

SYLLABUS FOR LIBRARY AND INFORMATION SCIENCE
OPTIONAL SUBJECT FOR B.A./B.Sc. DEGREE COURSE (2024-25)
UNDER SEP

Library and Information Science Discipline

The discipline of Library & Information Science deals with Libraries and similar other centers established and maintained to satisfy the changing information needs of library users. The Library & Information Science degree program imparts education and training to develop a workforce capable of managing different kinds of Libraries and Information Centers. The curriculum for the degree program aims to provide a broad framework to impart and inculcate meaningful and quality education to graduate students.

The curriculum framework will enable to development of evolving nature of the Library and Information Science as a discipline. This framework can be adapted to periodically review the program's graduate attributes, qualification descriptors, program and course-level learning outcomes.

Nature of Degree Programme

Library and Information Science as a discipline systematically studies the acquisition, processing, management, maintenance, and dissemination of information and information sources. It also studies the purpose, nature, utility and effectiveness of services provided by Libraries and Information Centers.

The scope of Library and Information Science includes the study of libraries, information sources, their contents and features, document acquisition processes and practices, document and knowledge organization methods and procedures, library and information services, financial and human resource management etc. Imparting practical skills for carrying out works such as classification, cataloguing, circulation, use of reference sources, literature search, automation of library housekeeping operations, use of library software, Internet and databases are the components of degree programme with anefforts to enhance the employability of graduates of Library and Information Science.

Outcome-based Learning Approach to Curriculum Planning

Learning outcomes specify what graduates completing a particular program of study are expected to know, understand, and perform after completing their program of study. The expected learning outcomes are used as reference points that would help formulate graduate attributes, qualification descriptors, program learning outcomes, and course learning outcomes, which will help in curriculum planning and development and the design, delivery, and review of academic programs. Learning outcomes-based curriculum approach intends to allow flexibility and innovation in:

- i. program design and syllabi development by higher education institutions (HEIs),
- ii. teaching-learning process,
- iii. assessment of students' learning levels, and periodic program review within a broad framework of agreed and expected graduate
- iv. attributes, qualification descriptors, program learning outcomes and course learning outcomes.

Objectives:

1. To formulate graduate attributes, qualification descriptors, program learning outcomes and course learning outcomes expected to be demonstrated by the holder of a qualification;
2. To enable prospective students, parents, employers and others to understand the nature and level of learning outcomes (knowledge, skills, attitudes and values) and attributes a student should be capable of demonstrating on successful completion of the program;
3. To equip the students with the necessary skills and knowledge and enable them to comprehend general principles of organization and administration of libraries.
4. To maintain academic standards to ensure global competitiveness, and to facilitate student/graduate mobility;
5. To provide educational institutions a critical point of reference for designing teaching-learning strategies, assessing student learning levels, and periodic review of program and academic standards.
6. To articulate the importance of research for advancement of Library and Information Science discipline and also contributing for growth of knowledge.

Program Outcomes:

By the end of the program, the students will be able to:

1. Demonstrate in-depth knowledge of the basic concepts, principles, theories and laws related to the field of Library and Information Science, understanding types of libraries, information sources, reference and information services, basics of library management, etc.
2. Understand and demonstrate the rationality and procedures of (i) selection, acquisition, physical processing and organization of documents; (ii) use of Information and Communication Technologies in Libraries and Information Centers; (iii) providing general library and information services and managing other library routine activities.
3. Equip with appropriate knowledge and skills to perform the professional activities such as (i) acquisition, accessioning, classification, cataloguing, and physical processing of documents; (ii) housekeeping operations using library management software and Information and Communication Technologies;(iii) maintaining library collection and; (iv) educating users.
4. Demonstrate knowledge and skills in providing various library services such as document circulation, reference and information services, Internet and database searching.
5. Develop appropriate knowledge and skills in adopting the standards and use of digital/social media in knowledge representation, data/information processing, harvesting and management.
6. Demonstrate core values by honouring diversity and ethical integrity which involves honest behaviour and ensuring inclusion by treating all students and colleagues with respect and dignity at the workplace, etc.

CURRICULUM

Name of the Program	: Bachelor Degree Program (BA/B.Sc., etc)
Name of the Subject	: Library and Information Science (With practical)
Year of implementation	: 2024-25
Medium of Instruction	: English/Kannada
Intake	: The intake for admission should not exceed 30 students.
Educational Tour:	: The students may undertake the educational tour during 5 th Semester

PROGRAM STRUCTURE

Semester/ Paper Code	Title of the paper	Subject category	Teaching hours	Semester end exam	Internal Assessment	Total marks	Credits	Examination duration
Semester-I LIS-1.1	Fundamentals of Library and Information Science (Theory)	T	05	80	20	100	05	3
Semester-II LIS-2.1	Library Management (Theory)	T	05	80	20	100	05	3
Semester-III LIS-3.1	Information Sources (Theory)	T	05	80	20	100	05	3
EL/OP-1	Information Literacy	T	02	40	10	50	02	2
Semester-IV	Information Services	T	05	80	20	100	05	3
EL/OP-2	Research methodology	T	02	40	10	50	02	2
Semester-V LIS-5.1	Library Classification (Theory & Practice)	T P	03 04	80 40	20 10 (R)	100 50	03 02	3 2
Semester-V LIS-5.2	Fundamentals of Computer (Theory and Practice)	T P	03 04	80 40	20 10 (R)	100 50	03 02	3 2
Semester-VI LIS-6.1	Library Cataloguing (Theory & Practice)	T P	03 04	80 40	20 10 (R)	100 50	03 02	3 2
Semester-VI LIS-6.2	Application of Information Technology (Theory and Practice)	T P	03 04	80 40	20 10 (R)	100 50	03 02	3 2
			52	880	220	1100	44	
Abbreviations: T - Theory; P - Practical; R - Record								

Note: 1. Practical Classes should be conducted in batches of 10 students each under the guidance of teacher.

