

VIJAYANAGARA SRI KRISHNADEVARAYA UNIVERSITY

Jnanasagara campus, Vinayakanagara, Cantonment, Bellary -583105

www.vskub.ac.in

Department of PG Studies in Master of Library and Information Science

Email: libsci@vskub.ac.in



SYLLABUS

Master of Arts in Library and Information Science

With Effect from 2021-22

Vijayanagara Sri Krishnadevaraya University, Ballari

Master of Arts in Library and Information Science

Two Year Post Graduation Programme

Structure and Syllabus

PREAMBLE

The Master of Library and Information Science is a program designed to meet the challenges of LIS profession. Students in the program are introduced to the roles and functions of libraries. They become familiar with key policy issues and technological trends, and with how these issues and trends affect libraries and information centers of all kinds. Students learn to manage and evaluate collections, respond to the information needs of patrons, and use technology to improve access to information. Students who complete the program are prepared for careers in library administration, public services, technical services, and collection development at public, school, academic, and special libraries.

OBJECTIVES OF THE PROGRAMME:

- To familiarize the students with the advance concepts of library, information and its communication in society.
- To learn the advanced information processing techniques and develop the capability in retrieving the information by applying different search techniques.
- To familiarize the students knowledge about the characteristics of the information resources in society with the introduction of the repackaging and consolidation techniques
- To provide the students advanced knowledge of the application of information technology to information systems and services.
- To develop skills in using computer and communication technology.
- To introduce modern management techniques to students to manage effectively the libraries and information centers.
- To provide the students basic knowledge of the Research Methods and Statistical Techniques.
- To identify and learn the major issues in the development of new technology in the libraries.
- To understand the structure and current development of the subject and to prepare specialized professional manpower in the subject for handling computer or ICT related activities.

Program Outcomes:

The programme specific learning outcomes of Master degree in Library and Information Science include the following:

1. To apply skills in depth knowledge of the basic as well as advanced concepts, principles, theories and laws related with the broad field of Library and Information Science and its
2. sub-fields such as types of libraries, types of information sources, library management, reference and information services.
3. To demonstrate understanding of rationality and procedures of all housekeeping operations of libraries using Information and Communication Technologies in Libraries and Information Centres.
4. To develop skills in managing and carrying out professional activities in various sections of library viz. acquisition, accessioning, classification, cataloguing, and technical processing of documents.
5. To apply skills in provision of various library services such as document circulation, reference and information services, Internet and database searching.
6. To apply managerial skills that offer job opportunities as librarians in different types of libraries in various positions such as Assistant librarian, Deputy Librarians, Librarians, etc. in university libraries and Librarians in college libraries of higher education institutes.
7. To demonstrate professional attitude through commitment for providing every user his/her document/information; ensuring every document/information its user; saving time of the user and enhancing use of reading material and user satisfaction through effective and efficient library services.
8. To apply the core values by honoring diversity and insuring inclusion by treating all patrons such as students, faculties and colleagues with respect and dignity.



VIJAYANAGARA SRI KRISHNADEVARAYA UNIVERSITY

Department of Library and Information Science

**Distribution of Courses/Papers in Postgraduate Programme I to IV Semester as per Choice Based Credit System (CBCS) Proposed for
PG Programs
With Practical
I-SEMESTER**

Semester No.	Category	Subject code	Title of the Paper	Marks			Teaching hours/week			Credit	Duration of exams (Hrs)
				IA	Sem. Exam	Total	L	T	P		
FIRST	DSC1	21LIS1C1L	Foundations of Library and Information Science	30	70	100	4	-	-	4	3
	DSC2	21LIS1C2L	Theory of Cataloguing	30	70	100	4	-	-	4	3
	DSC3	21LIS1C3L	Theory of Classification	30	70	100	4	-	-	4	3
	DSC4	21LIS1C4L	Information Sources	30	70	100	4	-	-	4	3
	SEC1	21LIS1S1LP	Basics of Computer and Internet	20	30	50	1	-	2	2	2
	DSC2P1	21LIS1C1P	Cataloguing of Documents	20	30	50	-	-	4	2	3
	DSC3P2	21LIS1C2P	Classification – DDC	20	30	50	-	-	4	2	3
DSC4T1	21LIS1C4T	Information Sources : Case Study	20	30	50	-	4	-	2	2	
Total Marks for I Semester						600				24	

