- | --- |
| Lecture - Credits | Tutorial - Credits | Practical - Credits | Total - Credits |
| 0 | 2 | 0 | 2 |

**Max. Marks: 50**

**Library Tour**

1. Local Libraries: KUK, NIT, District Library, etc. (Any two) **(10 marks)**
2. Two Educational tours of one day each

 OR

One Educational tour of three days or more **(40 marks)**

Students will maintain a diary of their library tours and shall prepare the report under the guidance of a teacher supervisor. One teacher (Preferably teaching the paper LIS-107: Management of Libraries and Information Centres) will accompany the students in local library tours. For tours outside Kurukshetra at least one Male and one Female teacher will accompany the students. The tour reports will be evaluated by the Committee consisting of all the regular teachers of the Department.

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**OPEN ELECTIVE PAPERS**

**PAPER – BLIS-105: Information Literacy**

|  |  |  |  |
| --- | --- | --- | --- |
| Lecture - Credits | Tutorial - Credits | Practical - Credits | Total – Credits |
| 3 | 1 | 0 | 4 |

**Max. Marks: 100**

**Internal Assessment: 20 Marks (presentation/test - 10 + Attendance - 5+ Class Test - 5)**

**Theory: 80 Marks Time: 3 Hours**

**Objectives**

1. To know about the scope of Information Literacy.
2. To develop new skills for design of Information Literacy Programmes.
3. To create and promote Information Literacy Programme.

**Outcomes**

1. Students will be able to understand the concept of Information literacy.
2. Students will be able to develop new skills of Information literacy .
3. Students will be able to grappled not only Information literacy benefits but also recognize gaps inherent in knowledge acquisition.

**Note:** 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 **8** 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-I: Growth and Development of Information Literacy**

* Information Literacy: concept, definition, need and importance
* Types of Information Literacy – Technology Literacy, Media Literacy, Computer

Literacy & Digital Literacy

* Historical perspective of Information Literacy
* Information Literacy and Lifelong Learning

**UNIT- II: Information Literacy and International Organizations**

* Models of Information Literacy: SCONUL
* Partners of Information Literacy: UNESCO, IFLA
* Information Literacy Standards & Guidelines : ALA, ACRL

 **UNIT - III: Information Literacy and Libraries**

* Role of libraries in Information Literacy in different types of libraries: School, College and University Libraries, Public Libraries, Special Libraries
* Information Literacy and LIS Education

**UNIT- IV: Current trends in Information Literacy**

* Information Literacy: Initiatives and Forums in India
* Information Literacy: Competencies
* Information Literacy Implementation: Challenges

**Books Recommended**

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
10. TORRAS (MC) and SAETRE (T P). (2009). Information Literacy Education. 2009. Oxford, Chandos Publishing.

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**PAPER – BLIS-106: Community Information Services (CIS)**

|  |  |  |  |
| --- | --- | --- | --- |
| Lecture - Credits | Tutorial - Credits | Practical - Credits | Total - Credits |
| 3 | 1 | 0 | 4 |

**Max. Marks: 100**

**Internal Assessment: 20 Marks (Presentation/ Test- 10 + Attendance – 5+ Class Test – 5)**

**Theory: 80 Marks Time: 3 Hours**

**Objectives**

1. To provide basic concepts related to community information system and services.
2. To introduce resources, standards and software related to CIS.
3. To explore the applications of software and standards in developing digital community information system and services.

**Outcomes**

1. The students will be able to understand the basic concept of community information system and services.
2. The students will be able to familiarize with the resources, standards and software related to CIS.
3. The students will be able to understand the need of community group.

**Note:** 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 ***8*** 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 -I: Community Information Services (CIS)**

 - Community Information Services – Definition, Need, Features and objectives

 - Libraries as community information centres and their role in social development

**UNIT -II: User Groups and their information needs**

* Information and information services:
* Rural Community
* Urban Community
* Women Empowerment
* Weaker sections of society

**UNIT-III: Community Information Resources**

* Community Information sources: Documentary Sources; Institutional Sources; Human sources and Electronic Resources
* Social Media as a means of information communication.

