

Sadakathullah Appa College

(Autonomous)

(Reaccredited by NAAC at an 'A' Grade. An ISO 9001:2015 Certified Institution)

Rahmath Nagar, Tirunelveli- 11.

Tamil Nadu.

DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE



CBCS SYLLABUS

Learning Outcomes-based Curriculum Framework for LIBRARY INFORMATION SCIENCE (B.Lib.I.Sc.)

(Applicable for the students admitted from June 2021 as per
the Resolutions of the Academic Council Meeting held on 20.03.2021)

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COURSE PATTERN STRUCTURE

CBCS Syllabus – Bachelor of Library Information Science (Applicable for students admitted in June 2021 and onwards)

SEM	P	Title of the paper	S. Code	H/W	L	T	P	C	Marks		
									I	E	T
I	DSC 1	Fundamentals of Library and Information Science	21UCLS11	4	4	-	-	4	25	75	100
	DSC 2	Information Sources and Services	21UCLS12	4	4	-	-	4	25	75	100
	DSC3	Knowledge Processing and Retrieval: Classification (Theory)	21UCLS13	4	4	-	-	4	25	75	100
	DSC 4	ICT Applications in Libraries	21UCLS14	4	4	-	-	4	25	75	100
	DSCP 1	Knowledge Processing and Retrieval: Classification (Practical)	21UCLS1P1	6	-	-	6	3	40	60	100
	DSCP 2	ICT Applications in Libraries (Practical)	21UCLS1P2	6	-	-	6	3	40	60	100
	AECC	Communication Skills	21UELS11	2	2	-	-	2	25	75	100
II	DSC 5	Library Administration and Management	21UCLS21	5	4	1	-	4	25	75	100
	DSC 6	Knowledge Processing and Retrieval: Cataloguing (Theory)	21UCLS22	5	4	1	-	4	25	75	100
	DSCP 3	Knowledge Processing and Retrieval: Cataloguing (Practical)	21UCLS2P1	8	-	-	8	4	40	60	100
	DSE 1 (Any one)	Library Automation and Digitisation	21UELS21A	5	4	1	-	4	25	75	100
		School Library and Media Centre	21UELS21B								
		Public Library System	21UELS21C								
	DSE 2	Project	21UELS22	5	-	-	-	4			100
	SEC	SWAYAM NPTEL Online Course	21USOC21	2	-	2	-	2	25	75	100
		Preservation and Conservation of Library Materials	21USLS21								
				60				46			1300

Department of Library and Information Science

Programme : B.Lib.I.Sc.

Programme Learning Outcomes

PLO	Upon completion of B.Lib.I.Sc. Degree Programme, the Graduates will be able to:
PLO 1	Disciplinary knowledge: Acquire in-depth knowledge of major concepts, theories, laws, and principle of various subject matters.
PLO 2	Critical thinking and Problem Solving skills Analyse subjects of documents based on various classification schemes; prepare subject headings, abstracting and indexing entries for documents; think critically for solving various problems pertaining to the management of Libraries and Information Centres, while providing reference and other services and formulate search strategies for searching of information
PLO 3	Practical skills/Skilled Professionals: Classify documents using prominent classification schemes; to catalogue all types of documents using various catalogue codes and metadata standards; to carry out various in-house practices and to provide library and information services by using ICT tools, to search information from Online and electronic databases.
PLO 4	Ethical awareness /Team worker Work effectively in diverse teams in classrooms, and in Libraries and Information Centers; aware of ethical issues related with Intellectual Property Rights, and publication ethics while providing library services to maintain academic and professional integrity.
PLO 5	Communication Skills and Digital Literacy/Lifelong learning Enrich Listening, Speaking, Reading and Writing skills for handling users and authorities in verbal and non verbal forms, in an effective manner; Efficiently use digital technology to communicate, to upgrade knowledge, to do in-house operations, and to search information from various sources to make aware of digital preservation policies. Become self-paced, self-directed and sustained learners aiming at inter and intra personal development.

Programme Specific Outcomes

PSO No	Upon completion of the B.Lib.I.Sc Degree programme, the graduates will be able to:	PLOs Mapped
PSO 1	Demonstrate in depth knowledge of the basic concepts, principles, theories and laws related with the broad field of Library and Information Science and its sub-fields such as types of libraries, types of information sources, library management, reference and information services.	1, 3, 5
PSO 2	Demonstrate professional attitude through commitment for fulfilling the five laws of library science enhancing use of reading material and user satisfaction through effective and efficient library services.	1, 3, 4, 5
PSO 3	Apply skills in carrying out professional activities and housekeeping operations using library management software, digitalization of libraries, Architecture, digital library services and web technology.	1, 2, 3, 5
PSO 4	Reveal skills to provide diverse library services such as document circulation, reference and information services, Internet and database searching.	1, 2, 3, 5
PSO 5	Proceed in-house operations, classification, cataloguing and physical processing of information and Determine knowledge, understanding and skills that offer job opportunities as librarians variety of libraries	1, 2, 3, 4, 5

SEMESTER – I

Course Title	Fundamentals of Library and Information Science
Total Hrs.	60
Hrs./Week	4
Sub.Code	21UCLS11
Course Type	DSC-I
Credits	4
Marks	100

General Objective:

To know the fundamentals of data, information, communication, library and society

Course Objectives:

CO	The learners would have learned to
CO-1	understand the development and role of library and information centres in the Society
CO-2	understand the meaning, features and other aspects of communication
CO-3	Construct the various legislations related to the Information
CO-4	Advertise Library as Information Institution of different types
CO-5	facilitate with various Professional Associations and Organizations related to Library and Information Science

Unit-1: Libraries- Types and Roles

Library – origin, History and development, Types of libraries and Information Centres – objectives, features, Functions – Public Relations and Extension Activities – Role of libraries in socio-economic, cultural, Educational, Scientific and Technological Developments – five laws of library science and its implications- Library and Information Science as a Discipline.

Unit-2: Information and Communication

Information and Information Science: Information – Meaning, Characteristics - Data, Information, Knowledge and wisdom - Information Society: Features and Characteristics Communication– Models, Barriers, Channels – formal and informal, - Information Transfer Cycle: Generation, Storage and Dissemination of information - Library / Information Centre as communication agency

Unit-3: Library Legislation

Library Legislation: Need, Features - Library Legislation in India - The Press and Registration of Books Act; The Delivery of Books and Newspapers (Public Libraries) Act; Copyright Act – Library Cess - Right to Information Act; Intellectual Property Rights; Plagiarism; Information Technology Act; Copy Right, Trademark, Patents

Unit-4: Library and Society

Library as Information Institution of different types: Archives, Documentation centres, Information Analysis Centres, Museums and their respective roles and functions – Librarianship: Librarian as different Professional - - Professional Ethics

Unit-5: Professional Associations and Organizations

National and International Professional Associations: ILA, IASLIC, IATLIS, IFLA, ALA, CILIP, ASLIB, MALA and SLA - Role of UNESCO, UGC and RRRLF in the promotion and development of Libraries

Text Books:

- K.S.Deshpande, University Library System in India, Sterling Publisher.
- Chakrabarti, B and Mahapatra, P.K. Library and information Science – an introduction, Calcutta, World Press, 2000.
- Kaula, P.N., Library and information society, Calcutta, World Press, 1993.