II-SEMESTER

Semester No.	Category	Subject code	Title of the Paper	Marks			Teaching hours/week			Credit	Duration of exams (Hrs)
				IA	Sem. Exam	Total	L	T	P		
SECOND	DSC5	21LIS2C5L	Management of Libraries and Information Centers	30	70	100	4	-	-	4	3
	DSC6	21LIS2C6L	Trends in Cataloguing	30	70	100	4	-	-	4	3
	DSC7	21LIS2C7L	Trends in Classification	30	70	100	4	-	-	4	3
	DSC8	21LIS2C8L	Information Consolidation and Re-packaging	30	70	100	4	-	-	4	3
	SEC2	21LIS2S2LP	Search Strategy And Vocabulary Control	20	30	50	2	-	1	2	2
	DSC6P3	21LIS2C6P	Cataloguing of Non-Book Materials (DSC6)	20	30	50	-	-	4	2	3
	DSC7P4	21LIS2C7P	Classification – UDC & CC (DSC7)	20	30	50	-	-	4	2	3
	DSC8P5	21LIS2C8P	Information Consolidation and Re-packaging (Indexing and Abstracting) – DSC8	20	30	50	-	-	4	2	3
Total Marks for II Semester						600				24	

III-SEMESTER

Semester No.	Category	Subject code	Title of the Paper	Marks			Teaching hours/week			Credit	Duration of exams (Hrs)
				IA	Sem. Exam	Total	L	T	P		
THIRD	DSC9	21LIS3C9L	Library Automation	30	70	100	4	-	-	4	3
	DSC10	21LIS3C10L	Web Technology, Networking and E-Publishing	30	70	100	4	-	-	4	3
	DSE1	21LIS3E1AL	Information and Communication Studies	30	70	100	4	-	-	4	3
		21LIS3E1BL	Library Users and User Education								
		21LIS3E1CL	Information system and services								
	DSE2	21LIS3E2AL	Academic Library System	30	70	100	4	-	-	4	3
		21LIS3E2BL	Public Library System								
		21LIS3E2CL	Special Library System								
	GEC1	21LIS3G1AL	Information Literacy	10	40	50	2	-	-	2	2
		21LIS3G1BL	Information Sources								
		21LIS3G1CL	Information Systems for Social Sciences								
	SEC3	21LIS3S3LP	Library Consortia	20	30	50	1	-	2	2	2
	DSC9P6	21LIS3C9P	Library Automation	20	30	50	-	-	4	2	3
	DSC10P7	21LIS3C10P	Library Networking	20	30	50	-	-	4	2	3
Total Marks for III Semester						600				24	

IV-SEMESTER

Semester No.	Category	Subject code	Title of the Paper	Marks			Teaching hours/week			Credit	Duration of exams (Hrs)
				IA	Sem. Exam	Total	L	T	P		
FOURTH	DSC11	21LIS4C11L	Research Methodology in Library and Information Science	30	70	100	4	-	-	4	3
	DSC12	21LIS4C12L	Digital Library	30	70	100	4	-	-	4	3
	DSE3	21LIS4E3AL	Information Storage and Retrieval	30	70	100	4	-	-	4	3
		21LIS4E3BL	Management of E-Resources								
		21LIS4E3CL	Plagiarism and Academic Integrity								
	DSE4	21LIS4E4AL	Conservation and Preservation of Information Resources	30	70	100	4	-	-	4	3
		21LIS4E4BL	Marketing of Information Products and Services								
		21LIS4E4CL	Scientometrics								
	GEC2	21LIS4G2AL	Open Access resources	10	40	50	2	-	-	2	2
		21LIS4G2BL	Intellectual Property Rights in Digital Era								
		21LIS4G2CL	Internet and Search Engines								
	DSC12P8	21LIS4C12P	Digital Library Practice – (DSC 12)	20	30	50	-	-	4	2	3
	Project	21LIS4C1R	Research Project	40	60	100		-	8	4	3
	Total Marks for IV Semester						600				24

(I-IV semester)- Total Marks: 2400 and Total credits: 96

DSC – Department Specific Core, DSE – Discipline Specific Elective, SEC – Skill Enhancement Course, GEC – Generic Elective Course, IA – Internal Assessment, SEE – Semester End Examination, L – Lecture, T – Tutorial, P – Practical.

Master of Library and Information Science
Semester 1
21LIS1C1L: Foundations of Library and Information Science

Course: Foundations of Library and Information Science	Course Code: 21LIS1C1L
Teaching Hours/Week (L-T-P): 4 - 0 - 0	No. of Credits: 04
Internal Assessment: 30 Marks	Semester End Examination: 70 Marks

Objectives of the Course:

1. To introduce the basic concepts of knowledge and its formation.
2. To make the students familiar with Professional Association.
3. To understand the library legislation structure.
4. To understand the process of communication.

Course Outcomes (COs):

At the end of the course, students will be able to:

- CO1:** Comprehend the concept of information and the discipline of Library and Information Science
- CO2:** Understand the development of libraries and Classify libraries on the basis of their purpose and functions
- CO3:** Students familiar with fundamental laws of library science. And understand librarianship as a profession
- CO4:** Highlight role, functions and responsibilities of various library promoters/associations at the national and international levels.

