Bachelor of Library & Information Science (B.Lib.)

First & Second Semester Curriculum

Session: 2024-25 and Onwards

DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE

I Semester Syllabus w.e.f.2024-25

Course	Category	Subject	Subject Code
B. Lib.	Core Subject	Foundations of Library and Information Science	LISCS 111
Total Credit: 4		Max. Marks:100 (External: 80+Internal: 20)	

Course Learning Outcomes (CLO)

After studying this Course, the Student will be able to:

1. Comprehend the concept of information and the discipline of Library and Information Science and also understand the development of libraries
2. Classify libraries on the basis of their purpose and functions and know the role of libraries in the development of various aspects of society
3. Comprehend the basic philosophy of Library and Information Science and also understand laws related to libraries and information
4. To Understand librarianship as a profession and assess the role of national and international library associations and organizations
5. Highlight role of various library promoters at the national and international level

Content of the Course

Unit I:

Information, Knowledge and Society:

- Information: Meaning, Characteristics
- Data, Information, Knowledge, Wisdom; Knowledge Society
- Information Transfer Cycle: Generation, Storage and Dissemination of information
- Library and Information Science as a Discipline

Unit II:

Libraries – Types and Roles:

- Historical Development of Libraries
- 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

Unit III:
Laws Related to Libraries and Information:

- 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
- Right to Information Act; Intellectual Property Rights; Information Technology Act; Plagiarism

Unit IV:
Professional Associations and Organizations:

- Librarianship as a Profession
- Professional Ethics
- National and International Professional Associations: ILA, IASLIC, IATLIS, IFLA, ALA, CILIP, ASLIB and SLA - Role of UNESCO, UGC and RRRLF in the promotion and development of libraries

Unit V:
Professional Education and Rights:

- Professional Education and Research
- Press and Registration Act
- Intellectual Property Rights

Reference:

1. Bawden, D., & Robinson, L. (2013). Introduction to information science. Chicago: Neal Schuman.
2. Davies, D. L. (2013). Library and information science. New Delhi: Random Exports.
3. Isaac, K. A. (2004). Library legislation in India: A critical and comparative study of state library Acts. New Delhi: EssEss Publications.
4. Leckie, G. J., Given, L. M., & Buschman, J. (2010). Critical theory for library and information science: Exploring the social from across the disciplines. Santa Barbara, Calif: Libraries Unlimited.
5. McIntosh, J. (2011). Library and information science: Parameters and perspectives. Oakville, Ont: Apple Academic Press.
6. Rubin, Richard E. (2013). Foundations of library and information science. New Delhi: DBS Imprints.

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I Semester Syllabus w.e.f.2024-25

Course	Category	Subject	Subject Code
B. Lib.	Core Subject	Library Management	LISCS 112
Total Credit: 4		Max. Marks:100 (External: 80+Internal: 20)	

Course Learning Outcomes (CLO)

After studying this Course, the Student will be able to:

1. To Understand the concept and history of management and Elaborate principles and functions of management
2. Carry out various operations of Library and Information Centers
3. Manage, preserve and provide access to various print and non-print information sources
4. Comprehend the concept of financial management and human resource management
5. Maintain the library statistics and prepare annual report

Content of the Course

Unit I:

Principles and Functions of Management:

- Management: Concept, Scope
- Schools of Management Thoughts
- Principles of Management
- Functions of Management

Unit II:

Collection Development and Management:

- Acquisition of Books and Subscription of Periodicals
- Technical Processing
- Circulation Methods and Processes
- Maintenance: Stock Verification, Shelf-rectification, Binding, Preservation

Unit III:

Financial and Human Resource Management:

- Sources of Library Finance, Estimation of Library's Financial Requirements
- Budgeting, Accounting and Auditing
- Cost Effectiveness Analysis and Cost Benefit Analysis
- Human Resource Management: Introduction, Staff motivation and quality improvement

Unit IV:
Library Committee, Rules, and Reports:

- Library Committee
- Library Statistics; Annual Report
- Library Rules and Regulations

Unit V:
Library Building and Furniture:

- Library Building – Physical Planning
- Space Management
- Library Furniture: Standards and Specifications

Reference:

