# Curriculum structure for Bachelor's Degree / Bachelor's Degree with Honors/ Five-year Integrated Master's Degree in Library and Information Science

## Program Objectives

- To educate the students to respond to the changing information needs of society.

- To give the students an understanding of the basic principles and theories of library and information science.

- to provide students with learning experiences that help to instill deep interests in learning Library and Information Science;

- To develop proficiencies and abilities of students essential for management of Libraries and Information Systems.

- To enable the students to understand the role of Libraries and Information Centers in socio-economic development of the society.

- To acquaint and equip the students with Information and Communication Technology and its applications in Libraries and Information Centers

- To help students keep abreast with recent trends and advancements in Library and Information Science.

## Learning Outcomes

By the end of the program a student will be able to:

- Develop the professional competencies for LIS and related field.

- Enhance the skills of organizing information and acquaint with the process of knowledge organization.

- Develop the skills and attitudes of visioning, entrepreneurship, advocacy, planning and management of libraries and information centres and effective leadership in the LIS field.

- Possess the skills to respect, engage and collaborate with a diverse community in order to advocate for and construct inclusive, meaningful, and participatory library services, programmes and resources.

- Perform and access research based practices through the application of information literacy, inquiry, and research methods including data discovery, analytics and qualitative measures.

- Acquire knowledge and skills for effective management of libraries and information centers, and administer and manage independently library operations on scientific lines.

- Apply judiciously the theories, principles, practices, contemporary tools and technologies in the management of libraries and information centers.

- Identify, understand and appreciate the trends and developments in the field of Library and Information Science

# SEMESTER: I

## LIS-C1.1: Library Systems and Operations: Theory and Practical

## PART-A: Theory (4+0+0) (4 credits) 52 Hours

## Objectives

1. To make students understand and appreciate the role and importance of libraries in society.

2. Educate the students to understand the types of libraries and their library organization.

3. Train the students to acquire knowledge about the scope, structure, content etc. of various conventional information and reference sources.

4. To equip the students with knowledge and skills in the identification, evaluation and use of information sources.

5. Train the students to understand the knowledge organisation methods and process, and to offer hands on practice to acquire skills to classify simple documents using knowledge organisation tools such as DDC.

**Learning Outcomes**

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

1. Understand and appreciate the types of libraries and their library organization, role of libraries in modern society.

2. Acquire knowledge about the scope, structure, content etc, of various conventional information and reference sources

3. Possess knowledge and skills in the identification, evaluation and use different types of information sources.

4. Understand the methods, process of knowledge organisation and acquire skills to classify documents using knowledge organisation tools

| Number of Theory Credits | Number of lecturehours/ semester | Number of practical Credits | Number of practical hours/ semester |
|---|---|---|---|
| 4 | 52 | 2 | 52 |

| CONTENT OF THEORY COURSE 1 | 52 Hours |
|---|---|
| **Unit – 1: Introduction to Libraries, Museums and Archives.** | 13 |
| **Chapter 1:** Introduction to libraries, museums and archives. Library: definitions, aims, objectives, functions and services | 4 |
| **Chapter 2:** Social role of libraries in modern society: literacy and intellectual freedom | 5 |
| **Chapter 3:** Types of Libraries-objectives and functions; Public, academic, special. Conventional libraries and modern libraries | 4 |
| **Self-learning component:** Growth and development of libraries in India. **Field Visit:** Visit to the local libraries | |