Content of Course 1	56 Hrs
Unit – 1 : Library as a Social Institution	12
<ul style="list-style-type: none"> ➤ Social and Historical foundations of Library ➤ Different types of Libraries – features, functions and services ➤ Role of libraries in social, cultural, educational and scientific technical development ➤ Information Society: Data, information, and knowledge, concept, meaning, features and Evolution of information society. 	
Unit – 2 Library Development and Five Laws of Library Science	10
<ul style="list-style-type: none"> ➤ Development of Libraries in India with special reference to Karnataka. National Knowledge Commission (NKC) and its role. ➤ Five Laws of Library Science ➤ Implications of Five Laws in Library and Information Activities. 	
Unit – 3 : Library Legislation	12
<ul style="list-style-type: none"> ➤ Need, purpose and essential features ➤ Library Legislation in India – problems and prospects ➤ Overview of Public Library Acts in India ➤ Detailed study of Karnataka Public Library Act 1965 ➤ Press and Registration Act and Delivery of Books (Public Libraries) ➤ News paper Act, 1954 and 1956 ➤ Copyright Act and Intellectual Property Rights (IPR) ➤ Right to Information Act ➤ Information technology Act 2000. 	
Unit – 4 : Professional Associations	11
<ul style="list-style-type: none"> ➤ Professional Associations–Objectives and Functions; Role of Professional Associations in Library Development; ➤ National Library Associations-Objectives, Functions and Activities. ILA, IATLIS, IASLIC; ➤ International Library Associations–Objective, Functions and Activities IFLA, ALA, LA; ➤ Promoters of Library and Information Services, National level, RRRLF, International Level - UNESCO. State Library Association –KALA. 	
Unit – 5 : Library and Information Profession; Extension Activities	11
<ul style="list-style-type: none"> ➤ Attributes of a Profession; Librarianship as a Profession; Professional Ethics and Qualities; ➤ LIS Education and Research. ➤ Public Relations and Extension Activities: Concept, Definition and Scope; Facets and Programmes; Publicity and Extension, Outreach Activities; Library Path Finder's (Guides). 	

References:

1. Ashburner, EH: Modern Public Libraries: their planing & designing, London, Grafton, 1948
2. Belkin, N: Information Concept for Information Science: Journal of Documentation. Vol. 34 (1) 1978 55-85
3. Kahan MS: Principles and prospective of copy right. New Delhi, Sarup and Sons, 1996
4. Khanna JK: Library and Society, Kurukshetra, Research Publication, 1987.
5. Paudey S.K. Sharma: Libraries and Society, ESS-ESS publication, New Delhi, 1987.
6. Dr. Jogesh Mitra, Alma Ramu & Sons: History of Libraries and in Librarianship in Modern India since 1850, Delhi, 1979.
7. J.K. Khanna: Fundamentals of Library organization, ESS-ESS publication, New Delhi, 1984.
8. Shivram Varma: Foundation of Library & Information Science, Shree publishers & distributors, New Delhi, 2005.
9. Sanjay Kumar Singh: Historical foundations of library and information science, Anmol publication Pvt. Ltd., New Delhi, 2013.
10. S.R. Ranganathan: Library Manual, Asia publication, Bombay & Bangalore, 1954.
11. Anil K. Dhiman & Yashoda Rani: Learn Library and Society, ESS-ESS publication, New Delhi, 2005.
12. S.R. Ranghanathan, Sharad Ranghanathan Endowment: Five Laws of Ranganthan/Library Science, DRTC, Bangalore.
13. J.B. Sharma: Elements of library science, New Delhi, Kanishka publishers distributors, 1996.
14. Dr.(Mrs.) Sridevi and Miss. Shalini Vyas: Library and society, Shree publishers and distributors, 2005.
15. Rakeshkumar Shantilal Praiapati: Foundations of library and information science, New Delhi, Discovery publishing house Pvt. Ltd., 2013.
16. P.S.G. Kumar: A students manual of library and information science (on the lines of the NET syllabus of UGC), New Delhi, B.R. publishing, corporation, 2002. Volume -2.
17. C.P. Vashisnth and M.P. Satija ed.: Library and information profession in India, New Delhi, B.R. Publishing Corporation, 2004. Volume-1, Part-I.
18. Bhag watiben, Govindbhai Prajapathi: Library and information science, discovery publishing, New Delhi, 2013.
19. Krishan Kumar: Library Manual, New Delhi, 1982.
20. P.S.G. Kumar: Library Movement and libraries development in Karnataka, B.R. publishing corporation, New Delhi, 1946.
21. Venkatapaaih: Indian Library Legislation (Vol.1), Daya publishing house, Delhi, 1990.
22. K.A. Isaac: Library legislation in India, ESS-ESS publication, New Delhi, 2004.
23. K.S. Deshpande: University Library system in India, sterling publishers, New Delhi, 1985.