2. One hour Practical Class is equivalent to One hour Theory Class.

COURSE CURRICULUM

SEMESTER I

Paper Title: LIS 1.1: Fundamentals of Library and Information Science

Objectives

1. To help students understand and appreciate the role and importance of libraries in society.
2. To equip the students with knowledge of different types of library and information centres.
3. To make understanding of underlying principles, laws, and acts of library and information science.

Learning Outcomes

After completing the course, a student will be able to:

1. Understand and appreciate the role of libraries in modern society.
2. Identify and evaluate different types of library and information centres.
3. Able to understand principles, laws, and acts of library and information science.

Units	Content
Unit - 1	Library and Information Science: Concept, Meaning and Definition, Evolution of libraries; Growth and Development of libraries in India; Role of Libraries in Modern Society
Unit - 2	Information & Communication: Data, Information and Knowledge: Meaning & Definition; Communication: Meaning & Definition, Types, Channels, Barriers and Models of Communication- Shannon and Weaver, Berlo's- SMCR, Aristotle.
Unit - 3	Types of Libraries: Meaning and definition, Objectives, Functions and Services of Public, Academic, Special, and National Libraries.
Unit - 4	Five Laws of Library Science: Implications and their relevance.
Unit - 5	Library Legislation: Need and Importance; Karnataka Public Libraries Act 1965 (KPLA), Delivery of Books and Newspapers Act - 1954.
Unit - 6	Professional Associations: Need and Purpose; Origin, Development and Role of KALA, ILA, IASLIC, IATLIS and IFLA in professional development

Books for Reference:

1. Kumar, P.S.G.(2003). Foundations of Library and Information Science. Paper I of UGC Model Curriculum. New Delhi: Manohar.
2. Khanna, J.K. (2009). Library & society. India: Neha Publishers & Distributors.
3. Sharma, P. S.K.(1992). Library and society. 2nded. Delhi: ESS ESS.
4. Surendra S. & Sonal Singh. Ed. (2002): Library, Information and Science and society. New Delhi: ESS.
5. Isaac, K.A. (2004). Library legislation in India: A critical and comparative study of state Library acts book description: New Delhi: EssEss Publication.
6. Kumar, P.S.G (2004). Information and Communication. Vol. VIII. Delhi: BR publishing Corp.
7. Ranganathan, S.R (1988). The Five Laws of Library Science. Bangalore: SRELIS.
8. Kaushik, P (2006). Foundations of Library and Information Science. New Delhi: Anmol Publications.
9. Baker, D. (2011). Libraries and society: Role, social responsibility and future challenges. Oxford.
10. Ranganathan, S.R. (1988). Library Manual. Bangalore: SRELIS.
11. Rubin, R. E. (2017). Foundations of library and information science. America: American Library Association.
12. Khanna J.K. (1984). Fundamentals of the library organization. New Delhi: Ess Ess Publications.

SEMESTER – II

Paper Title: LIS– 2.1: Library Management

Objectives

1. To impart in students fundamental understanding of Management concepts.
2. To equip students in the application of principles of management in library operations.
3. To inculcate in students the skills in management of modern libraries and information centers.

Learning Outcomes

After completing the course, a student will be able to:

1. Understand and appreciate the significance of principles and functions of Management.
2. Scientifically apply the principles of management for library operations.
3. Independently and smoothly manage various library housekeeping operations.

Units	Content
Unit-1	Library Management: Concept and Definition, Functions-POSDCORB. Principles of management- F.W. Taylor and Henry Fayol.
Unit-2	Collection development: Acquisition Section: Objectives and Functions; Acquisition of Books and Periodicals- Selection Tools and procedure, Ordering Procedure; Problems of collection development.
Unit-3	Technical Section: Objectives; Functions-Classification and Cataloguing; Circulation Section: Objectives; Functions-Shelving, Charging and discharging
Unit-4	Library Budgeting: Techniques and Methods- Line item, ZBB; Cost-benefit analysis.
Unit-5	Library Building: Planning and Designing; Furniture and Equipment
Unit-6	Library Maintenance: Library Rules and Regulations, Library Committee, Annual Report, Library Statistics, Library Records

Books for Reference

1. Mittal R.L (2007). Library Administration: theory and practice. New Delhi: ESS ESS.
2. Chandra Prakash (1996). Library Administration & Management, Jaipur, Mangal Publications.
3. Koushik, P.P. (2006). Management of Library and Information.--New Delhi: Anmol Publications.
4. Kumar P.S.G. (2003). Management of Library and Information Centres. Delhi: B. R. Publishing Corporation.
5. Krishna Kumar (1987). Library Administration and Management. Delhi: Vikas
6. Prasher R.G. (1993). Developing Library Collection, New Delhi, Medallion Press.
7. Ranganthan, S.R. (2006). Library Administration, ESS, ESS, publications, New Delhi.
8. Totterdell, A., Gill, J., & Hornsey, A. (2005). An introduction to library and information work. London: Facet Publishing.
9. Krishnakumar (2000): Library Manual, Vikas New Delhi.
10. Lahiri, Ramansu (1996). Management of libraries: Concepts and Practices, New Delhi: Ess Ess Publications.
11. Singh, R. K., & Sengar, S. (2007). Library Collection Development and Acquisition System. India: Shree Publishers & Distributors.
12. Singer, Carol A. (2012). Fundamentals of Managing Reference Collections. Facet publishing.