| Unit – 2: Information and Reference Sources | 13 |
|---|---|
| **Chapter 4:** Definitions and Characteristics. Classification of Reference sources, Primary, Secondary and Tertiary sources; Print and Digital. Institutional and Human Sources | 4 |
| **Chapter 5:** Introduction to conventional primary sources: Monographs, Periodicals, Conference Proceedings, Theses and Dissertations, Patents etc. | 5 |
| **Chapter 6:** Introduction to conventional secondary and tertiary sources: Dictionaries, Encyclopedias, Yearbooks and Almanacs, Geographical Sources, Directories, Union catalogues | 4 |
| **EXERCISES:** Learning the skills to identify and use conventional primary and secondary sources. Understanding the organization of contents in the sources and finding answer against Reference questions/search queries | |
| Unit – 3: Functional Units of Libraries | 13 |
| **Chapter 7:** Organizational Chart. Acquisitions, Technical Processing and Maintenance, Serials Control and Circulation. Objectives and functions. IFLA's guidelines for collection development | 4 |
| **Chapter 8:** Acquisitions Section: Functions of Types of documents – Categorization Physical Characteristics (Conventional and Digital), Categorisation by Information (Primary and Secondary). Selection Procedure in libraries from recommendation to procurement for conventional documents. | 4 |
| **Chapter 9:** Role of Library Committee/Book Selection Committee in procurement of books and journals. Issues in procurement of documents in Indian and foreign currencies. Good Offices Committee, Quotations. Bill processing and payment. Maintenance of records in acquisitions section: Book Recommendation files, Purchase Order files, Accession Register, Payment files etc | 5 |
| **EXERCISES:** Identification of books from book selection tools on a given subject. Preparation of selected book list for placing before book selection committee. Preparation of purchase orders for Indian and | |

| foreign currency books and journals. Preparing letters/orders for payment of books procured. Recording details in accession register | |
|---|---|
| **Unit – 4: Introduction to Dewey Decimal Classification** | **13** |
| **Chapter 10:** Steps in Classification: Determining the specific subject of the document, | 4 |
| **Chapter 11:** Allotting the class number, Assigning the book number | 5 |
| **Chapter 12:** Schedules, Tables and Relative index | 4 |

**PART-B: DDC Practical (2 credits, 52 hours)**

| **CONTENT OF PRACTICAL COURSE I** | **52** |
|---|---|
| **Unit – 5: Dewey Decimal Classification-I** | **26** |
| **Chapter 13:** Classification – simple subjects | 13 |
| **Chapter 14:** Subjects which requires simple synthesis (add to instructions) | 13 |
| **Unit – 6: Dewey Decimal Classification-II** | **26** |
| **Chapter 15:** Classification of subjects using Table 1 and Table 2 | 13 |
| **Chapter 16:** Construction of book numbers:  Author-based, Cutter Number: Manual and through OCLC Dewey Cutter Program | 13 |

**Note:** The curricular components proposed under theory course/papers( Core/Open Elective/Discipline Specific Elective ) as fieldwork/visit, exercise, record, etc. are to be considered under Continuous assessment component.

**References**

1. Helena Robinson (2012). Remembering things differently: museums, libraries and archives as memory institutions and the implications for convergence, Museum  Management and Curatorship, 27:4, 413-429.

2. Katz, B. (2002). Introduction to Reference work. Boston: McGraw-Hill

3. Khanna, J.K. (2009). Library & society. India: Neha Publishers & Distributors

4. Khanna J.K. (1984). Fundamentals of the library organization. New Delhi: Ess Ess Publications.

5. Kumar P.S.G (2003). Management of Library and Information Centres. Delhi: B. R. Publishing Corporation

6. Mahapatra, P.K. (1999). Collection management in libraries. India: Ess Ess Publications.

7. Mittal, R L (1987). Library administration. Ed 5. New Delhi: Metropolitan.

8. Ranganathan, S. R. (1988). The Five Laws of Library Science. New Delhi: Sarada Ranganathan Endowment for Library Science

9. Ranganathan, S. R. (2006). Library Administration. New Delhi: Ess Ess Publications.

10. Ranganathan, S.R. (1988). Library Manual. Bangalore: Sarada Ranganathan Endowment for Library Science

**LIS-OE-01: Information Resources (Theory) (3+0+0) (3 credits) 40 Hrs**

**Objectives**

1. To educate and train for acquaintance with different types of libraries and aware of the services and facilities provided by them.

2. To develop understanding about the social, economic , cultural and educational role of libraries in national development.