24. P.N. Mishra: Principles of library and information science, Alfa publication, New Delhi, 2010.
25. H.K. Srivastava: Foundation of Library and Information Science, Mohith publications, New Delhi, 2011.
26. Prasher, R.G.: Information and its communication, Medallion Press, Ludhiana, 2003.
27. Jagtar Singh: Information democracy and South Asia Promises and perils of the web, Medallion Press, Ludhiana, 2003.
28. Prasher, R.G.: Indian Libraries in IT Environment, Medallion Press, Ludhiana, 2003.
29. Khaisar M. Khan, Gopa Kumar V., Vishala B.K.: Proceedings of the National conference on 'Empowering Library Professional in Managing Digital Resources and Providing Extension Activities' Library and Information Centre, St. Agnes College Mangalore, 2010, ISBN: 978-81-0-98546-0-6.
30. Prof. A.A.N. Raju: Facets of Library and Information Science, ESS-ESS publication, New Delhi, 2012.

21LIS1C2L: Theory of Cataloguing

Course: Theory of Cataloguing	Course Code: 21LIS1C2L
Teaching Hours/Week (L-T-P): 4 - 0 - 0	No. of Credits: 04
Internal Assessment: 30 Marks	Semester End Examination: 70 Marks

Objectives of the Course:

1. To be acquainted with the process of Library Cataloguing
2. To understand different catalogue codes and standards for bibliographic description.
3. To be acquainted with metadata and its standards
4. To understand Bibliographic Formats and Standards, deriving subject headings.

Course Outcomes (COs):

At the end of the course, students will be able to:

- CO1 :** Understand the basic concepts and need, objectives and functions of Library cataloguing.
- CO2 :** Learn about the evolution of cataloguing codes and different forms of document cataloguing
- CO3 :** Understand the normative principles, laws, canons and principles of library cataloguing along with subject cataloguing
- CO4 :** Learn about the resource sharing among libraries with different standards for bibliographic description

Content of Course	56 Hrs
Unit – 1 : Library Catalogue	11
<ul style="list-style-type: none"> ➤ Library Catalogue-meaning, definition, need. Purpose and functions of library catalogue. ➤ Physical forms, Inner forms; Different kinds of entries 	
Unit – 2 Normative Principles	10
<ul style="list-style-type: none"> ➤ Laws ➤ Canons ➤ Principles of Catalogue 	
Unit – 3 : Subject Headings	12
<ul style="list-style-type: none"> ➤ Chain Procedure ➤ Sears List of Subject Headings ➤ Library of Congress Subject Headings 	
Unit – 4 : Study of major Catalogue Codes	11
<ul style="list-style-type: none"> ➤ AACR (latest edition) ➤ RDA (Resource Description Access) ➤ Filing rules and procedures ➤ Online Public Access Catalogue (OPAC) 	
Unit – 5 : Standardization of Bibliographic Description	12
<ul style="list-style-type: none"> ➤ ISBD (M), ISBD(S), ISBD (NBM) ➤ Metadata-Definition and meaning, types and users. ➤ Metadata Standards; UNIMARC, CCF, MARC21, Dublin Core, Z39.50 and Web OPAC 	

References:

1. Ranganathan SR : Cataloguing Practice, Ed 2, Bombay, Asia, 1964.
2. Ranganathan SR : Classified catalogue code with additional rules for Dictionary catalogue, Ed 5, Bombay, Asia, 1963.
3. Ranganathan SR : Library Catalogue: Fundamentals and Procedure, Madras, Library Association, 1950.
4. Viswanathan, CG : Cataloguing Theory and Practice, 1990.
5. Ranganathan S.R.: Cataloguing practice, Sharada Ranganathan Endowment for library science.
6. Dr. Janaki Raman C.: Online cataloging, Pacific books international, New Delhi, 2011.
7. Vishwanathan C.G.: Cataloguing: Theory and Practice, Print house, Lucknow, 1954.
8. Ranganathan S.R.: Classified catalogue code: with additional rules for dictionary catalogue code, associated by Neela Meghan A: Sharada Ranganathan endowment for library science, Bangalore.
9. Girija Kumar & Krishan Kumar: Theory of cataloguing, Vani educational books, New Delhi, 1975.
10. Krishan Kumar: An introduction to AACR-2, Vikash publishing house, 1986.
11. Khan M.T.M.: Anglo American Cataloguing Rules (AACR), Shree publishers & distributors, New Delhi, 2005.
12. Bidgut Mal: Practical cataloguing, Shree publishers & Distributors, New Delhi, 2005.
13. Eric J Junter & Bakewell K.G.B.: Cataloguing, Clive Bingley, London.
14. Mishra A.R. & Ahmad M.D.: Issues in Digital Cataloging, Shree Publishers & Distributors, New Delhi, 2004.
15. Krishna Kumar: An Introduction to Cataloguing & Practice.

21LIS1C3L: Theory of Classification

Course: Theory of Classification	Course Code: 21LIS1C3L
Teaching Hours/Week (L-T-P): 4 - 0 - 0	No. of Credits: 04
Internal Assessment: 30 Marks	Semester End Examination: 70 Marks

Objectives of the Course:

1. To understand the importance of library classification in organization of knowledge.
2. To understand the subject formation and be acquainted with major schemes of classification.
3. To highlight the importance of canons in the design of classification schemes.
4. To familiarizes students with Current Trends in Library Classification.