Reference Books:

- Ranganathan, S.R, Five Laws of Library Science, 1957.
- Colin Harrison, The Basic of Librarianship, Oxford Publisher.
- Ranganathan, S.R. and Neelameghan, A., Public library legislation: India, Sri Lanka, UK and USA. Comparative library legislation. Bangalore, Savada Ranganathan Endowment for library science, 1972.

Course Outcomes:

CO	Upon completion of the course, the student will be able to	PSOs Addressed	Cognitive Level
CO-1	Apply the five laws of Library Science in the different types of library and information centres in the society	1, 2	Applying
CO-2	Administer Library and Information Centres as communication agencies.	1, 4	Applying
CO-3	Analyse the legislations related to Library and Information Science	1, 2	Analysing
CO-4	Choose librarianship as a profession by identifying the role of libraries in the development of various aspects of society.	1, 2, 5	Evaluating
CO-5	Recommend the role of national and international library associations and organizations.	1, 3	Evaluating

Relationship Matrix

Semester	Course Code	Title of the Course				Hours	Credit			
I	21UCLS11	Fundamentals of Library and Information Science				60	4			
Course Outcomes (COs)	Programme Learning Outcomes (PLOs)					Programme Specific Outcomes (PSOs)				
	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5
CO-1	✓		✓	✓	✓	✓	✓			
CO-2	✓	✓	✓		✓	✓			✓	
CO-3	✓		✓	✓	✓	✓	✓			
CO-4	✓	✓	✓	✓	✓	✓	✓			✓
CO-5	✓	✓	✓		✓	✓		✓		
	Number of matches (✓) = ...32.... Relationship = Medium Low (If the No. of matches are less than 25) Medium (If the No. of matches are between 25 and 33) High (If the No. of matches are more than 33)									

SEMESTER – I

Course Title	Information Sources and Services
Total Hrs.	60
Hrs./Week	4
Sub.Code	21UCLS12
Course Type	DSC-II
Credits	4
Marks	100

General Objective:

To know and categorise various information sources, services and information literacy products

Course Objectives:

CO	The learners would have learned to
CO-1	Remember various types of Information Sources
CO-2	Identify Reference Sources and Electronic Information Sources
CO-3	Choose various types of Library Services
CO-4	Explain the role of Reference Librarian in Electronic Environment
CO-5	Consider the concept of Information Literacy Programmes

Unit 1: Information Sources

Basic Concepts – Definition, Importance, Nature and Characteristics, Types and Formats - Documentary and Non-Documentary Sources - Primary, Secondary and Tertiary Sources of Information - Human Sources of Information; Institutional Sources

Unit 2: Reference Sources and Electronic Information Sources

Reference Sources: Characteristics, Types, Usefulness - Electronic Sources: E-books, E-Journals, ETDs - Subject Gateways, Web Portals, Bulletin Boards, Discussion Group/Forum, Multimedia Resources, Databases, Institutional repositories - Evaluation of Reference Sources and Electronic Information Sources

Unit 3: Information Services

Types of Information Services: Documentation Services: Abstracting and Indexing Services – Alerting Services, CAS, SDI, Reprographic Service, Translation Service, Document Delivery and Referral Service, Library Extension Services

Unit 4: Reference and Referral Services

Reference and Information Services: Reference Service Definition, Need and Types Theory and Functions of Reference and Information Service – Enquiry Techniques – Role of Reference Librarian and Information Officer in Electronic Environment.

Unit 5: Information Literacy Programmes

Concept, Objectives, Initiation of Users – Users and their Information needs: Categories of users, Ascertaining users Information needs, Types of user studies– Information Literacy Products, Definition: Librametrics, Bibliometrics, Scientometrics

Text Books:

- Krishna Kumar, Reference Service, Vikas Publishing House Pvt Ltd.
- Dr.Pankaj Kumar Sigh, Library Information Services and Systems, Discovery Publishing House
- Guha,B.: Documentation and information: Services, techniques & Systems: 2nd rev. ed., World Press, 1983.
- Katz W.A.: Introduction to reference work, 8th ed., McGraw-Hill, higher Education, 2002.

Reference Books:

- K.G.Rastogi, Reference Services in Library Science, Alfa Publications.
- Bhagwatiben Govindbhai Prajapati, Library and Information Science, Discovery Publishing House.
- Deepak kumar, Library Indexing and Abstracting, Discovery Publishing House.
- Grogan, Denis: Pracical reference work. London, library Association, 1991.

Course Outcomes:

CO	Upon completion of the course, the student will be able to	PSOs Addressed	Cognitive Level
CO-1	Understand, identify and explore the different types of information sources.	1, 5	Applying, Understanding
CO-2	Categorize the various types of users and user studies	1, 2	Applying
CO-3	Evaluate Reference Sources and Electronic Information Sources	2, 4	Evaluating
CO-4	Decide among the information services	1, 2, 4	Evaluating
CO-5	Adapt to be Reference Librarian in Electronic Environment	1, 2, 4	Creating

Relationship Matrix

Semester	Course Code	Title of the Course				Hours	Credit			
I	21UCLS12	Information Sources, and Services				60	4			
Course Outcomes (COs)	Programme Learning Outcomes (PLOs)					Programme Specific Outcomes (PSOs)				
	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5
CO-1	✓	✓	✓	✓	✓	✓				✓
CO-2	✓		✓	✓	✓	✓	✓			
CO-3	✓	✓	✓	✓	✓		✓		✓	
CO-4	✓	✓	✓	✓	✓	✓	✓		✓	
CO-5	✓	✓	✓		✓	✓			✓	
	Number of matches (✓) = ...34.... Relationship = High									

SEMESTER – I

Course Title	Knowledge Processing and Retrieval – Classification (Theory)
Total Hrs.	60
Hrs./Week	4
Sub.Code	21UCLS13
Course Type	DSC-III
Credits	4
Marks	100

General Objective:

To understand the role of Library classification in knowledge organization, mode of formation of subjects in the universe of knowledge, and various concepts, theories and principles in classification.

Course Objectives:

CO	The learner will be able to
CO-1	Understand the nature and attributes of universe of knowledge and basic concepts of Library Classification
CO-2	Interpret the meaning, purpose, functions, theories and canons of library classification and elaborate meaning and types of subjects and modes of subject formation.
CO-3	Explain the fundamental categories and devices in library classification
CO-4	Construct Call number with reference to various facet notation.
CO-5	Estimate the characteristics, merits and demerits of different species of library classification schemes with reference to major classification schemes and recent developments in library classification

Unit 1: Library Classification

Universe of Knowledge: Nature, Attributes - Subject: Meaning, Types (Basic, Compound, Complex) Library Classification: Concepts, Terminology, Need Purpose and Functions
Species of classification Schemes – History and Development of Library Classification -
Universe of Knowledge as Mapped in Different Classification Schemes

Unit 2: Theory of Library Classification

General Theory – Descriptive Theories of J. D. Brown, E. C. Richardson, E. W. Hulme, W.C. B. Sayers, H. E. Bliss.

Dynamic Theory: S. R. Ranganathan – Normative Principles for various levels – Basic Laws, Fundamental Laws, Canons, Postulates, Principles of facet sequence, Principles of Helpful Sequence.