**UNIT-IV: Government Initiatives for Social Development**

* Role of NGOs in the Community Information
* E-Governance: Meaning, scope and purposes
* E-Governance Initiatives in India
* Right to information: Concept and RTI Act, 2005 (Introduction only)

**Books Recommended**

1. AINLEY (P). Basics of community information: an action handbook for librarians. 1980. London, Association of Assistant Librarians.
2. CHILDERS (Thomas) and POST (Jyoce A). The Information Poor in America.1975. Metuchen N.J , Scarecrow Press.
3. MUKHOPADHYAY (P). Digital community information system: a framework for India. 2011. Germany, LAP Lambert Academic Publishing.
4. SARADA (K). Rural Library Services in India.1986. New Delhi, ESS ESS Publications.
5. VASHISHTH (CP). Ed. Libraries as Rural Community Resource Centers. 2004. New Delhi, B.R.
6. WARNER (E S), MURRAY (A D) and PALMOR (V E). Information Needs of Urban Residents. 1973. Baltimore, MD, Regional Planning Council.

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**SEMESTER – II**

# **PAPER – BLIS-107: MANAGEMENT OF LIBRARIES AND INFORMATION CENTRES**

|  |  |  |  |
| --- | --- | --- | --- |
| Lecture - Credits | Tutorial - Credits | Practical - Credits | Total - Credits |
| 3 | 1 | 0 | 4 |

**Max. Marks: 100**

**Internal Assessment: 20 Marks (Presentation/Test – 10 + Attendance- 5+ Class Test- 5)**

**Theory: 80 Marks Time: 3 Hours**

**Objectives**

1. To introduce environmental factors of Libraries and Information Centres.
2. To understand organizational structure.
3. To study functions and routines of different sections.

**Outcomes**

1. The Students will be able to understand the management aspects of library & information centers.
2. The Students will be familiarize with the different Sections of the Library & information centers.
3. The Students will be able to understand Library Finance and Budgeting.

**Note:** 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 ***8*** 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 – I: Library Environment**

* Organisation, Management and Administration: A Conceptual Framework.
* Library Organisational Structure, Ranganathan's Staff Formula
* Library Committee: Types, functions and powers.

**UNIT – II: Library Finance and Budgeting**

* Sources of Finance.
* Methods of Estimating Library Finance.
* Budget Preparation for different types of Libraries.
* General Administration: Annual Report, Library Statistics, Library Rules.

**UNIT – III: Sections of the Library**

* Book Selection and Procurement: Principles, Policy, Committee, Tools and Procedure.
* Technical Processing Section.
* Periodicals Section.
* Circulation Section.
* Reference Section

**UNIT – IV: Maintenance, Building and Space Management**

* Maintenance Section: Stacking, Shelving, Shelf Rectification, Stock Verification, Binding etc.
* Basic elements in designing library building.
* Furniture and Equipments.

**Books Recommended**

1. Application of Management Techniques to Library and Information Systems, 12th IASLIC Conference, Roorkee, 1979.
2. MITTAL (R L). Library Administration: Theory and Practice. 5th ed. 1983. New Delhi, Metropolitan.
3. MOOKERJEE (Subodh Kumar) and SENGUPTA (Beneyendra). Library Organization and Library Administration. 1972. Calcutta, World Press.
4. PANWAR (B S) and VYAS (S D). Library Management. 1986. Delhi; R.R. Publishing Corporation.
5. RANGANATHAN (S R) Library Manual for Authorities, Librarians and Honorary Library Workers. 2nd ed. 1967. Bombay, Asia.
6. SINGH (M). Library and Information Management: Theory and Practice. 1983. Delhi, IBT.
7. SINGH (R S P). Fundamentals of Library Administration and Management. 1990. Delhi, Prabha.
8. STEUART (Robert) and EASTILICK (John T). Libraries Management. 2nd ed.1991. Colorado, Libraries Unlimited.
9. TRIPATHI (S M). Granthalyaprabandh (Hindi medium).