Course Outcomes (COs):

At the end of the course, students will be able to:

- CO1** : Understand the basic concept of Library classification and Gained knowledge about the concepts of knowledge organization
- CO2** : Students will understand the process related to construct classification number
- CO3** : Student will able to know various systems for classification
- CO4** : To develop skills in document classification and content analysis

Content of Course	56 Hrs
Unit – 1 : Library classification	10
<ul style="list-style-type: none"> ➤ Definition, meaning, objectives, purpose and functions ➤ General theory of classification ➤ Theory of knowledge classification ➤ Theory of book classification 	
Unit – 2 : Universe of Knowledge and Postulation approach to classification	11
<ul style="list-style-type: none"> ➤ Universe of Knowledge: Structure, attributes, ➤ Modes of formation of subjects ➤ Planes of work ➤ Canons of Classification 	
Unit – 3 : Fundamental categories	12
<ul style="list-style-type: none"> ➤ Facet analysis and facet sequence ➤ Phase relations ➤ Common Isolates 	
Unit – 4 : Notational system	11
<ul style="list-style-type: none"> ➤ Meaning, need, functions and types, Call Number, mnemonics. ➤ Hospitality in array and chain, Devices 	
Unit – 5 : Study of Dewey Decimal Classification schemes of classification	12
<ul style="list-style-type: none"> ➤ Dewey Decimal Classification ➤ History and Development ➤ Structure and Design 	

References

1. Krishna Kumar: Theory of Classification, Ed, 2. New Delhi, Vikas, 1980
2. Parkhi, RS : Library Classification: Evolution and Dynamic Theory, Bombay, Asia, 1960
3. Ranganathan SR: Colon Classification. Ed 6, Bombay, Asia, 1963
4. Ranganathan, SR: Prolegomena to Library Classification, Ed 2, London, Library Association, 1965.
5. Sehgal R.L.: Number Building in Dewey Decimal Classification Universal Decimal Classification & Colon Classification, ESS-ESS publication, New Delhi, 1993.
6. Bake Well K.G.B.: Classification and Indexing Practice, Clive Bingley & Linnet Books, London.

7. Ranghanathan S.R. ed. Palmer B.I.: Sharada Ranghanathan endowment for library science: Elements of library classification, Bangalore, 1991.
8. P.N.: A Practice on Colon Classification, Sterling publishers private limited, New Delhi.
9. Raju A.: Universal Decimal Classification, T.R. Publishers, 1991.
10. Krishan Kumar: Theory of classification, Vani educational books, New Delhi, 1985.
11. Sharma C.K. and Sharma Amit K.: Library classification, Atalantic publishers & Distributors, 2007.
12. Raju A.A.N: Decimal Universal & Colon Classification, Ajanta publication, 1984.
13. Pushpa: Library classification: Theory and priniciples, Wishwa prakashan, New Delhi.
14. Kumar Krishna: Theory of classification, Vikas publishing house, New Delhi, 1979.
15. Ohdedara A.K.: Library Classification, The world press Pvt., Ltd., Calcutta, 1973.
16. Satija M.P. and Agruwal S.P.: Book Numbers, concept publishing company, New Delhi.

21LIS1C4L: Information Sources

Course: Information Sources	Course Code: 21LIS1C4L
Teaching Hours/Week (L-T-P): 4 - 0 - 0	No. of Credits: 04
Internal Assessment: 30 Marks	Semester End Examination: 70 Marks

Objectives of the Course:

1. To study the different kinds of information sources.
2. To study, evaluate and selection of different reference sources.
3. To understand the different types of reference and information services.

Course Outcomes (COs):

At the end of the course, students will be able to:

- CO1** : Understand the basic concepts of information sources, its characteristics, difference between information sources and resources, importance of information services for library users
- CO2** : Learn the characteristics of various information sources, its categorization and use in different contexts
- CO3** : acquainted with various reference sources, viz. Dictionary, Thesaurus, Encyclopedia, Yearbook, Almanac, Directory Handbooks, Manuals, biographical information sources; Bibliographies; Indexing and Abstracting periodicals Databases
- CO4** : Evaluation criteria of information sources, selection of sources and develop reference services required for libraries