Unit-3: Approaches to Library Classification

Postulational Approach and Systems Approach, Fundamental Categories, Facet Analysis and Fact Sequence, Phase Relation and Common Isolates, Devices in Library Classification -
Modes of Formation of subjects.

Unit-4: Notation and construction of Classification Number

Notation: Meaning, Need, Functions, Types, Qualities, Call number: Class Number, Book Number and Collection Number, construction of Class Number.

Unit 5: Classification Schemes and Current Trends

Classification Schemes: Species of Library Classification Schemes - Dewey Decimal Classification (DDC), Colon Classification (CC); Universal Decimal Classification (UDC), - Library of Congress Classification (LCC)

Current Trends: Simple Knowledge Organization Systems (SKOS) - Automatic Classification, Web Dewey – Taxonomies – Folksonomy - Classification Research Group (CRG)

Text Books:

- S.R. Ranganathan, Prolegomena to Library Classification, Sarada Ranganathan Endowment.
- S.R. Ranganathan, Classification and Communication, Sarada Ranganathan Endowment.
- S.R. Ranganathan, Elements of Library Classification, Sarada Ranganathan Endowment.
- Chakrabati, B, Library Classification theory, Calcutta, World Press.
- Krishan Kumar: Theory of Classification, Vikas Publisher.

Reference Books:

- A.A.N. Raju, Dewey Decimal Classification [DDC-20]: Theory and Practice: A Self Instructional Manual, T.R. Publications.
- M.S. Achdeva, Colon Classifications, Sterling Publisher.
- S. R. Ranganathan, Colon Classification, Asia Publishing House.
- Rowley, Jennifer E. Organizing Knowledge: an introduction to information retrieval 2nd ex. Ashgati, 1992.
- Rajendra Kumbhar, Library Classification Trends in the 21st Century, Chandos Publishing, 2012.

Course Outcomes :

CO. No.	Upon completion of the course, the student will be able to	PSOs Addressed	Cognitive Level
CO-1	Explain the nature and attributes of universe of knowledge.	1	Understanding
CO-2	Interpret the meaning, purpose, functions, theories and canons of library classification.	1,2	Understanding
CO-3	Construct different species of library classification schemes and choose among the major classification schemes based on the current developments in library classification	1, 2	Analysing
CO-4	Express the meaning and types of subjects and modes of subject formation.	5	Creating
CO-5	Construct Call number with reference to various facet notation.	1, 4	Creating

Relationship Matrix

Semester	Course Code	Title of the Course				Hours	Credit			
I	21UCLS13	Knowledge Processing and Retrieval – Classification (Theory)				60	4			
Course Outcomes (COs)	Programme Learning Outcomes (PLOs)					Programme Specific Outcomes (PSOs)				
	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5
CO-1	✓		✓		✓	✓				
CO-2	✓		✓	✓	✓	✓	✓			
CO-3	✓		✓	✓	✓	✓	✓			
CO-4	✓	✓	✓	✓	✓					✓
CO-5	✓	✓	✓		✓	✓			✓	
	Number of matches (✓) = ...28.... Relationship = Medium									

SEMESTER – I

Course Title	ICT Applications in Libraries (Theory)
Total Hrs.	60
Hrs./Week	4
Sub.Code	21UCLS14
Course Type	DSC-IV
Credits	4
Marks	100

General Objective:

To introduce the basics of computers and to develop familiarity with networking and Library Networks.

Course Objectives:

CO. No.	The learner will be able to
CO-1	Understand the structure of computer and functions of its various units and types of softwares.
CO-2	Explain the basics of Database Management Systems (DBMS)
CO-3	Identify components of different computer networking and Library networks
CO-4	Explain about Internet, search engines and network security.
CO-5	Justify the various internet protocols and standards

Unit-1: Introduction to Computer: Definition - History & Generation of Computer - Application of Computer - Advantages of Computer - Characteristics of Computer - Types of Computer: **Memory:** Units, Representation, Types - Primary memory: Secondary memory - Components of CPU - **Input, Output devices** -. Introduction to System Software and Application Software, Genesis of Operating Systems - Word Processing, Spreadsheets, PowerPoint Presentation, Need and purpose of ICT in libraries

Unit 2: Database Management System

Concepts and Components, Database Structures, File Organization and Physical Design, Database Management System: Basic Functions, Potential Uses, RDBMS, Database Management Software.

Unit-3: Networking and Networks

Networking: Concept, need and advantages. Basic components of network Network Topologies – Star, Ring, Bus, Hierarchical, Tree and Complete.. Types of Networks – LAN, MAN, WAN. Wireless Networking Networks: General and Bibliographic. General – ERNET, NICNET, INFONET. Library Networks: OCLC, INFLIBNET, DELNET

Unit-4: Internet and Web Browser

Internet: Definition & History of Internet – Concept, Features, Services- Uses of Internet , Different types of Internet Connections; Dial up connection, Broad band (ISDL,DSL, Cable), Wireless (Wi-Fi, WiMax, Satellite, Mobile) naming convention, Web Browsers – Purpose,

Functions, Facilities available with different Browsers. Definition of Web-Addressing -URL- browsers and Search Engines – Concept. Types and applications. Sample Search by using Internet Explorer and Netscape. Internet Security Internet Reference Sources: Identification, and accessing. Evaluation of Internet Information Sources – Need, Methods / Techniques.

Unit-5: Internet Protocols

Hypertext, Hyper media: Markup Languages – HTML, XML,– Features. Web: Concept, Usefulness. Content Development / Content Creation for Web. Web Design – Methods Protocols: Definition, Concept. Types – General - TCP / IP, OSI. Other Protocols: SMTP, Telnet, FTP, HTTP, Z39.50. Portals – Social Networking sites – Blogs.

Textbooks:

1. Rajaraman, V. (2001). Fundamentals of Computers (3rd ed.). New Delhi: Prentice-Hall of India Pvt Ltd.
2. World Wide Web Design with HTML, C.Xavier, New Delhi:TMH, 2014.
3. Alexis Leon and Mathews Leon, Database Management System, Tata Mcgraw Hill.

Reference Books:

- Internet Standards and Protocols, New Delhi : PHI, 2015.
- Moorthy A.L, Information Technology Application in Academic Libraries, Information & Library Network Centre.
- Uyless Black, Computer Networks and Protocols, PHI.

Web Resources

www.oclc.org

<https://ernet.in>

www.nic.in

<https://delnet.in>

www.inflibnet.ac.in

www.ugc.ac.in

Course Outcomes:

CO	Upon completion of the course, the student will be able to	PSOs Addressed	Cognitive Level
CO-1	Recognize the basics of computers in using the application softwares.	3,5	Applying
CO-2	Organize data using MS Access	3,5	Applying
CO-3	Analyse and take part in different networks and recommend a suitable one	3, 5	Analysing, Evaluating
CO-4	Evaluate the internet information sources	3, 4	Evaluating
CO-5	Select which internet protocol and standard can be used in the library	3, 4	Evaluating

Relationship Matrix

Semester	Course Code	Title of the Course				Hours	Credit			
I	21UCLS14	ICT Applications in Libraries (Theory)				60	4			
Course Outcomes (COs)	Programme Learning Outcomes (PLOs)					Programme Specific Outcomes (PSOs)				
	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5
CO-1	✓	✓	✓	✓	✓			✓		✓
CO-2	✓	✓	✓	✓	✓			✓		✓
CO-3	✓	✓	✓	✓	✓			✓		✓
CO-4	✓	✓	✓		✓			✓	✓	
CO-5	✓	✓	✓		✓			✓	✓	
	Number of matches (✓) = ...33.... Relationship = Medium									

SEMESTER – I

Course Title	Knowledge Processing and Retrieval: Classification (Practical)
Total Hrs.	90
Hrs./Week	6
Sub.Code	21UCLS1P1
Course Type	Core Practical - I
Credits	3
Marks	100

General Objective:

To develop skills for in using classification schemes for classifying various documents.