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**PAPER – BLIS-108: USERS AND INFORMATION SERVICES (THEORY AND PRACTICE)**

|  |  |  |  |
| --- | --- | --- | --- |
| Lecture - Credits | Tutorial - Credits | Practical - Credits | Total - Credits |
| 2 | 1 | 1 | 4 |

**Max. Marks: 100**

**(60+40)**

**Objectives**

1. To introduce with various categories of Users and their Information Needs.
2. To familiarize with different types of Information Services.
3. To introduce with various Information Systems.
4. To introduce with methods of organizing User Education Programmes.
5. To develop practical skills in preparation of selected Information Products.

**Outcomes**

1. The Students will be able to understand the different categories of Information Users and their Information Needs
2. The Students will be familiarize with the Information Services and Products provided by the library
3. The Students will be able to understand the Overview of national and international Information Systems/networks and their Services

**Part-I: Theory**

**Max. Marks: 60**

**Internal Assessment: 10 Marks (Attendance – 5 (includes attendance of Practical Classes also) + Class Test – 5)**

**Theory: 50 Marks Time: 3 Hours**

**Note:** The paper is divided into **3** Units. The examinees will be required to attempt ***Four*** questions in all, including Question 1, which is compulsory and selecting ***One***question from each Unit (I-III). Question 1 will consist of **7** 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 – I: Information Users and their Information Needs**

* Categories of Information Users
* Information Needs: Definition and Characteristics.
* Information Seeking Behavior: Models
* User Studies: Methods and Techniques.
* Information Literacy and User Education: Concepts and Methods.

**UNIT – II: Information Services and Products**

* Information Services: Evolution, Types and Trends.
* Current Awareness Type of Services: CAS, SDI, Press Clipping Service.
* Other Services: Indexing and Abstracting Services, Referral Service, Document Delivery and Translation Services.
* Reference Process: Reference Question; Interview; Search Strategy and Reference Service

**UNIT – III: Information Systems and their Services**

* Overview of National, International and Commercial Information Systems and Networks.
* Introduction to the Background, their Services and Products: DELNET, INFLIBNET, ENVIS, INIS, AGRIS, and OCLC

**Part-II: Practice**

**Max. Marks: 40**

**Internal Assessment (Assignment: 10 marks)**

**Practical Examination: 30 Marks Time: 2 Hours**

The Distribution of Marks and scheme of examination will be as follows:

***Note:*** There will be ***ONE*** question from the following for each examinee:

1. Preparation of Current Contents List on a specified subject. **Marks: 25**
(Broad Subject Heading arrangement).
2. Preparation of a Subject Bibliography (of about 20 books) on a specified subject.
3. Preparation of Newspaper Clippings on a specified subject.
4. Viva-voce: **Marks: 05**

**Syllabus:**

Preparation of: Current Awareness Bulletin, Newspaper Clippings, Contents List, Subject Bibliography.

**Books Recommended**

1. ATHERTON (Pauline). Handbook for information systems and services. 1977. UNESCO, Paris.
2. BOPP (Richard E) and SMITH (Linda C), *Ed.* Reference and information services: An Introduction. Rev. ed. 1995. Libraries Un., USA.
3. GUHA (B) Documentation and information. Rev. ed. 2. 1983. World Press, Calcutta.
4. KATZ (William A). Introduction to reference work. E 7. 2 V. 1996. Mc Graw Hill, New York.
5. KAWATRA (PS). Fundamentals of Documentation. 983. Sterling Pub., New Delhi.
6. KRISHAN KUMAR. Reference Service.Rev.ed.3.1987.Vikas, New Delhi.
7. LALOO (Bikka Tariang).Information Needs, Information seeking behavior and users.2002.Ess Ess, New Delhi.
8. PRASAD (HN).Information needs and users.Rev.ed.2. 1991. BR Publications, New Delhi.
9. TRIPATHI (S.M.). Documentation, Information Services and Networks. 2 V. (Hindi Medium) 1998. Y.K., Agra.
10. TRIPATHI (S.M.). New Dimensions on Reference and Information Services. (Hindi Medium) 1998. Y.K., Agra.
11. USHA PAWAN and GUPTA (Pawan Kumar). SandarbhSewa: Saidhantikavom Kriyatmak 1994. RBSA, Jaipur. (Hindi Medium).