Content of Course	56 Hrs
Unit – 1 : Information Sources and Types of Information Sources	10
<ul style="list-style-type: none"> ➤ Meaning, Definition, importance, Characteristics, Functions, evolutions -both print and non-print. ➤ Primary, Secondary and Tertiary sources of information ➤ Documentary Sources and Non –Documentary Sources ➤ Human and Institutional sources ➤ Non–print and Electronic sources. 	
Unit – 2 Primary Sources (Print and Electronic Versions)	11
<ul style="list-style-type: none"> ➤ Periodicals, Technical reports, Patents, Standards and Specifications, Theses and Dissertations, Conference and Seminar proceedings, Trade literature 	
Unit – 3 : Secondary Sources (Print and Electronic Versions)	12
<ul style="list-style-type: none"> ➤ Dictionaries, Encyclopedias, Yearbooks and Almanacs, Biographical sources, Bibliographies, Geographical sources, Current sources, Statistical, information sources, Handbooks and Manuals. 	
Unit – 4 : Tertiary Sources (Print and Electronic Versions)	11
<ul style="list-style-type: none"> ➤ Directories, Guides to reference sources, Bibliography of bibliographies, Monographs, Union catalogues, Textbooks. 	
Unit – 5 : Non documentary Sources and their Electronic Versions	12
<ul style="list-style-type: none"> ➤ Human Sources: Technological gatekeepers, invisible colleges, consultants, experts/resource persons, personal home pages, representatives of firms, and others; ➤ Institutional / Organisational Sources: Government ministries and departments, R& D organizations, learned societies, publishing houses, archives, data banks, information analysis centers, referral centers, Institutional web sites. 	

References:

1. Davinson Donald: Reference Service, London Clive Bingley, 1980
2. Katz ,WA : Introduction to Reference work ,Ed5, New York Mc-Graw Hill, 1974
3. Parker , CC & Purely: Information sources in science and Technology ,Ed.2. 1986
4. Ranganathan, S R : Reference Service, Ed2 . Bangalore, Sharada Ranganathan
5. Endowment, for Library Science, 1992
6. Sewa Sing: International Manual of Reference and Information Sources, New Delhi, Beacon Books, 1997
7. Sharma, JS & Grover, DR : Reference Service and Sources, Chicago ALA 1992.
8. Chenny F.N and Williams W.J: Fundamental reference sources. Ed2., Chicago, ALA, 1980.
9. Fjallbrant N and Stevenson M.: User education in libraries, London, Clive-Bingley, 1978.
10. Gale Group: Information industry association. Information sources, The association, 1988, pp300.
11. Grogan D.J.: Science and technology: An introduction to the literature. Ed4. London: Clive-Bingley, 1982.
12. Katz, W.A.: Introduction to reference work, New York, McGraw-Hill, 1992.
13. Krishankumar: Reference service Rev Ed3., New Delhi, Vikas, 1987.
14. Lambart J and others: How to find information in Science and technology, London, Library association, 1991.
15. Rogers R.: Teaching information skills: A review of the research and its impact on education, London, Bowker-saur, 1993.
16. Sharma J.S. and Grower D.: Reference service and sources of information, New Delhi, ESS, 1987.
17. Shores Louis: Basic reference sources, Chicago, ALA, 1959.
18. Subramanyam K: Scientific and technical information resources, New York, Marcel Dekker, 1981.
19. Prasher, R.G.: Information and its communication, Medallion Press, Ludhiana, 2003.
20. Jagtar Singh: Information democracy and South Asia Promises and perils of the web, Medallion Press, Ludhiana, 2003.
21. Prasher, R.G.: Indian Libraries in IT Environment, Medallion Press, Ludhiana, 2003.

21LIS1S1LP: Basics of Computer and Internet

Course: Basics of Computer and Internet	Course Code: 21LIS1S1LP
Teaching Hours/Week (L-T-P): 1 - 0 - 2	No. of Credits: 02
Internal Assessment: 20 Marks	Semester End Examination: 30 Marks

Course objectives

1. To learn the basic concepts of Information Technology
2. To learn the applications of Information Technology to Library routines and services in Information centers.
3. To know the Networking technology and database management.
4. To extend knowledge with personal computer for word processing, spread sheets and databases.

Course Outcomes (COs):

At the end of the course, students will be able to:

CO1 : attain knowledge of computer hardware and software

CO2 : create and use various file formats, Multimedia tools, spread sheets, Charts and graphs

CO3 : understand various computer network and different types of browser

Content of Course	28 Hrs
Unit – 1 : Information Technology	08
<ul style="list-style-type: none"> ➤ Concept, Meaning and components ➤ History and Development of Computers, Generations of Computers ➤ Types of Computers. 	
Unit – 2 : Computer Hardware and Software	10
<ul style="list-style-type: none"> ➤ Computer Hardware: Internal Storage: ROM and RAM; External Storage Devices: Magnetic Devices - Hard Disk and Floppy Disk; Optical Devices: CD, DVD; Pen drive; Input/output Devices. ➤ Computer software: Types and categories; System software and Application software ➤ Study and Acquaintance with software Packages: MS Office – Word, Excel and PowerPoint 	
Unit – 3 : Basics of Internet	10
<ul style="list-style-type: none"> ➤ Internet - Concept, Definition, Origin, Need and Purpose ➤ Web Browsers and Search Engines ➤ Internet Services 	

References:

1. Davies, G B. Introduction to Computers. New York: McGraw- Hill, 1977
2. Donald H Sanders : Computer concepts and applications, McGraw Hill, 1987
3. Hunt R and Shelly J. Computer and Commonsense. New Delhi: Prentice, 1980
4. N Subramanian: Introduction to Computers, Tata McGraw-Hill
5. Rajaraman, V. Fundamentals of Computers.. New Delhi: Prentice- hall of India, 1981
6. Rowley, J. Computer Fundamentals: Concept, Systems and Applications Ed 2. New Delhi: BPB, 1992.
7. Ackermann, Ernest. *Learning to Use the Internet: An Introduction with Examples and Experiences*. New Delhi: BPB, 1995.
8. Amba, Sanjeevi and Raghavan, K. S. *CDS/ISIS: A Primer*. New Delhi: EssEss Publication, 1999.
9. Bharihoke, Deepak. *Fundamentals of IT*. 2nd ed. New Delhi: Excel Books, 2002.
10. Chowdhury, G. G. and Chowdhury, Sudatta. *Organizing Information: From the Shelf to the Web*. London: Facet Publishing, 2007.
11. Chowdhury, G. G. and Chowdhury, Sudatta. *Searching CD-ROM and Online Information Sources*. London: Library Association, 2000.
12. Cox, Joyce, Lambert, Joan and Frye, Curtis. *Microsoft Office Professional 2010 Step by Step*. USA: Microsoft Press, 2010.

21LIS1C1P: Cataloguing of Documents

Course: Cataloguing of Documents	Course Code: 21LIS1C1P
Teaching Hours/Week (L-T-P): 0 - 0 - 4	No. of Credits: 02
Internal Assessment: 20 Marks	Semester End Examination: 30 Marks

Objectives of the Course:

1. To have hands on practice of cataloguing of different types of books.
2. To have hands on practice of cataloguing and to understand the rules and practices of document description for books and non-book materials according to Anglo American Cataloguing Rules-2.
3. Preparing Catalogue Entries (Main, Added and Reference Entries) for Books and Non-Book Materials including electronic resources using Anglo American Cataloguing Rules- Second revised edition.
4. Practice of assigning Standard Subject Heading.

Course Outcomes (COs):

At the end of the course, students will be able to:

CO1 : prepare accurate and comprehensive catalogue records,

CO2 : apply the rules of cataloguing standards to prepare catalogue records – main entries, added entries and other entries - for simple documents, and

CO3 : Demonstrate the ability to identify the subject content of the documents and prepare appropriate entries for effective subject retrieval.

Content of Course	28 Hrs
Unit – 1 : Cataloguing of simple document	09
➤ Cataloguing of single author and joint authored books. ➤ Cataloguing of edited books, multivolume books, and pseudonymous authors.	
Unit – 2 : Cataloguing of uniform titles and serials publications.	10
➤ Cataloguing of uniform titles ➤ serials publications	
Unit – 3 : Cataloguing of corporate authors	09
➤ Government publications, Institutional publications, Society publications, Conference/Seminar proceedings, Workshop materials etc.	

(Each student should maintain Practical Record and submit the same at the time of Practical Examination)

References :

1. Fritz, D. A. (2007). *Cataloging with AACR2 & MARC21: For books, electronic resources, sound recordings, video recordings, and serials*. Chicago: American Library Association.
2. Hunter, E. J. (1989). *Examples illustrating AACR-2*. London: Library Association.
3. Joint Steering Committee for Revision of AACR, & American Library Association. (2005). *Anglo- American cataloguing rules*. 2nd ed. Chicago: American Library Association.
4. Jones, E. (2013). *RDA and serials cataloguing*. London: Facet Publishing.
5. Kumar, K. (1990). *An introduction to AACR-2*. New Delhi: Vikas Pub. House.
6. Maxwell, R. L. (2004). *Maxwell's handbook for AACR2: Explaining and illustrating the Anglo- American cataloguing rules through the 2003 update*. Chicago: American Library Association.
7. Miller, J., &Goodsell, J. (2004). *Sears list of subject headings*. New York: Wilson.
8. Mitchell, A. M., & Surratt, B. E. (2005). *Cataloging and organizing digital resources: A how-to-do-it manual for librarians*. London: Facet.
9. Olson, Nancy B., Bothmann, Robert L. &Schomberg, Jessica J. (2008). *Cataloging of audiovisual materials and other special materials: A manual based on AACR2 and MARC 21.5thed*. Westport, Conn.: Libraries Unlimited.
10. Sears, Minnie Earl &Lighthall, Lynne Isberg. (2010). *Sears List of Subject Headings*. 20th ed. New York: H.W. Wilson.
11. Weber, M. B., & Austin, F. A. (2011). *Describing electronic, digital, and other media using AACR2 and RDA: A how-to-do-it manual and CD-ROM for librarians*. London: Facet.

21LIS1C2P : Classification – DDC

Course: Classification – DDC	Course Code: 21LIS1C2P
Teaching Hours/Week (L-T-P): 0 - 0 - 4	No. of Credits: 02
Internal Assessment: 20 Marks	Semester End Examination: 30 Marks

Objectives of the Course:

1. To develop skills of classification and subject analysis
2. To develop skills in subject analysis and synthesis of different facets.
3. To develop proficiency in using Dewey decimal classification to construction Class Numbers for documents of different disciplines / subjects.
4. To develop proficiency in using Colon Classification 6th revised edition, DDC 23rd edition, to construct Class Numbers for documents of different disciplines / subjects.