Course Objectives:

CO	The learner will be able to
CO-1	Identify the main class from the universe of knowledge
CO-2	Associate the fundamental categories
CO-3	Practice use of common isolates
CO-4	Rate the Index/ auxiliary tables/add notes of classification schemes
CO-5	Decide the class number for the given documents with simple, compound, complex subjects

Classification of documents with simple, compound, complex subjects using standard subdivisions/ common isolates/special isolates/auxiliary tables/add notes from schedules according to

1. Colon Classification (6th Revised Edition)
2. Dewey Decimal Classification: 19th Edition

References

1. Ranganathan, S. R. (2008). *Colon classification*. 6th rev. ed. New Delhi: EssEss Publications.
2. Dewey, Melvil and Mitchell, Joan S. (2011). *Dewey Decimal Classification and Relative Index*. 19th ed. Dublin: OCLC

Course Outcomes

CO	Upon completion of the course, the student will be able to	PSOs Addressed	Cognitive Level
CO-1	Write use of index of the classification scheme.	4, 5	Applying
CO-2	Classify books according to various discipline.	4, 5	Analysing
CO-3	Compile book numbers.	4, 5	Creating
CO-4	Create class numbers by using the standard subdivisions/common isolates/auxiliary tables.	4, 5	Creating
CO-5	Create class numbers for documents with simple, compound and complex Subjects.	4, 5	Creating

Relationship Matrix

Semester	Course Code	Title of the Course				Hours	Credit			
I	21UCLS1P1	Knowledge Processing and Retrieval: Classification (Practice)				90	3			
Course Outcomes (COs)	Programme Learning Outcomes (PLOs)					Programme Specific Outcomes (PSOs)				
	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5
	✓	✓	✓	✓	✓				✓	✓
	✓	✓	✓	✓	✓				✓	✓
	✓	✓	✓	✓	✓				✓	✓
	✓	✓	✓	✓	✓				✓	✓
	✓	✓	✓	✓	✓				✓	✓
	Number of matches (✓) = ...35.... Relationship = High									

SEMESTER – I

Course Title	ICT Applications in Libraries (Practical)
Total Hrs.	90
Hrs./Week	6
Sub.Code	21UCLS1P2
Course Type	Core Practical
Credits	3
Marks	100

General Objective:

To give hands-on-experience in computer and application to library housekeeping operations and to get familiarise with internet search strategies.

Course Objectives:

CO	The learner will be able to
CO-1	Visualize and format files using word processing, Spread Sheet and Presentation software
CO-2	Describe library housekeeping operations using library management software
CO-3	Complete different types of report using library management softwares
CO-4	Prioritize and Search information from internet using suitable search strategies
CO-5	Compile bibliographic information from WebOPAC

1. Use of Word Processing Software,
2. Spread Sheet Management Software
3. Power Point Presentation Software
4. Searching Information from Internet using Different Search Engines;
5. Searching Databases by adopting various search strategies and filters
6. Installation and Use of KOHA Library Management Software (all modules);
7. Installation and Use of DSpace Library Management Software (all modules);

Course Outcomes:

CO	Upon completion of the course, the student will be able to	PSOs Addressed	Cognitive Level
CO-1	Create and format files using Word Processing Software, Spread Sheet Management Software and Power Point Presentation Software	3, 4	Creating
CO-2	Facilitate library housekeeping operations using Koha and DSpace	3, 4, 5	Creating
CO-3	Create different types of report using Koha and DSpace	3, 4	Creating
CO-4	Plan and Search information from internet using suitable search strategies	3, 4	Creating
CO-5	Compile bibliographic information from WebOPAC	3, 4, 5	Creating

Relationship Matrix

Semester	Course Code	Title of the Course				Hours	Credit				
I	21UCLS1P2	ICT Applications in Libraries (Practice)				90	3				
Course Outcomes (COs)	Programme Learning Outcomes (PLOs)					Programme Specific Outcomes (PSOs)					
	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5	
	CO-1	✓	✓	✓		✓			✓	✓	
	CO-2	✓	✓	✓	✓	✓			✓	✓	✓
	CO-3	✓	✓	✓		✓			✓	✓	
	CO-4	✓	✓	✓		✓			✓	✓	
	CO-5	✓	✓	✓	✓	✓			✓	✓	✓
	Number of matches (✓) = ...34.... Relationship = High										

SEMESTER – I

Course Title	COMMUNICATION SKILLS
Total Hrs	30
Hrs/Week	2
Sub.Code	21UELS11
Course Type	AECC
Credits	2
Marks	100

General Objective:

- To discuss the importance of Ethics in English Communication and to develop reading, writing, and vocabulary skills.

Course Objectives:

CO No.	The learner will be able to
CO-1	Understand the basic skills and fundamental aspects of language learning.
CO-2	Develop their interest in vocabulary and awareness of the structure of English.
CO-3	Correlate verbal fluency for face-to-face communication.
CO-4	Distinguish the comprehension skills and clear pronunciation.
CO-5	Create confidence to have more professional approach and expose them to suitable employment opportunities, challenges and jobs.

Unit I

Communication Skills: An Overview

Unit II

Basic Grammar: Parts of Speech

Unit III

Listening Skill

Unit IV

Reading and Speaking Skills

Unit V

Letter Writing

TEXTBOOK:

Communication Skills. PG Department of English.

REFERENCE BOOKS:

1. Fowler H.W. Fowler's Modern English Usage. New Delhi: Oxford University Press, 1996.
2. Hornby. A.S.,ed. Oxford Advanced Learner's Dictionary of Current English. New York: Oxford University Press, 2010.

Course Outcomes:

CONo.	Upon completion of the course, the student will be able to	PSOs Addressed	Cognitive Level
CO-1	Understand the different methods of communication.	1,2	Understanding
CO-2	Apply the various techniques and tools for an effective English communication.	1,2, 4	Applying
CO-3	Analyze the recent learning techniques for an effective communicator.	2,3	Analyzing
CO-4	Evaluate the importance of non-verbal communication.	3, 4	Evaluating
CO-5	Create an appropriate method and engage themselves with good written communication.	2,4,5	Creating

Relationship Matrix

Semester	Course Code	Title of the Course					Hours	Credit		
I	21UCLS11	COMMUNICATION SKILLS					30	2		
Course Outcomes (COs)	Programme Learning Outcomes (PLOs)					Programme Specific Outcomes (PSOs)				
	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5
CO-1	✓		✓	✓	✓	✓	✓	✓		✓
CO-2	✓	✓	✓	✓	✓	✓		✓	✓	✓
CO-3	✓	✓		✓		✓	✓		✓	✓
CO-4	✓	✓	✓		✓	✓	✓	✓	✓	✓
CO-5	✓	✓	✓	✓	✓		✓	✓	✓	✓
	Number of matches (✓) = 42 Relationship = High									

SEMESTER – II

Course Title	Library Administration and Management
Total Hrs.	75
Hrs./Week	5
Sub.Code	21UCLS21
Course Type	DSC-V
Credits	4
Marks	100

General Objectives:

To introduce the concepts of management thoughts and to familiarize with HRD, TQM and governance of library and information centres

Course Objectives:

CO	The learner will be able to
CO-1	Understand the principles and functions of management.
CO-2	Express the routines and Maintenance in Library
CO-3	Administer the budgeting types for the library
CO-4	Justify the concept of financial management and human resource management.
CO-5	Produce the library statistics and prepare annual report.