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# **PAPER – BLIS-109: ICT APPLICATIONS IN LIS (THEORY AND PRACTICE)**

|  |  |  |  |
| --- | --- | --- | --- |
| Lecture - Credits | Tutorial - Credits | Practical - Credits | Total - Credits |
| 2 | 1 | 1 | 4 |

Max. Marks: 100

(60+40)

**Objectives**

1. To acquaint the students with the basic concepts of computers.
2. To understand various aspects of library automation.
3. To develop skills in using computers technologies.

**Outcomes**

1. The Students will be able to understand the Overview of Information Communication Technology
2. The Students will be familiarize with the Computers and Computer Architecture
3. The Students will be able to understand the System Software/Operating System (OS)

**Part-I: Theory**

**Max. Marks: 60**

**Internal assessment: 10 Marks (Presentation/ Test – 5 + Attendance – 5 (includes attendance of Practical Classes also)**

**Theory: 50 Marks Time: 3 Hours**

**Note:** The paper is divided into **3** Units. The examinees will be required to attempt ***Four*** questions in all, including Question 1, which is compulsory and selecting ***One*** question from each Unit (I – III). Question 1 will consist of ***7*** 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 – I: Computer Hardware**

* The Evolution of Computers.
* Characteristics of Computers.
* Classification of Computers: Super Computer, Mainframe Computer, Mini Computer and Micro Computer. Digital vs. Analog Computers.
* *Computer Architecture:* Input Devices, Output Devices, Central Processing Unit. Memory (Auxiliary).

**UNIT –II: Software Concept**

* System and Application Software.
* Operating Systems: Single and Multiuser.
* Basics Features of MS Windows and Linux.
* Application Software: Concept and Types.
* Programming Language: Concept and Types.

**UNIT – III: Communication Technology (Networking)**

* *Computer Networks:* Concept, Need and Purpose.
* *Common Network Devices:* Hubs and Switches, Repeaters, Bridges, Routers and Modems.
* *Network Media:* Wires and Cables, Ethernet, Wireless (Satellite).
* *Network Types:* PAN, SAN, LAN, MAN and WAN.
* *Topologies:* Bus, Star, Ring, Token Ring, Tree and Mesh.
* Network Protocols and Standards.

Part-II: Practice

Max. Marks: 40

**Internal Assessment: 10 Marks** **(Assignment – 5 + Class Test – 5)**

Practical Examination: 30 Marks Time: 2 Hours

Note: There will be *One* question each from the following units. The examinees will be required to attempt *Two* questions in all. The candidates will be required to record the steps of database creation on the assigned area.

**UNIT – I: Operating System: Introduction to WINDOWS**

* Important Features of Windows
* Desktop, My Computer, Control Panel, Windows Explorer
* Accessories Applets.

**UNIT – II: MS Office**

* *MS WORD:* Standard Toolbars, Creating a Document, Editing a Document, Formatting a Document, Maintaining Mailing List.
* *MS POWER POINT:* Creating Presentation Slides, Formatting/ Adding Graphics. Animation and Slide Transition, Slide Show. Customizing and Printing.