1. Evans, G. Edward &Layzell, Patricia. (2007). Management basics for information professionals. 2nd ed. London: Libraries Unlimited.
2. Johnson, P. (2014). Fundamentals of collection development and management. 3rd ed. Chicago : American Library Association.
3. Koontz, H. &Weihrich, H. (2015). Essentials of management. 10th ed. Chennai, McGraw Hill Inc.
4. Krishan Kumar, (2007). Library management in electronics environment. New Delhi: Har - Anand Publications.
5. Mittal, R. (2007). Library administration: Theory and practice. New Delhi: Ess Ess Publications.
6. Narayana, G J. (1991). Library and information management. New Delhi: Prentice Hall of India.
7. Stueart, Robert D. & Moran, B. (2007). Library and information centre management, London: Libraries Unlimited
8. Stock, W. G., Stock, M., & Becker, P. (2013). Handbook of information science. Berlin; Boston: De Gruyter Saur

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I Semester Syllabus w.e.f.2024-25

Course	Category	Subject	Subject Code
B. Lib.	Core Subject	**Information Sources, Systems and Services**	LISCS 113
Total Credit: 4		Max. Marks:100 (External: 80+Internal: 20)	

Course Learning Outcomes (CLO)

After studying this Course, the Student will be able to:

1. To understand, identify and explore the different types of information sources and evaluate various types of information sources
2. Explore, collate and facilitate access to the electronic resources, such as e-journals, e-books, databases and institutional repositories
3. Provide library services using sources such as blogs, portals, wikies, subject gateways, digital libraries
4. To understand the concept of library resource sharing and consortia
5. Comprehend the nature and functions of various information systems and networks

Content of the Course

Unit I:

Information Sources:

- Nature, Characteristics, Types and Formats
- Documentary and Non-Documentary Sources
- Primary, Secondary and Tertiary Sources of Information
- Human Sources of Information; Institutional Sources

Unit II:

Reference Sources:

- Reference Sources: Characteristics, Types, Usefulness
- Bibliographies: National, International, Author, Subject and Trade Bibliographies
- Dictionaries, Directories, Biographical Sources and Yearbooks

Unit III:

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 IV:

Reference and Information Services:

- Reference Service: Concept, Purpose, Types, Theories
- Documentation Services: Current Awareness Service (CAS), Selective Dissemination of Information (SDI), Translation Services, Indexing and Abstracting Services, Bibliographical Services
- Document Delivery Services, Inter Library Loan (ILL) Service
- Online Services: Instant Messaging, RSS Feeds, Podcasts, Vodcasts, Ask a Librarian, Mobile Based Library Services and Tools; Collaborative Services: Social Networks, Social Bookmarking; Community Information Services

Unit V:

Information Systems and Networks:

- Information Systems: Characteristics, Functions
- National Information Systems and Networks: NISCAIR, NASSDOC, DESIDOC, SENDOC, ENVIS, NICNET, ERNET; National Knowledge Network (NKN)
- Global Information Systems and Network: MEDLARS, AGRIS, INIS, INSPEC, BIOSIS, ERIC, Patent Information System (PIS), Biotechnology Information System (BIS)
- Library resources sharing and Consortia

Reference:

1. Bopp, R. E. & Smith, L. C. (Eds.). (2011). Reference and information services: An introduction. Santa Barbara: ABC-CLIO Publishing.
2. Cassell, K. A. &Hiremath, U. (2013). Reference and information services: An introduction. Chicago:
   American Library Association.
3. Chowdhury, G. & Chowdhury, S. (2001). Information sources and searching on the World Wide Web. London: Facet Publishing
4. Cheney, F N. & Williams, W. J. (2000). Fundamentals of reference sources. Chicago: American, Library Association
5. Katz, W. A. (2000). Introduction to Reference work. London, Butterworths
6. Shuman, Bruce A. (2004). Issues for libraries and information science in the internet age. London: Libraries Unlimited Inc

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I Semester Syllabus w.e.f.2024-25

Course	Category	Subject	Subject Code
B. Lib.	Core Subject	Knowledge Organization: Classification (Theory)	LISCS 114
Total Credit: 4		Max. Marks:100 (External: 80+Internal: 20)	

Course Learning Outcomes (CLO)

After studying this Course, the Student will be able to:

1. Explain the nature and attributes of universe of knowledge and elaborate meaning and types of subjects and modes of subject formation
2. Illustrate knowledge as mapped in different classification schemes and express the meaning, purpose, functions, theories and canons of library classification
3. Elucidate various facets of notation and call number
4. Discuss the characteristics, merits and demerits of different species of library classification schemes
5. Highlight salient features of major classification schemes 8. Review current trends in library classification

Content of the Course

Unit I:

Universe of Knowledge:

- Universe of Knowledge: Nature, Attributes
- Subject: Meaning, Types (Basic, Compound, Complex)
- Modes of Subject Formation
- Universe of Knowledge as Mapped in Different Classification Schemes (DDC, UDC, CC, LCC)

Unit II:

Library Classification:

- Concept, Purpose, Functions
- Canons and Postulates
- Knowledge Classification and Book Classification
- Notation: Meaning, Need, Functions, Types, Qualities, Call number

Unit III:
Classification Schemes:

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

Unit IV:
Classification Facet and Principles:

- Facet Analysis: Definition, Concept
- Phase relation: Types
- Helpful Sequence

Unit V:
Current Trends:

- Simple Knowledge Organization Systems (SKOS)
- Automatic Classification, Web Dewey
- Taxonomies
- Folksonomies

Reference:

1. Chan, L. M. and Salaba, Athena (2015). Cataloguing and classification: an introduction. 4th ed. Lanham, MD: Rowman & Littlefield Publishers
2. Dhyani, Pushpa (2000). Theory of library classification. Delhi: VishwaPrakashan.
3. Joudrey, Daniel N. & Taylor, Arlene G. (2015). Introduction to cataloguing and classification, 11th ed. Santa Barbara: Libraries Unlimited
4. Kumbhar, Rajendra (2011). Library classification trends in 21st century. Oxford:Chandos Publishing.
5. Lazarinis, Fotis (2014). Cataloguing and classification: an introduction to AACR2, RDA, DDC, LCC, LCSH and MARC 21 standards. Oxford: Chandos Publishing.
6. Ranganathan, S. R. (2006). Prolegomena to library classification. 3rd ed. New Delhi: EssEss Publications.
7. Rowley, Jennifer & Hartley, Richard (2008). Organizing knowledge: an introduction to managing access to information. 4th ed. London: Routledge

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I Semester Syllabus w.e.f.2024-25

Course	Category	Subject	Subject Code
B. Lib.	Core Subject	Knowledge Organization: Cataloguing (Theory)	LISCS 115
Total Credit: 4		Max. Marks:100 (External: 80+Internal: 20)	

Course Learning Outcomes (CLO)

After studying this Course, the Student will be able to:

1. To understand the concept of library catalogue and comprehend various inner and outer forms of library catalogue
2. To understand the main and added entries of library catalogue also understand various approaches of deriving subject headings
3. Know about the normative principles of cataloguing also understand the concept of co-operative and centralized cataloguing
4. Explain the current trends in library cataloguing
5. Know the standards for bibliographic interchange and communication

Content of the Course

Unit I:

Library Catalogue:

- Introduction to various parts of documents
- Library Catalogue: Concept, Objectives, Functions
- Physical Forms of Library Catalogue: Conventional and Non-conventional
- Types of Catalogue: Dictionary Catalogue, Classified Catalogue, Alphabetico-Classified Catalogue, Alphabetico-Subject Catalogue

Unit II:

Catalogue Codes and Normative Principles:

- Catalogue Codes: History and Development
- Normative Principles
- Catalogue Entries according to CCC and AACR (latest editions)
- Authority File

Unit III:
Subject and Union Catalogue:

- Subject Catalogue: Meaning, Purpose
- Union Catalogue: Concept, Purpose
- Tools and Techniques for Deriving Subject Headings
- Selective, Simplified, Cooperative and Centralized Cataloguing

Unit IV:
Bibliographic Formats:

- ISBD(International Standard Bibliographic Format), FRBR and Bibframe
- CCF(Common Communication Format)
- RDA (Resource Description and Access)

Unit V:
Current Trends in Cataloguing:

- Metadata: Meaning, Purpose, Types, Uses
- MARC 21, DUBLIN CORE, TEI (Text Encoding Initiative), METS, EAD, VRA Core, MODES
- Standards for Bibliographic Interchange and Communication: ISO 2709, Z39.50 and Z39.71

Reference:

1. Bowman, J. H. (2003). Essential cataloguing. London: Facet Publishing.
2. Brenndorfer, Thomas (2016).RDA Essentials. Chicago, American Library Association.
3. Girja Kumar &Krishan Kumar (2011). Theory of cataloguing. 5th ed. Delhi: Vikas Publishing House.
4. Gorman, M., & Winkler, P. (2005). Anglo-American Cataloguing Rules -2R. Chicago: American Library Association.
5. Krishan, G. (2000). Library online cataloguing in digital way. Delhi: Authors press.
6. Lazarinis, Fotis (2014). Cataloguing and classification: An introduction to AACR2, RDA, DDC, LCC, LCSH and MARC 21 Standards. London: Chandos Publishing
7. Taylor, A. G. & Miller, D. P (2007). Introduction to cataloging and classification. 10th ed. Westport, Conn: Libraries Unlimited.
8. Mitchell, A. M., & Surratt, B. E. (2005). Cataloging and organizing digital resources: A how to-do-it manual for librarians. London: Facet Publication.