3. To train the students to understand the user privileges and get acquainted with reference sources and search techniques and user support services.

4. To educate and train in acquiring knowledge and skills about the content, structure and use basic reference sources

**Learning Outcomes**

After completion of the course student will be able to:

5. Get acquainted with different types of libraries and will be become aware of the services and facilities provided by them

6. Understand the role of libraries in national development

7. Understand the user privileges and get acquainted with user support services including fair use policy

8. Get acquainted with basic reference sources and search techniques

| Unit 1: Libraries/Information Centers | 10 hours |
|---|---|
| Libraries: Meaning, Need, Importance, Functions, Services     Types of libraries- Public library, Academic library, Special library, National library Documentation centers, Information centers, Data banks, Information analysis centers: Meaning, Aims, Functions and Types.   Role of libraries in National development – social, economic Cultural, educational and recreation<br><br>**Skill learning component:** Visit to local libraries | |

| Unit.2: Library Tools, Services and Facilities | 15 hrs |
|---|---|
| Sections of a library and their functions. Use of Classification and Cataloguing, Organization of library resources. Introduction to information access tools Catalogues, OPAC, Union Catalogues, IndCat User support services; Reading room facilities, photocopying facility, ILL Document Delivery Service, Book banks User privileges in the libraries, Library rules Fair use, Copyright issues, Intellectual Property Rights. | |
| **Unit-III: Reference Sources and search Techniques** | **15 hrs** |
| Reference Sources: Meaning, Nature, Characteristics, Functions Types of Reference sources and their Importance-Dictionaries Encyclopedia, Biographical and Geographical sources, Yearbooks Almanacs, Directories, Current sources etc Searching and browsing, Search techniques<br><br>**Skill based exercises** Course teacher shall conduct hands-on-assignments by using the reference sources available in the local libraries | |

## References

1. Chenny F.N and Williams W.J. Fundamental Reference Sources. Ed 2. Chicago, ALA, 1980.
2. Singh, S. Handbook of International Sources on Reference and Information. New Delhi, Crest Publication, 2001.
3. Parker, C.C. and Purely. Information Sources in Science and Technology. Ed. 2. 1986
4. Rao, I.K.R. Electronic Sources of Information. Bangalore, DRTC, 2001.
5. Sewa Singh. Handbook of International Sources on Reference and Information. New Delhi, Crest, 2001.
6. Subramanyam, K. Scientific and Technical Information Resources. New York, Marcel Dekker, 1981.

# SEMESTER: II

## LIS C2.1 Basics of Library Management: Theory and Practical

### PART-A: Theory (4+0+0) (4 credits) 52 Hrs

### Objectives

1. To study and understand the concepts of Information, Information Science and difference between library science and information science.

2. To study and understand the philosophy of library science in the context of Five Laws of Library science and related Library Acts and legal issues.

3. Educate and train the graduates to acquaint with digital information and reference sources.

4. To train the graduates to understand the principles, procedures relevant to management of library operations such as technical processing and circulation work.

5. To train students in acquiring the skills to prepare catalogue records for simple documents using the current resource description standards.

### Learning Outcomes

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

1. Understand the concept and differences between library science and information science

2. Critically study the philosophy of library science in terms of five laws of library sciences

3. Effectively use digital reference resources, critically demonstrate the principles, procedures and issues relevant to library technical processing and circulation work

4. Acquire skills in the preparation of catalogue records for documents using the current resource description standards

| Number of Theory Credits | Number of lecture hours/semester | Number of practical Credits | Number of practicalhours/ semester |
|---|---|---|---|
| 4 | 52 | 2 | 52 |