**UNIT – III: Online and Offline Searching**

* Basic Web Searching
* Advance Internet Searching
* E-mail

Books Recommended

1. Bharathiar University. Introduction to Information Technology. <http://buc.edu.in/sde_book/bcom_ca.pdf>
2. BHARIHOKE (Deepak). Fundamentals of Information Technology. 4th Ed. 2012. Excel Books, New Delhi.
3. BOTT, Ed. Introducing Windows 10 for IT Professionals. 2015. Microsoft Press, Washington.
4. GILL (Nasib Singh). Handbook of Computer Fundamentals. 2016. Jain Book Agency, Delhi.
5. GOOKIN (Dan). Word 2013 For Dummies. 2013. Wiley & Sons, Inc.
6. GOOKIN (Dan). Word 2016 For Dummies. 2013. Wiley & Sons, Inc.
7. Introducing Windows 10. Microsoft Press, Preview eBook. <http://download.microsoft.com/download/D/2/B/D2B18586-8C4F-4F40-828D-99D96489152A/Microsoft_Press_eBook_Introducing_Windows_10_Preview_PDF.pdf>
8. LAMBERT (Joan) and COX (Joyce). Step by Step Microsoft Word 2013. 2013. Microsoft Press, Washington.
9. LAMBERT (Joan) and FRYE (Curtis). Microsoft Office 2016 Step by Step. Microsoft Press. Washington.2015. <https://ptgmedia.pearsoncmg.com/images/9780735699236/samplepages/9780735699236.pdf>
10. LAMBERT (Joan) andLAMBERT (Steve). Windows 10Step by Step. 2015. Microsoft Press,Washington. <https://ptgmedia.pearsoncmg.com/images/9780735697959/samplepages/9780735697959.pdf>
11. LEON (Alexis) and LEON (Mathews). Fundamentals of Information Technology. 2nd Ed. 2009. Vikas Publishing House Pvt. Ltd., New Delhi.
12. LEON-GARCIA (Alberto) and WIDJAJA (Indra). Communication Networks: Fundamental concepts and key architectures. 2nd Ed. 2006. McGraw-Hill.
13. LOWE (Doug). PowerPoint 2013For Dummies. 2013. Wiley & Sons, Inc.
14. LOWE (Doug). PowerPoint 2016 For Dummies. 2015. Wiley & Sons, Inc.
15. McFedries (Paul). Teach Yourself Visually Windows 10. Wiley, 2015.
16. Nagpal (D P). Computer Fundamentals. S. Chand. New Delhi. 2008.
17. NORTON (Peter). Introduction to Computers. Tata McGraw-Hill. New York. 6th Edition. 2008.
<https://onlinestudy4u.files.wordpress.com/2012/10/introduction-to-computers-by-peter-norton-6th-ed.pdf>
18. ROWLEY (Jennifer). Computers for libraries. 3rd ed. Library Association. London. 1993.
19. SALARIA (R S), Computer Fundamentals. 2015. Jain Book Agency, Delhi.
20. SINHA (P K) and Sinha (P). Foundations of computing. 2008. BPB Publications. <http://www.edutechlearners.com/computer-fundamentals-p-k-sinha-free-pdf/>
21. TANENBAUM (Andrew S) and WETHERALL (David J.). Computer networks. 5th Ed. Prentice Hall of India Pvt. Ltd. 2011. <https://inspirit.net.in/books/networking/Computer%20Networks%20-%20A%20Tanenbaum.pdf>
<https://montcs.bloomu.edu/Readings/Computer%20Networks%20-%20A%20Tanenbaum%20-%205th%20edition.pdf>
22. Umesh Kumar Singh. Fundamentals of Computer and Information Technology. Jain Book Agency. Delhi, 2013.
23. WANG (Wallace). Office 2013 For Dummies. 2013. Wiley & Sons, Inc.
24. WEVERKA (Peter). Microsoft Office Home and Student Edition 2013 All-in-One for Dummies. 2013. John Wiley & Sons, Inc.
25. WEVERKA (Peter).Microsoft Office Home and Student Edition 2013 All-in-One For Dummies.2013. Wiley & Sons, Inc.
26. WEVERKA (Peter).Windows 10 For Seniors For Dummies. 2015. Wiley & Sons, Inc.

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# **PAPER – BLIS-110: Library Cataloguing (Theory and Practice)**

|  |  |  |  |
| --- | --- | --- | --- |
| Lecture - Credits | Tutorial - Credits | Practical - Credits | Total - Credits |
| 2 | 1 | 1 | 4 |

#

#  **Max. Marks: 100 (50+50)**

**Part – I: Theory**

**Max. Marks: 50**

**Internal Assessment: 10 Marks (Attendance – 5 (includes attendance of Cataloguing Practical Classes also) + Class Test – 5)**

**Theory: 40 Marks Time: 2 Hours**

**Objectives**

1. To familiarise with the process of cataloguing.
2. To familiarise with various provisions of AACR - II and CCC
3. To familiarise with the process of preparation of Entries according to

AACR- II and CCC.