Unit 1: Principles and Functions of Management

Management: Concept, Scope - Schools of Management Thoughts - Principles of Management- Management of Libraries and Information Centres - Functions of Management - Levels of Management in Libraries

Unit 2: Routines and Maintenance in Library

Routines: Acquisition, Serials, reference, Circulation Techniques- Maintenance: Circulation Maintenance, Records Maintenance, Stock – Verification, Shelf Rectification, Binding, Preservation

Unit 3: Library Finance

Sources of Library Finance, Estimation of Library's Financial Requirements – Budgeting: Types; Cost Effectiveness Analysis and Cost Benefit Analysis

Unit 4: Human Resource Management

Concept, Need and purpose - Methods and techniques of human resource planning – Implementation of 5S Technique in Library-Human resource planning for libraries and information centres - Structure of library staff and nomenclature - Salary structure of the library staff - Methods of recruitment - Job analysis: Uses -. Job description - Job specification - Job rotation - Job evaluation: Procedure, Merits and demerits, Role of library authority, Total Quality Management (TQM)

Unit 5: Governance of a Library

Governance of a Library – Need, Goals- Library Committee: Need, Types, Functions and Power - Library Statistics; Annual Report - Library Rules and Regulations - Library Building and Space Management – Furniture and Equipments

Text Books:

- Manoj Saxena, Library Building Design and Planning
- Mittal, R.L., Library Administration, ESS ESS Publication
- Mahapatra, P.K.: Library Management, World Press, 1997.
- Ranganathan S. R., Library Manual, Saradha Ranganathan.

Reference Books:

- Kusum Verma, Library and Information Management, Vista Publication
- Jagdish Sharma, Library Organization, Vikas Publishing House Pvt Ltd.
- Dr. Raghunath Pandey, Library Management New Concepts and Practices, Jnanada Prakashan.
- Sharma, Organisation and Administration of College Libraries, S.Chand & Company New Delhi

Course Outcomes:

CO	Upon completion of the course, the student will be able to	PSOs Addressed	Cognitive Level
CO-1	Apply the principles and functions of management in libraries and Information Centres.	1, 2	Applying
CO-2	Explain various operations of Library and Information Centres.	3, 5	Analyzing
CO-3	Estimate the financial requirements of the library.	1, 2, 4, 5	Evaluating
CO-4	Justify the concept of human resource management and Total quality management.	1, 5	Evaluating
CO-5	Formulate Library Rules and Regulations and plan for library buildings.	1,2,3	Creating

Relationship Matrix

Semester	Course Code	Title of the Course				Hours	Credit			
II	21UCLS21	Library Administration and Management				75	5			
Course Outcomes (COs)	Programme Learning Outcomes (PLOs)					Programme Specific Outcomes (PSOs)				
	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5
CO-1	✓		✓	✓	✓	✓	✓			
CO-2	✓	✓	✓	✓	✓			✓		✓
CO-3	✓	✓	✓	✓	✓	✓	✓		✓	✓
CO-4	✓	✓	✓	✓	✓	✓				✓
CO-5	✓	✓	✓	✓	✓	✓	✓	✓		
	Number of matches (✓) = ...37.... Relationship = High									

SEMESTER – II

Course Title	Knowledge Processing and Retrieval: Cataloguing (Theory)
Total Hrs.	75
Hrs./Week	5
Sub.Code	21UCLS22
Course Type	DSC-VI
Credits	4
Marks	100

General Objectives:

To introduce various concepts, and theories in library cataloguing and to provide knowledge about standard various standards in document description and bibliographic exchange

Course Objectives:

CO	The learner will be able to
CO-1	Understand the fundamentals of library catalogues.
CO-2	Understand the normative principles of cataloguing.
CO-3	Infer the main and added entries of library catalogues.
CO-4	Focus on various indexing techniques
CO-5	Choose various vocabulary control devices.

Unit-1: Fundamentals of Library Cataloguing

Concepts of library catalogue – Objectives, Importance and functions, Adjuncts to library catalogue. History and Development of codes for cataloguing since 1930. AACR-II, CCC.

Unit-2: Types and Principles of Cataloguing

Types of catalogues – physical forms and inner forms, Normative principles – Cannons, Laws and Principles.

Unit-3: Catalogue Entries and Standards

Entries - parts of entries, kinds of entries according to Dictionary catalogue and Classified Catalogue, Unit Card System- arrangement of entries. Standardization – ISBD (G) – MARC Format, CCF Format, Dublin Core Standards.

Unit-4: Indexing Techniques

Centralised Cataloguing, Co-operative Cataloguing, Compilation of Union Catalogue.

Indexing systems: Pre Co-ordinate; Chain Indexing, PRECIS, POPSI, Post Co-ordinate: Uniterm indexing, KWIC, KWOC.

Unit-5: Subject Cataloguing

Vocabulary control devices – Thesaurus: Definition, functions, types, Subject Heading Lists – Sear's List of Subject Heading (SLSH), Library of Congress Subject Headings (LCSH).

Text Books:

- Girija Kumar and Krishan Kumar, Theory of Cataloguing, S.Chand & Company New Delhi.
- Krishan Kumar, an Introduction to AACR2, Vikas Publishing House Pvt Ltd.

- Ranganathan S.R.: Classified Catalogue Code with additional rules for dictionary catalogue code, Bangalore, 1989.
- Tripathi, S.M.: Modern Cataloguing: Theory and Practice, Agra, S.L. Agarwala, 1982.

Reference Books:

- Anand Ballabh, Library Classification & Cataloguing, Akansha Publishing House.
- Anglo-American Cataloguing Rules. 2nd ed. London, Library Association, 1988.