| CONTENT OF THEORY COURSE 2 | 52 Hrs |
|---|---|
| **Unit – 1: Foundations of Libraries and Information Centers** | 13 |
| **Chapter 1:** Concept of and challenges in information society. Information: Definitions, meaning and Characteristics. Data, Information, Knowledge and Wisdom. Library Science as a discipline: Development and current status.<br><br>Information Science: Evolution and Scope. Copyright and Intellectual Property Rights | 4 |
| **Chapter 2:** Five Laws of Library Science and their Implications on Libraries. Study of OCLC report on 'Reordering Ranganathan' | 4 |
| **Chapter 3:** Library Legislation: Need and Purpose. Karnataka Public Libraries Act 1965 (KPLA), Delivery of Books and Newspapers Act - 1954 and its amendments.<br><br>**Self-learning component:** Copyright statements from books, journals, and other information resources. | 5 |
| **Unit – 2: Digital Information and Reference Sources** | 13 |
| **Chapter 4:** Digital resources: e-books, e-journals, e-theses, databases – bibliographic databases, full-text databases, citation databases (WoS, Scopus, Google Scholar, Dimensions.ai), Ulrich Periodical Directory. | 4 |
| **Chapter 5:** DOAJ, DOAB, Shodhganga, ETDs, Online dictionaries, Online encyclopedia (including Wikipedia) | 4 |
| **Chapter 6:** Concept of Digital file formats – Characteristic features of Still image file format (JPEG, TIFF, PDF), audio file format (WAV, MP3), video file format (MOV, AVI, MPEG, and Text Format) Expand. MIME types. Born digital and Digitized documents. | 5 |

| | |
|---|---|
| **EXCERSISES:** Download and study information resources in different file formats. Search to find information against search quiries/Reference questions from digital resources. | |
| **Unit – 3: Functional Units of Libraries – II** | **13** |
| **Chapter 7:** Technical Processing Section: Need for technical processing of books – classification, cataloguing and preparing books for shelving. | 4 |
| **Chapter 8:** Classification: Need for library classification. Functions of library classification. Introducing classification tools: DDC and UDC. Conceptual understanding of the concepts: Symbols used in notation, Class Number, Call Number, Book Number | 4 |
| **Chapter 9:** Cataloguing: Need for library cataloguing and resource description. Functions of cataloguing. General introduction to cataloguing standards and tools such as MARC21, RDA, Subject heading lists – SLSH, LCSH, FAST. Cataloguing procedure: Preparation of entries – main, added, reference and subject. Data entry in computerized cataloguing template adopting MARC21. | 5 |
| **Unit – 4: Functional Units of Libraries – III** | **13** |
| **Chapter 10:** Serials control: Definition of periodicals. Types of periodicals. Selection of periodicals. Periodical selection tools. Pricing models: Subscription model and Pay per view. Annual subscription Vs. Perpetual access. Ownership Vs. Access. Big deals/Subject bundles. Licensing agreements. Receipt of periodicals. Claims generation. Shelving of periodicals – current issues and bound volumes. | 4 |
| **Chapter 11:** Circulation section: Functions of library circulation. Types of users. Circulation privileges. Registration of patrons for circulation. Loan period. Issue (charging) and returns (discharging) methods. Overdue charges. Fine collection procedure. Reservation of books. Renewal of loan period. Inter-library loan. Circulation statistics. | 4 |
| **Chapter 12:** Maintenance: Book stacking/shelving methods – books, newspapers, print journals. Shelf reading. Shelf rectification, Book binding. Stock verification. Preservation of materials in libraries – need for preservation, causes of deterioration of library materials, | 5 |

precautionary measures for preservation. Shelving furniture and tools. Withdrawal and weeding

**EXCERSISES:** Shelving of books - Preparation of shelf list, Preparation of book labels/spine labels, and Preparation of book cards for circulation. Calculation of due dates, overdue charges as per rules, Renewal of loan period etc.