**Outcomes**

1. The students will be able to understand the process of cataloguing
2. The students will be able to familiarise with various provisions of AACR - II and CCC.
3. The students will be able to familiarise with the process of preparation of Entries according to AACR – II and CCC.

**Note:** The paper is divided into **3** Units. The examinees will be required to attempt ***Four*** questions in all, including Question 1, which is compulsory and selecting ***One*** question from each Unit (I – III). 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 – I: Bibliographic Description-I**

* Catalogue – Definition, Need and Purpose, Types of Library Catalogue
* Physical forms: Conventional and Non-conventional;

**UNIT – II: Bibliographic Description-II**

 - Kinds of Entries and their functioning according to CCC and AACR-II. ALA Rules for filing Entries.

**UNIT – III: Subject Cataloguing**

* Definition, Need, Purpose and problems of Subject Cataloguing, Methods of Subject Cataloguing. Chain Procedure and Sears List of Subject Headings. Latest trends - MARC, ISBD, CCF.

**Part – II: Practice: AACR-II**

**Max. Marks: 50**

**Internal Assessment: 10 Marks (Preparation of Cataloguing Copy)**

**Practical Examination: 40 Marks Time: 2 Hours**

**Objectives**

1. To familiarise with the process of cataloguing according to AACR-II
2. To develop practical skills in preparation of Catalogue Entries according to AACR-II

**Outcomes**

1. The students will be able to understand the process of cataloguing according to AACR-II
2. The students will be able to prepare Entries according to AACR – II

**Note:** There will be ***Five*** Titles and the examinees will be required to attempt any ***Three*** Titles. All titles carry equal marks.

 **Conventional Documents**

* Sections and Skeleton Card of Main and Added entries.
* Basic features, Personal Author(s), Shared Authorship, Collaborator (s).
* Cataloguing of Pseudonym Work.
* Cataloguing of Multivolume documents.
* Cataloguing of Periodical Publications (Simple Periodical Publications)

**Books Recommended**

 1. ALA and others. Anglo American Cataloguing Rules. Revised ed. 2. 1998.

 2. SEARS (ME). Sears List of Subject Headings. Latest edition.

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**PAPER – BLIS-111: LIBRARY TRAINING/INERNSHIP FOR ONE MONTH**

|  |  |  |  |
| --- | --- | --- | --- |
| **Lecture - Credits** | **Tutorial - Credits** | **Practical - Credits** | **Total - Credits** |
| **0** | **2** | **0** | **2** |

**Max. Marks: 50**

**Library Training/Internship for one month**

1. Report of the Librarian **(10 Marks)**
2. Report of Training **(25 Marks)**
3. Presentation of Report **(15 Marks)**

Every student will be required to undergo training/internship in a university/institute library assigned by the Department. All the students will inform the Department their preferred choice of institution for Internship; however, they will be assigned the institution on the basis of merit in the 1st Semester examination and their preference. Every student shall maintain a diary of his/her daily activities performed in the library. After completion of internship, he/she shall prepare and submit a report in the Department. He/she shall also make a presentation on the internship experiences and work performed before the Committee consisting of all the regular teachers of the Department. The librarian of the concerned institution will send a report on the working of the student directly to the Department, which shall be evaluated by the same Committee. The Department shall devise a standard format for presentation of report by the librarian. During the internship period each student shall be assigned to a teacher of the Department who will provide guidance to the student and maintain liaison with the librarian of the concerned institution.