Course Outcomes:

CO	Upon completion of the course, the student will be able to	PSOs Addressed	Cognitive Level
CO-1	Associate with the development of library cataloguing	2, 4, 5	Understanding
CO-2	Develop different forms of library catalogue	2, 4, 5	Applying
CO-3	Test for the standards for bibliographic interchange and communications.	2, 4, 5	Analyzing
CO-4	Compile catalogue using suitable indexing system	2, 4, 5	Creating
CO-5	Prepare subject headings using various approaches.	2, 4, 5	Creating

Relationship Matrix

Semester	Course Code	Title of the Course				Hours	Credit			
II	21UCLS22	Knowledge Processing and Retrieval: Cataloguing (Theory)				75	5			
Course Outcomes (COs)	Programme Learning Outcomes (PLOs)					Programme Specific Outcomes (PSOs)				
	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5
CO-1	✓	✓	✓	✓	✓		✓		✓	✓
CO-2	✓	✓	✓	✓	✓		✓		✓	✓
CO-3	✓	✓	✓	✓	✓		✓		✓	✓
CO-4	✓	✓	✓	✓	✓		✓		✓	✓
CO-5	✓	✓	✓	✓	✓		✓		✓	✓
	Number of matches (✓) = ...40.... Relationship = High									

SEMESTER – II

Course Title	Knowledge Processing and Retrieval: Cataloguing (Practical)
Total Hrs.	120
Hrs./Week	8
Sub.Code	21UELS2P1
Course Type	Core Practical
Credits	4
Marks	100/2

General Objective:

To impart skills in cataloguing documents using AACRII and CCC

Course Objectives:

CO	The learner will be able to
CO-1	Describe the catalogue codes.
CO-2	Group catalogue entries for various types of information sources.
CO-3	Choose catalogues according to the catalogue codes for non-printing materials.
CO-4	Select catalogue cards for documents with various perspectives.
CO-5	Distinguish main entry into different added entries.

Cataloguing using

1. Classified Catalogue Code, Ed.5
2. Anglo-American Cataloguing Rules – II (1978).

Works of Single Authorship, Shared Authorship, Pseudonyms, Mixed Responsibilities, Editorial Works, Composite Works, Multi-volume Works, Serial Publications, Uniform Titles, Works of Corporate Authorship

Reference Books:

- Ranganathan S.R.: Classified Catalogue Code with additional rules for dictionary catalogue code, Bangalore, 1989.
- Anglo-American Cataloguing Rules. 2nd ed. London, Library Association, 1988.

Course Outcomes:

CO	Upon completion of the course, the student will be able to	PSOs Addressed	Cognitive Level
CO-1	Apply the catalogue codes.	2, 4, 5	Applying
CO-2	Interpret main entry into different added entries.	2, 4, 5	Evaluating
CO-3	Choose catalogue entries for various types of information sources.	2, 4, 5	Evaluating
CO-4	Compose catalogues according to the catalogue codes for non-printing materials.	2, 4, 5	Creating
CO-5	Create catalogue cards for documents with various perspectives.	2, 4, 5	Creating

Relationship Matrix

Semester	Course Code	Title of the Course					Hours	Credit		
II	21UCLS2P1	Knowledge Processing and Retrieval: Cataloguing Practical					120	4		
Course Outcomes (COs)	Programme Learning Outcomes (PLOs)					Programme Specific Outcomes (PSOs)				
	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5
CO-1	✓	✓	✓	✓	✓		✓		✓	✓
CO-2	✓	✓	✓	✓	✓		✓		✓	✓
CO-3	✓	✓	✓	✓	✓		✓		✓	✓
CO-4	✓	✓	✓	✓	✓		✓		✓	✓
CO-5	✓	✓	✓	✓	✓		✓		✓	✓
	Number of matches (✓) = ...40.... Relationship = High									

SEMESTER – II

Course Title	Library Automation and Digitisation
Total Hrs.	75
Hrs./Week	5
Sub.Code	21UELS21A
Course Type	DSE-IA
Credits	4
Marks	100

General Objective:

To develop skills to plan and implement library automation, to familiarize students with library softwares and their evaluation and to introduce the concepts in digitization of libraries

Course Objectives:

CO	The learner will be able to
CO-1	Identify and implement automation in library housekeeping operations and services.
CO-2	Evaluate various library management softwares.
CO-3	Choose the concept of digital library.
CO-4	Compare the challenges in transforming a traditional library into digital library.
CO-5	Plan the infrastructure of the digital library.

Unit-1: Library Automation

Library Automation: Definition, need, purpose and advantages. Automation Vs Mechanization.- Areas of Automation – Acquisition, Cataloguing, Access to Catalogue (OPAC), Circulation and Serial Control. Barcode Technology: Meaning, need, purpose and advantages. Types of barcodes : Dumb / Generic barcode and smart barcode – their application of RFID

Unit-2: Planning for Automation Procedure

Steps in Automation - Standards for Library Automation - Library Software packages: Definition: Commercial (SOUL, AutoLib, ROVAN, LibSys) and open source software (KOHA, PMB, NewGenLib) with examples, Software Packages for differently able Persons (NVSD)

Unit 3: Digital Library and its Management

Digital Libraries: Concept of Digital Libraries - Transition of libraries from traditional to digital: Definitions, Characteristics, Theoretical Fundamentals, merits, demerits and challenges

Digital Library Management - Design and Organization of Digital Libraries: Architecture, Interoperability, Protocols and Standards; User Interfaces

Unit-4: Digital Library Initiatives

Digital content creation: organization and Management, files & formats - Overview of Major Digital Library Initiatives- Open Archives Initiative (OAI) and similar developments

Unit-5: Digitization of Resources

Building the digital library - Digitization – process and methods – Planning for Digitization - Institutional Repositories- Open Source Software for digital libraries: GSDL - DSpace – EPrints, Access to and Use of Digital Libraries; Storage, Archiving and Preserving Digital Collections.

Text Books:

- Technology In Digital Library, Ganguli H C, Isha Publishers,
- Digital Library Challenges And Prospects, Ganguli H C, Isha Publishers,

Reference Books:

- Automation and Networking of Libraries:A Manual of Library, Lakshmikanth Mishra(2018).
- Ganguli H.C, Technology in Digital Library, ISHA Publishers

Course Outcomes:

CO	Upon completion of the course, the student will be able to	PSOs Addressed	Cognitive Level
CO-1	Apply automation technology in various in-house operations of library	3, 5	Applying
CO-2	Compare and choose among various library management softwares.	3, 5	Applying, Analysing
CO-3	Design and organize digital library.	1, 3	Applying, Creating
CO-4	Create, and organize digital content	3, 5	Applying, Creating
CO-5	Plan for digitization by choosing appropriate digital library software	1, 3	Applying, Evaluating, Creating

Relationship Matrix

Semester	Course Code	Title of the Course				Hours	Credit			
II	21UELS21A	Library Automation and Digitisation				75	4			
Course Outcomes (COs)	Programme Learning Outcomes (PLOs)					Programme Specific Outcomes (PSOs)				
	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5
	CO-1	✓	✓	✓	✓	✓		✓		✓
	CO-2	✓	✓	✓	✓	✓		✓		✓
	CO-3	✓	✓	✓		✓	✓	✓		
	CO-4	✓	✓	✓	✓	✓		✓		✓
	CO-5	✓	✓	✓		✓	✓	✓		
	Number of matches (✓) = ...33.... Relationship = Medium									

Semester – II

Course Title	School Library and Media Centre
Total Hrs.	75
Hrs./Week	5
Sub.Code	21UELS21B
Course Type	DSE-IB
Credits	4
Marks	100

General Objective:

To know the basic concepts of school library and media centre, to manage the sources and to provide necessary services.