Course Outcomes (COs):

At the end of the course, students will be able to

CO1 : Students will understand the scheme of knowledge classification

CO2 : Students will understand the process related to construct classification number

CO3 : Student will capable of applying the classification rules

CO4 : Earned skills for classifying all documents including non book materials and micro documents

Content of Course	28 Hrs
Unit – 1 : Introduction to Dewey Decimal Classification	10
<ul style="list-style-type: none"> ➤ Introduction to DDC ➤ Structure and organization of DDC 	
Unit – 2 Classification of Documents	09
<ul style="list-style-type: none"> ➤ Simple Documents ➤ Complex Documents ➤ Compound Documents 	
Unit – 3 : Classification of documents using tables	09
<ul style="list-style-type: none"> ➤ Table – I ➤ Table – II ➤ Table – III ➤ Table – IV ➤ Table – V ➤ Table – VI 	

(Each student should maintain Practical Record and submit the same at the time of Practical Examination)

References :

1. Dewey, M. (2011). *Dewey decimal classification and relative index* (23rd ed., Vols. 1-4). Ohio: OCLC.
2. OCLC. (2002). *WebDewey*. Ohio:OCLC.
3. Satija, M. P. (2007). *The theory and practice of the Dewey Decimal Classification system*. Oxford: Chandos.

21LIS1C4T: Information Sources : Case Study

Course: Information Sources : Case Study	Course Code: 21LIS1C4T
Teaching Hours/Week (L-T-P): 0 – 4 - 0	No. of Credits: 2
Internal Assessment: 20 Marks	Semester End Examination: 30 Marks

Objectives of the Course:

1. To study the different kinds of information sources.
2. To study, evaluate and selection of different reference sources.
3. To understand the different types of reference and information services.

Course Outcomes (COs):

At the end of the course, students will be able to:

CO1 : learn about the types, characteristics and uses of Information sources

CO2 : acquainted with various reference sources, viz. Dictionary, Thesaurus, Encyclopedia, Yearbook, Almanac, Directory, Handbooks, Manuals, Biographical information sources; Bibliographies; Indexing and Abstracting Periodicals, and Databases.

CO3 : Prepare a Digest on any given topic

CO4 : Organize a Newspaper clipping service in a Library and Information Center

Content of Course	28 Hrs
Unit – 1 : Information Sources	09
<ul style="list-style-type: none"> ➤ Information Sources: Concept, Types, Characteristics and Uses ➤ Current Trends in Information Sources: CD-ROM, Internet resources, Discussion Forums and Information Gateways/Portals 	
Unit – 2 Information Services	09
<ul style="list-style-type: none"> ➤ concept, definition, need and trends ➤ Type of Information Services: Reference Service, bibliographic, referral, document delivery, abstracting, indexing, translation, literature search, alerting services (CAS and SDI) ➤ Electronic Information Services: E-CAS, E-SDI and E-DDS ➤ Recent Trends in Information Services: E-alerts, Web alerts, Web 2.0 tools for delivering information services and others 	
Unit – 3 : Newspaper Clipping and Bibliography Preparation	10
<ul style="list-style-type: none"> ➤ Prepare a Newspaper clipping on any given topic ➤ Prepare a Bibliography on any given topic 	

(Each student should maintain Practical Record and submit the same at the time of Practical Examination)

References :

1. Cassell, Kay Ann & Hiremath, Uma. (2018). *Reference and Information Services: An Introduction* (4th ed.). London: Facet.
2. Chow, Anthony. (2012). *Library technology and user services: Planning, integration, and usability engineering*. Oxford: Chandos Publishing
3. Cooke, Nicole A. (2017). *Information Services to Diverse Populations: Developing Culturally Competent Library Professionals*. Santa Barbara, California: Libraries Unlimited.
4. Evans, G. Edward, Saponaro, Margaret Zarnosky , Christie, Holland & Sinwell, Carol. (2015).
5. *Library Programs and Services: The Fundamentals* (8th ed.). Santa Barbara, California: Libraries Unlimited.
6. Pantry, Sheila & Griffiths, Peter. (2009). *How to Give Your Users the LIS Services They Want*. London: Facet
7. Posner, Beth (Ed.). (2017). *Library Information and Resource Sharing: Transforming Services and Collections*. Santa Barbara, California: Libraries Unlimited.
8. Rankin,Carolynn & Brock, Avril. (2015). *Library Services from Birth to Five: Delivering the best start*. London: Facet.
9. Singh, Gurdev. (2013). *Information Sources, Services And Systems*. Delhi: PHI Learning.
10. Thomsett-Scott, Beth C. (Ed.). (2013). *Implementing Virtual Reference Services: A LITA Guide*. Chicago: ALA Process and practice. London: Facet.