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**ELECTIVE PAPERS**

**PAPER – BLIS-112: School Library System**

|  |  |  |  |
| --- | --- | --- | --- |
| Lecture - Credits | Tutorial - Credits | Practical - Credits | Total - Credits |
| 3 | 1 | 0 | 4 |

**Max. Marks: 100**

**Internal Assessment: 20 Marks (Presentation/Test- 10 + Attendance - 5+ Class Test - 5)**

**Theory: 80 Marks Time: 3 Hours**

**Objectives**

1. To provide an overview of School Library System
2. To familiarize with the role of School library in Elementary and Secondary Education
3. To familiarize with the sources and services provided by school library

**Outcomes**

1. The students will be able to understand the concept of school library
2. The students will be able to understand the role of School library in Elementary and Secondary Education
3. The students will be able to understand the sources and services provided by school library

**Note:** 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 **8** 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- I: School Library System: Basic Concept**

* Definition, scope & objectives
* Components: Mobile Library, Cluster Library, Classroom Library, Centralized school library, School Community Library
* Role of School libraries in Elementary and Secondary Education

**UNIT- II: Information Sources and Collection Development**

* Information sources in school libraries: types; digital resources
* Collection development: selection, acquisition, technical processing, maintenance, stock-verification & weeding out.

**UNIT- III: Users and Information Services**

 **-** Users of school library and their information needs

* Information services in school libraries: Reference Service, Circulation Service, Library hours, Internet-based services.
* Promotion of reading habits among children

**UNIT- IV: Initiatives for School Libraries**

* + - Recommendations of Commissions and Committees on school library development
		- Guidelines of Educational Boards and National Bodies for School Libraries.
		- Role of School Librarian
		- Role of Professional Associations

**Books Recommended**

1. AL-MISFE (AM). A combined public/school library system for the educational district of Riyadh. 1989. Saudi Arabia: A model for planning.
2. AMUCHEAZI (ON). The need for community oriented school library services for the effective implementation of the universal Basic Education Programme. *Nigeria School Library Journal*. 4, 182; 2001; 39-44.
3. BROPHY (P). The academic library. 2005. London, Facet Pub.
4. BUDD (J). The changing academic library: Operations, cultures, environments. 2005. Chicago, Association of College and Research Libraries.
5. CANAVOR (N) and KROLL (C). NASSAU School Library System & American Association of School Librarians. 2000. The school library: Where learning meets the future. New York, Nassau School Library System.
6. CHRISTIAN (A R). (2013). Academic library management: Universities, colleges and institutions. 2013. Jaipur, Vista Publishers.
7. COHEN (LB). Library 2.0 initiatives in academic libraries. 2007. Chicago, Association of College and Research Libraries.
8. DANIEL (CI). 2001. The school libraries and the librarians: making a difference in the knowledge age. Being a compendium of papers presented at the 39th National conference and AGM of the NLA held at Owerri, 2001; 109-104.
9. DIKE (VW). The role of the school library in reading promotion. Nigerian School Librarianship: Yesterday, Today and Tomorrow. 1998. D.F Elaturoti. Ed. Ibadan, Nigerian School Library Association.
10. DUTCHESS COUNTY BOCES SCHOOL LIBRARY SYSTEM (N.Y.). School library system notes.1986. Red Hook, N.Y: The System.
11. ELATUROTI (DF). Learning resources and development for Nigerian school libraries. In: Elaturoti, D.F. (Ed). Nigerian school Librarianship: Yesterday, Today and Tomorrow. 1998. Ibadan, Nigerian school library Association.
12. ELGUINDI. Electronic resource management. Practical perspectives in a new technical services model*.* 2013. Stanton Harcourt, Chandos Publishing Ltd.
13. FAYOSE (PO). School Library Resource centres for Educational Excellence. 1995. Ibadan, AENL publishers.
14. FREEMAN (P). Pathfinder: An operational guide for the school librarian. 1975. New York, Haper & Row Publishers.
15. IFLA/UNESCO. The school libraries and learning for all: IFLA/UNESCO school library manifesto. 2000. IFLANET.
16. IFLA/UNESCO. IFLA/UNESCO school library manifesto: the school library in teaching and learning for all. 2002. Retrieved from http//www.ifla.org. 22/06/08
17. Islam, M.A. School libraries in Bangladesh: A state-of-the-art report. *School libraries Worldwide*. 4, 2; 1998; 37-38.
18. LIBRARY AND INFORMATION TECHNOLOGY ASSOCIATION (U.S.). Open source software for libraries: An open source for libraries collaboration. 2002. Chicago: LITA.
19. MORRIS (FO). Schools Library Services 1990-2000. School Librarian. 49, 1; 2004; 12-13.
20. PATRICK(R J). *Guidelines for library cooperation: Development of academic library consortia*. 1972. Santa Monica, Calif, System Development Corp.
21. PECK (P). Crash course in children's services. 2006. Westport, Conn: Libraries Unlimited.
22. RADFORD (M L) and SNELSON (P). Academic library research: Perspectives and current trends. 2008. Chicago, Association of College and Research Libraries.
23. THANUSKODI (S). Challenges of academic library management in developing countries. 2013. Hershey PA, Information Science Reference.