Course Objectives:

CO	The learner will be able to
CO-1	Describe the basics of School Library and Media Centre
CO-2	Understand the various information sources available and its management
CO-3	Practice skills as a school librarian
CO-4	Compare the services to be rendered in School Library and Media Centre
CO-5	To plan the library building and to select the resources

Unit 1: Basics of School Library and Media Centre

School Library: Definition, Objectives, Functions - Development of School Libraries in India
Types of School Library Users: Their Reading Habits and Information Needs - Role of School Library and Media Centre in Inculcating Reading Habits

Unit 2: Collection Development and Management

Print Information Sources: Selection, Acquisition, and Evaluation - Electronic Information Sources: Selection Acquisition, Evaluation - Information Sources for Children: Illustrated Books, Literary Genre, Reference Books, Magazines, Comics, Audio-Video Collection, Internet Resources, Websites, Subject Portals, Digital Library Resources - Organization and Management of Library Collection

Unit 3: Management of School Library and Media Centre

Financial Management - Skills and Competencies for School Library and Media Centre staff
- Library Automation - Resource Sharing and Library Networking

Unit 4: Services of School Library and Media Centre

Circulation Service - Reference Service - Storytelling, Read Aloud, Summer Reading Programmes - User Orientation

Unit 5: Planning and Building School Library

Planning for library Building – Structure – Furniture for School Library – Selection Criteria: Resources

Reference Books:

1. Dickinson, Gail K. & Repman, Judi (2015). *School library management*, 7th ed. Columbus: Linworth Publishing.
2. Martin, Barbara Stein & Zannier Marco (2009). *Fundamentals of school library media management: A how-to-do-it manual*. New York: Neal-Schuman Publishers, Inc.
3. Messner, Patricia A. & Brenda S. Copeland (2011). *School library management: Just the basics*. Westport: Libraries Unlimited.
4. Mohanraj, V. M. (2011). *School library: An educational tool*. New Delhi: EssEss Publications.
5. Ranganathan, S R., (2006). *New education and school library*, New Delhi: EssEss Publications.

Course Outcomes:

CO	Upon completion of the course, the student will be able to	PSOs Addressed	Cognitive Level
CO-1	Understand the role of School Library and Media Centre in Inculcating Reading Habits	1, 2	Understanding
CO-2	Choose, acquire organize and manage collection of School Library and Media Centre	1, 2, 3	Applying
CO-3	Distinguish Skills and Competencies as School Librarian and Media Centre staff	1, 3, 5	Understanding, Evaluating
CO-4	Collaborate reading among children and young adults through the use of quality literature that reflect and fulfils diverse developmental, cultural, social and linguistic needs of school students	2, 3	Creating
CO-5	Propose a design for School library building	1, 2, 3	Creating

Relationship Matrix

Semester	Course Code	Title of the Course				Hours	Credit			
II	21UELS21B	School Library and Media Centre				75	4			
Course Outcomes (COs)	Programme Learning Outcomes (PLOs)					Programme Specific Outcomes (PSOs)				
	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5
CO-1	✓		✓	✓	✓	✓	✓			
CO-2	✓	✓	✓	✓	✓	✓	✓	✓		
CO-3	✓	✓	✓	✓	✓	✓		✓		✓
CO-4	✓	✓	✓	✓	✓		✓	✓		
CO-5	✓	✓	✓	✓	✓	✓	✓	✓		
	Number of matches (✓) = ...37.... Relationship = High									

SEMESTER – II

Course Title	Public Library System
Total Hrs.	75
Hrs./Week	5
Sub.Code	21UELS21C
Course Type	DSE-IC
Credits	4
Marks	100

General Objective:

To understand the nature and role of Public Libraries and Information Systems in the society

Course Objectives:

CO	The learner will be able to
CO-1	Explain the role of government and other agencies in the development of libraries
CO-2	Select, acquire, organize and manage public library collection
CO-3	Recommend the organisational structure of Public Library System
CO-4	Compare various types of library and information services
CO-5	Recommend the importance of Information Technology in Public Library System

Unit 1: Role of Public Library System

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

Unit 2: Collection Development and Management

Printed Information Sources: Selection, Acquisition, Evaluation - Electronic Information Sources: Selection, Acquisition, Evaluation - Information Sources for Special Categories of Users: Children, Young Adults, Senior Citizens, Differently Abled People - Organization and Management of Library Collection

Unit 3: Management of Public Library System

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

Unit 4: Services of Public Library Systems

Circulation Service, Reference service, Readers' Advisory Service - Information literacy - Extension Services: Author Talk, Book Clubs, Exhibition, Lectures - Outreach Activities: "Mobile Library" Services (Library on Wheels), Online Services

Unit 5: Application of Information Technology in Public Libraries

Advances in Information Technology–Need, Purpose and Importance of using Information Technology in Public Libraries - Application of ICT in Various House Keeping Operations

Reference Books:

1. Baker, Sharon L. & Wallace, Karen L. (2002). *The Responsive public library*. 2nd ed. Englewood Colo: Libraries Unlimited.
2. Goulding, Anne (2017). *Public libraries in the 21st century: Defining Services and debating the Future*. London: Routledge.
3. Ranganathan, S. R, and Neelameghan, A. (1972). *Public library system*. Bangalore: SaradaRanganathan Endowment for Library Science.
4. Shaffer, Gary L. (2018). *Creating the sustainable public library: The triple bottomline approach*. London: Libraries Unlimited.
5. Sharma, P. (1985). *Public libraries in India*. New Delhi: EssEss Publications.
6. Venkatappaiah, Velega. (2007). *Public library legislation in the new millennium*. New Delhi: Bookwell Publications.

Course Outcomes:

CO	Upon completion of the course, the student will be able to	PSOs Addressed	Cognitive Level
CO-1	Understand the Organizational Structure of Public Libraries in India	1, 2	Understanding
CO-2	Apply ICT skills in various housekeeping operations	1, 2	Applying
CO-3	Take part in the Public Library System at various levels	2, 3, 4	Analysing
CO-4	Evaluate the Information Sources for Special Categories of Users	3, 4, 5	Evaluating
CO-5	Propose various services to the users of Public Library System	3, 4	Creating

Relationship Matrix

Semester	Course Code	Title of the Course				Hours	Credit			
II	21UELS21C	Public Library System				75	4			
Course Outcomes (COs)	Programme Learning Outcomes (PLOs)					Programme Specific Outcomes (PSOs)				
	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5
	CO-1	✓		✓	✓	✓	✓			
	CO-2	✓		✓	✓	✓	✓			
	CO-3	✓	✓	✓	✓		✓	✓	✓	
	CO-4	✓	✓	✓	✓			✓	✓	✓
	CO-5	✓	✓	✓		✓		✓	✓	
	Number of matches (✓) = ...34.... Relationship = High									

SEMESTER - II

Course Title	PROJECT
Total Hrs.	75
Hrs./Week	5
Course Code	21UELS22
Course Type	DSE-II
Credits	4
Marks	100

GUIDELINES:

1. The project may be done individually or in groups not exceeding five per group.
2. The minimum length of the project should be 30 pages in A4 size.
3. Marks for the project report will be 100 divided as 60% for the project and 40% for Viva-Voce Examination.