**PART-B: Resource description – Practical (2 credits, 52 hours)**

| CONTENT OF PRACTICAL COURSE 2 | 52 |
|---|---|
| **Unit 5: Descriptive and subject cataloguing** | 26 |
| **Chapter. 13.** Concept and meaning of resource description. <br><br> Introducing frequently used tags in MARC21 (tags, indicators and subfield codes). <br><br> **Chapter. 14:** Introducing the structure of Resource Description and Access. <br><br> Introducing the Sears List of Subject Headings. | |
| **Unit 6: Resource Description and Access** | 26 |
| **Chapter. 15**. Preparing records by applying MARC21 and RDA for the items with Single author, Two Authors, Three Authors and more than Three Authors, Shared Responsibility, <br><br> **Chapter. 16:** Edited books with edition and without edition, Mixed Statement of Responsibility, Pseudonyms documents, Government Publications.  Assigning subject headings. <br><br> **Prepare catalog records for simple documents using the current resource description standards.** | |

**Note:** Each student shall write and maintain the practical record and submit the same for assessment

## LIS-OE-02: Reference and Information Sources (Print & electronic) (3 Credits)
## (3+0+0) 40 Hrs

### Objectives

1. To educate students to understand the nature, structure and uses of reference and information sources.

2. To familiarize about the primary sources of information and their content, characteristics etc.

3. To train the students in acquiring knowledge and skills in using primary, secondary and tertiary sources of information with required information searching skills

### Learning Outcome

After completion of the course student will be able to

1. Understand the nature, structure and uses of reference and information sources

2. Identify the primary sources of information and their characteristics

3. Effectively use secondary and tertiary sources of information with required information searching skills and knowledge.

| Unit.1: Reference Sources | 6 hrs |
|---|---|
| Meaning, Definition, Nature, Evolution, Characteristics, Functions, Types of reference sources and their Importance | |
| Unit 2: Primary sources | 10 hrs |
| Periodicals, Technical reports, Patents, Standards and specifications, Theses and Dissertations, Conference and seminar proceedings, Trade literature | |

| Unit. 3: Secondary and tertiary sources | 24 hrs |
|---|---|
| Dictionaries, Encyclopedias, Yearbooks and Almanacs, Biographical and geographical sources, Bibliographical sources, Handbooks and Manuals, Directories and Union catalogues, current Sources-Asian news digest, Keasings record of world events.<br><br>**EXERCISES:** Course teacher shall conduct hands-on-assignments using the reference sources available in the local libraries | |

**References**

1. Churchill, Daniel. Digital Resources for Learning. Singapore, Springer Singapore, 2017. Electronic Resources available at: https://nios.ac.in/media/documents/SrSecLibrary/LCh-008.pdf

2. Jemni, Kinshuk, Mohamed and Koutheair Khribi, Mohamed. Open Education: from OERs to MOOCs. Germany, Springer Berlin Heidelberg, 2016.

3. Digital Learning Resources. Available at https://vikaspedia.in/education/interactive-resources

4. Open Educational Resources (OER): Resource Roundup. Available at https://www.edutopia.org/open-educational-resources-guide

5. Open Educational Resources. Available at https://libraryguides.lib.iup.edu/c.php?g=660341&p=4636709

6. Zhou, Molly Y. Open Educational Resources (OER) Pedagogy and Practices. United States, IGI Global/Information Science Reference, 2019.

7. Non-documentary Sources. https://epgp.inflibnet.ac.in/Home/ViewSubject?catid=21

# ASSESSMENT

**Weightage for assessments (in percentage)**

| Type of Course | Formative Assessment/I.A. | Summative Assessment |
|---|---|---|
| Theory | 40 % | 60 % |
| Practical | 40 % | 60 % |
| Projects | 40 % | 60 % |
| Experiential Learning (Internships, etc.) | - | 100% |

| Formative assessment for theory | |
|---|---|
| **Assessment Occasion/ type** | **Weightage in Marks** |
| Periodic tests | **20** |
| Assignments and library visits | **10** |
| Seminar/Group discussion (For theory) | **10** |
| **Total** | **40** |
| **Formative Assessment for Practical** | |
| **Assessment Occasion/ type** | **Weightage in Marks** |
| Periodic tests | 10 |
| Assignments | 05 |
| Record | 10 |
| **Total** | **25** |

**Note:** The Total marks for semester end examination (theory) is 60

The Total marks for semester end examination (practical) is 40