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**PAPER – BLIS-113: E-Resource Management**

|  |  |  |  |
| --- | --- | --- | --- |
| Lecture - Credits | Tutorial - Credits | Practical - Credits | Total - Credits |
| 3 | 1 | 0 | 4 |

**Max. Marks: 100**

**Internal Assessment: 20 Marks (Presentation/ Test- 10 + Attendance- 5+ Class Test- 5)**

**Theory: 80 Marks Time: 3 Hours**

**Objectives**

1. To know the meaning, definition and types of electronic resources.
2. To study electronic resources and their life cycles.
3. To get awareness about collection development of e-resources.
4. To study the activities involved in developing collection and providing access to electronic resources.

**Outcomes**

1. The students will be able to have better knowledge to manage electronic resources in libraries.
2. The students will be empowered about the collection development of e-resources.
3. The students will be able to access to electronic resources.

**Note:** 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 ***8*** 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 I: Electronic Resources**

* concept, need, characteristics, benefits and drawbacks
* E-Resource life cycle
* Types of e-resources

**UNIT II: Collection Development**

* Collection building process: formulating policy, budgeting, evaluation of e-resources,
* subscription models: licenses and Negotiation
* Consortia: concept, need , purpose & limitations; E- shodhsindhu
* Preservation and Perpetual Access.

**UNIT III: Access Management**

* Access management of e-resources, channels
* Authentication and Authorization
* Organization & description of resources. Metadata: Basis Concept
* User training and awareness

**UNIT IV: Usage Statistics and ERMS**

* Usage statistics of E-resources
* Standards and Guidelines (COUNTER,SUSHI)
* ERMS: Concept, need & features
* Salient features of some ERMS (Exlibris VERDE)

**Books Recommended**

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

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**OPEN ELECTIVE PAPER**

**(Inter-Disciplinary Paper for the students of other Departments)**

**LIS-OE-1: Introduction to Library and its Services**

|  |  |  |  |
| --- | --- | --- | --- |
| Lecture - Credits | Tutorial - Credits | Practical - Credits | Total - Credits |
| 1 | 1 | 0 | 2 |

**Objectives**

1. To highlight the importance of libraries in higher education
2. To Introduce the students with different types of libraries and their roles
3. To Introduce the students with various sections of libraries
4. To introduce the students with library collection
5. To introduce the students with library services

**Outcomes**

1. The student will be able to appreciate the role of libraries
2. The student will be able to understand the functioning of different types of libraries
3. The student will be able to use different types of information sources for different needs
4. The student will be able to know and use different library services

**UNIT-I: Introduction to Library**

* Library and its types: Public, Academic, and Special
* Role of University Library in Higher Education
* Digital library

**UNIT-II:** **Different Sections of Library**

 - Different Sections of a University Library and their functions: Acquisition, Technical, Maintenance, Reference, Periodicals.

 - Library catalogue and Classification Schemes: Brief introduction to CC and DDC.

**UNIT-III: Library and Information Sources**

* Information Sources and their categories. Introduction to periodicals, books, research reports, encyclopedias, dictionaries, yearbooks, directories, bibliographies, indexing and abstracting sources
* Search strategy: Manual

**UNIT-IV: Library and information services**

* Library and information services: Reference service- face to face and digital, OPAC and database search, library portal, information literacy instruction, etc.
* Introduction to Network based services.

**Books Recommended**

 List will be provided by the concerned Teacher.

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