EVALUATION SCHEME:

The Project will be evaluated by both the Internal and External Examiners. Each Examiner will evaluate for 100 marks. The average mark obtained by the candidate is considered marks for the Project Report. The allocation of marks for Project is as follows:

Scheme of Evaluation:

Project	Internal	External
Word of title / Topic	5	5
Objectives / Formulation including Hypothesis	5	5
Review of Literature	10	10
Methodology / Techniques / Procedures adopted	15	15
Summary / Findings / Summation	10	10
Works Cited / Work Consulted / References / Annexures / Footnotes	10	10
Relevance of project to social needs	5	5
	60	60

SEMESTER- II

Course Title	SWAYAM-NPTEL Online Certification Course
Total Hrs.	30
Hrs./Week	2
Course Code	21USOC21
Course Type	SEC
Credits	2
Marks	100

SWAYAM NPTEL ONLINE CERTIFICATION COURSES

GUIDELINES AND INSTRUCTIONS

1. National Programme on Technology Enhanced Learning (NPTEL) provides e-learning through online web and video courses in Engineering, Science and Humanities streams through its portal <https://swayam.gov.in/ncdetails/NPTEL>.
2. Enrollment to all the courses is FREE.
3. Enrollment to courses and Examination Registration can be done ONLINE only. The link is available on NPTEL Website <http://nptel.ac.in/>
4. SWAYAM – NPTEL Online Certification Courses are made optional for the students in the UG Programmes from the Academic year 2021-2022.
5. Any Eight – Week, Two-Credit Course in any discipline be chosen by the respective Departments in the Third Semester of the Undergraduate Programmes.
6. The SWAYAM–NPTEL Online Certification Courses offered during the June - November Semester be chosen by the Departments. The courses may be handled by the Department Mentor or by any teacher in the respective Departments.
7. The candidates who opted for SWAYAM- NPTEL Online Certification Courses must have completed **Examination Registration and submitted assignments successfully** within the prescribed time to receive hall tickets and to write the examinations conducted by the IITs.
8. The allocation of marks for the online examination conducted by the respective IITs is 25:75 for each course.

9. A candidate should obtain a minimum of 40 marks on 100 marks (a minimum of 10 marks for Assignment and 30 marks in the final examination) to pass the Online Courses.
10. If a student fails in the Online Examination conducted by the respective IITs he/she would be permitted to write a Supplementary Examination for 75 marks by the Controller of Examinations of our College.
11. Those who registered for the Online Courses, obtained Assignment marks, appeared for the Online Examination and failed in the courses alone are eligible to apply for the Supplementary Examinations conducted by the College.
12. If a candidate fails in the Supplementary Examinations or does not appear for the Supplementary Examinations conducted by the College, the norms followed for taking an Arrear Examination will be adopted.
13. Course Completion Certificate will not be issued by the respective IITs for the candidates who clear the Online Courses through the Supplementary Examinations conducted by the College. The two credits the candidate earns, if passed in the Supplementary Examinations would be added in the Consolidated Statement of Marks issued by the Controller of Examinations.

SEMESTER – II

Course Title	Preservation and Conservation of Library Materials
Total Hrs.	30
Hrs./Week	2
Sub.Code	21USLS21
Course Type	SEC
Credits	2
Marks	100

General Objective:

To create awareness about the different hazards which affect the library and information materials and to preserve and conserve them.

Course Objectives:

CO	The learner will be able to
CO-1	Know the type of library and information materials
CO-2	Identify various factors of deterioration of library materials
CO-3	Be aware of various preservation and conservation techniques for different library and information materials
CO-4	Recognize the preservation techniques for non-book materials
CO-5	Understand the concept of digital preservation

Unit 1: Preservation of Information Materials

Preservation and Conservation – Meaning, Need and Importance, Evolution of Library materials- Clay tablets to Electronic form, Responsibility of the Librarian, Elements of preservation – Library materials: Types; Durable and Perishable writing materials.- Preservation in Ancient Times - Preservation of Palm Leaves and Leather Bound materials

Unit 2: Hazards to Library and Information Materials and Control Measures

Factors influencing library and Information materials - Environmental factors, Biological factors, Chemical factors - human being as an enemy of library materials – Disaster management.

Unit3: Preservation and Conservation techniques

Methods of Preservation and Conservation; Physical methods - Binding, Mending, Restoration & Guarding; Lamination, Leaf casting, Encapsulation- Chemical methods ; Fumigation; De-acidification- Preservation and Conservation of Library building

Unit 4: Preservation of non-book materials

Types of non-book materials, physical environment for storing non-book materials, Care and handling - Use of Micrography and Reprography as a means of Preservation.

Unit 5: Digital Preservation

Digital preservation – Concept, Strategies of Digital preservation, Encapsulation - Digital preservation: Issues and challenges, Role of International and National Organisations (NDIIPP, DPC, Internet Archives, etc.), Indian initiatives towards digital preservation – IGNCA, NDPP.

Textbook:

1. Chakraborti, M. L. Bibliography in theory and practice. Second edition. Calcutta: World Press, 1975.
2. Prajapati, Bhagwatiben Govindhbai, Preservation of Library Collections, Discovery Publishing House Pvt. Ltd.

References:

1. P.K.Mahapatra and B.Chakrabarti, Preservation in Libraries: Perspectives, Principles and Practices, Ess Ess Publications, New Delhi, 2003.
2. L.S.Ramaiah and G.Sujatha, Preservation of Library Archival and Digital Documents, Ess Ess Publications, New Delhi, 2008
3. Nelly Balloffet and Jenny Hille, Preservation and Conservation for Libraries and Archives, Ess Ess Publications, New Delhi, 2009.
4. Deegan, Marilyn and Tanner, Simon, Digital Futures: Strategies for the Information Age. London: Library Association Publishing, 2002.
5. Mukherjee, B. B. Preservation of Library Materials, Archives and Documents. Calcutta: World Press.1975.
6. Mittal. R. L. Library Administration: Theory and Practice.
7. Petherbridge, G. Conservation of Library and Archive materials and the graphic art. London: Butterworth. 1987.
8. Ranganathan, S. R. Physical Bibliography for Librarians. Second edition. Bombay: Asia Publishing House or Bangalore: Sarada Ranganathan Endowment for Library Science,1974.
9. Vijay Kiran, A. and Ramesh Babu, B. Digital Preservation. In: National Workshop on Recent Trends in Digitization: Course Material, edited by B. Ramesh Babu and S. Gopalakrishnan. Tirupati: TTD & FIC. 2005

Course Outcomes:

CO	Upon completion of the course, the student will be able to	PSOs Addressed	Cognitive Level
CO-1	To identify the preservation methods for different library and Information materials	1, 2	Apply
CO-2	Design effective security and disaster planning program	3, 5	Create
CO-3	To choose an appropriate method for preserving and conserving library and Information materials	1, 5	Evaluate
CO-4	To select an appropriate technique to preserve the non-book material	3, 5	Evaluate
CO-5	To demonstrate the role of various organizations in digital preservation	2, 3	Understand

Relationship Matrix

Semester	Course Code	Title of the Course				Hours	Credits			
II	21USLS21	Preservation and Conservation of Library Materials				30	2			
Course Outcomes (COs)	Programme Learning Outcomes (PLOs)					Programme Specific Outcomes (PSOs)				
	PLO 1	PLO 2	PLO 3	PLO 4	PLO 5	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5
CO-1	✓		✓	✓	✓	✓	✓			
CO-2	✓	✓	✓	✓	✓			✓		✓
CO-3	✓	✓	✓	✓	✓	✓				✓
CO-4	✓	✓	✓	✓	✓			✓		✓
CO-5	✓	✓	✓	✓	✓		✓	✓		
	Number of matches (✓) = ...34.... Relationship = High									