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I Semester Syllabus w.e.f.2024-25

Course	Category	Subject	Subject Code
B. Lib.	Ability Enhancement	Communicative English	LISAE 116
Total Credit: 4		Max. Marks:100 (External: 80+Internal: 20)	

Course Learning Outcomes (CLO)

After studying this Course, the Student will be able to:

1. To understand the concept of Communicative English.
2. To develop vocabulary and improve the accuracy in grammar
3. To produce words with right pronunciation
4. To improve –listening, speaking, reading and writing skills
5. To demonstrate positive group communication exchanges
6. To exchange their professionalism at work

Content of the Course

Unit I:

Communication:

- Communication: Definition, Process and Significance
- Effective Communication: Objectives and Essential factors

Unit II:

Phonetics and Phonology:

- English Sounds and Phonetics symbols: Introduction
- Elements of Phonology –pitch, intonation, stress, accent

Unit III:

Morphemes and Morphology:

- Words and their formation
- Grammar and its application for effective speaking
- Use of proposition, auxiliaries and tenses
- Sentences: structure and types

Unit IV:
Vocabulary:

- One word substitution
- Synonyms and Antonyms
- Homophone

Unit V:
Written Communication:

- Letter writing (format, organization, presentation, style and tone)
- Business writing, Report writing, Preparing CV and Resumes, Job application
- Notices and Minutes

Reference:

1. Leech, Geoffery and Jan Svartvik (2003). A Communicative Grammar of English. 3rd ed. Longman . 456p
2. O'Connor, J.D. (1980). Better English Pronunciation, UK, Cambridge, Cambridge University Press
3. Sarah, Jasmin, Jagat Guru and Bright, J.S.(2007). Business Letter writing . Delhi , University Pub. 264p
4. Subramaniam, T.B. a Textbook of English Phonetics for Indian Students . MacMillan , Chennai
5. Swan, Michael (1984). Basic English Language. U.K., Oxford University Press. 288p

II Semester Syllabus w.e.f.2024-25

Course	Category	Subject	Subject Code
B. Lib.	Core Subject	Knowledge Organization: Classification (Practice)	LISCS 211
Total Credit: 4		Max. Marks:100 (External: 80+Internal: 20)	

Course Learning Outcomes (CLO)

After studying this Course, the Student will be able to:

1. Construct class numbers for documents with simple, compound and complex subjects
2. Synthesize class numbers by using the standard subdivisions/common isolates/auxiliary tables
3. Compile book numbers and be able to use index of the classification scheme

Content of the Course

Unit I:

Classification of documents with simple subjects

Unit II:

Classification of documents with compound subjects

Unit III:

Classification of documents with complex subjects using standard sub-divisions/common isolates/special isolates/auxiliary tables/add notes from schedules

Unit IV:

Classification of all types of subjects using schemes of Colon Classification and Dewey decimal classification

Unit V:

Assigning Book Numbers

Reference:

1. British Standards Institute (2006). Universal Decimal Classification. 2 vols. Standard ed. London: BSI.
2. Dewey, Melvil and Mitchell, Joan S. (2011). Dewey Decimal Classification and Relative Index. 23rd ed. Dublin: OCLC
3. Ranganathan, S. R. (2008). Colon Classification. 6th rev. ed. New Delhi: EssEss Publications.
4. Ranganathan, S. R. & Gopinath, M. A. (1989). Colon classification. 7th ed. Vol. 1, schedules for classification. Bangalore, Sarada Ranganathan Endowment for Library Science
5. Schedules of Library of Congress Classification Schemes

II Semester Syllabus w.e.f.2024-25

Course	Category	Subject	Subject Code
B. Lib.	Core Subject	Knowledge Organization: Cataloguing (Practice)	LISCS 212
Total Credit: 4		Max. Marks:100 (External: 80+Internal: 20)	

Course Learning Outcomes (CLO)

After studying this Course, the Student will be able to:

1. Use the catalogue codes and standards
2. Prepare catalogue entries for various types of information sources
3. Derive subject headings using various methods and tools

Content of the Course

Unit I:

Cataloguing of Works of Single Authorship, Shared Authorship, Pseudonyms, Mixed Responsibilities

Unit II:

Cataloguing of Editorial Works, Composite Works, Multi-volume Works

Unit III:

Cataloguing of Serial Publications, Uniform Titles

Unit IV:

Cataloguing of Works of Corporate Authorship

Unit V:

Subject Heading: determination, Chain procedure through Colon Classification

Reference:

1. Bristow, Barbara A. (2018). Sear's list of subject headings. 22nd ed. New York: Grey House Publishing.
2. Gorman, M., & Winkler, P. (2005). Anglo-American Cataloguing Rules -2R. Chicago: American Library Association.
3. Ranganathan, S. R. (1964). Classified catalogue code: with additional rules for dictionary catalogue. 5th (Reprint) ed. New Delhi Ess Ess Publications

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II Semester Syllabus w.e.f.2024-25

Course	Category	Subject	Subject Code
B. Lib.	Core Subject	Basics of Information and Communication Technology (Theory)	LISCS 213
Total Credit: 4		Max. Marks:100 (External: 80+Internal: 20)	

Course Learning Outcomes (CLO)

After studying this Course, the Student will be able to:

1. To understand the structure of computer and functions of its various units
2. Plan and implement automation in library housekeeping operations and services
3. Evaluate various library management software and identify and state the features of telecommunication channels, modes, media, modulation, standards and protocols
4. Highlight the nature and components of computer networks and their protocols and standards
5. Discuss of Internet, search engines and network security and examine the concept of library networks and highlight their types and importance

Content of the Course

Unit I:

Fundamentals of Computers:

- Concept, Generations, Types, Hardware
- Units of Computers: Arithmetic and Logic Unit, Control unit, Input and Output Unit, Memory Unit
- Software: System Software - Operating Systems-MS-Windows, UNIX and LINUX; Application Software - MS-Word, MS-Excel and MS-Power point
- Introduction to Character Recognition, Programming Languages

Unit II:

Library Automation:

- Definition, Purpose, Historical Development
- Planning and Implementation of Automation in Housekeeping Operations, Retrospective Conversion
- Standards for Library Automation
- Library Management Software: Proprietary, Free and Open Source Software (FOSS); Evaluation

Unit III:
Telecommunication Technologies:

- Transmission Channels, Mode, and Media, ISDN, PSDN,
- Modulation, Frequency, Bandwidth and Multiplexing,
- Standards and Protocols
- Wireless Communication: Media, Wi-fi, Li-fi, Satellite Communication, Mobile Communication

Unit IV:
Computer Networks and Library Networks:

- Computer Networks: Concept, Need, Topologies, Types: LAN, MAN, WAN
- Internet: Web Browsers, WWW, E-mail; Search Engines (Meta & Entity); Internet Protocols and Standards: HTTP, SHTTP, FTP, SMTP, TCP/IP, URI, URL; Search Strategies
- Data Security and Network Security: Firewalls, Cryptographic Techniques, Anti-virus software, Anti- spyware, Intrusion Detection System
- Library Networks: Concept, History, Need, Types (Regional, National, International)

Unit V:
Computer Media:

- Multimedia: Introduction, Definition
- Hypermedia: Introduction, Definition

Reference:

1. Bharihoke, Deepak (2012). Fundamentals of Information Technology. 4th ed. New Delhi: Excel Books.
2. Borgman, Christine L. (2017). Big data, little data, no data: Scholarship in the networked world. Cambridge: The MIT Press.
3. Haravu, L. J. (2014). Library automation: Design, principles and practice. Allied Publishers, New Delhi. 4. Hennig, Nicole. (2017).
4. Leon-Garcia, Alberto &Widjaja, Indra (2006).Communication networks: Fundamental concepts and key architectures. 2nd ed. New Delhi: McGraw-Hill.
5. Phadke, D. N. (2017). Library information technology. Pune: Universal Publications.
6. Rajaraman, V. &Adabala, Neeharika (2014). Fundamentals of computers. 6th ed. New Delhi: Prentice-Hall of India.
7. Tanenbaum, Andrew S. &Wetherall, David J. (2013). Computer networks. 5th ed. New Delhi: Prentice Hall.

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II Semester Syllabus w.e.f.2024-25

Course	Category	Subject	Subject Code
B. Lib.	Core Subject	Basics of Information and Communication Technology (Practice)	LISCS 214
Total Credit: 4		Max. Marks:100 (External: 80+Internal: 20)	

Course Learning Outcomes (CLO)

After studying this Course, the Student will be able to:

1. Create, edit and manage files using Word Processing, Spread Sheet and Power Point Presentation software
2. Carry out library housekeeping operations using library management software
3. Generate different types of report using library management software
4. Search information from internet and databases adopting suitable search strategies
5. Find bibliographic information from WebOPAC, WorldCat, IndCat

Content of the Course

Unit I:

Setting of Desktop; Use of Operating System; Use of Word Processing Software, Spread Sheet Management Software and Power Point Presentation Software

Unit II:

Installation and Use of Library Management Software (all modules); Generation of Various Reports using Library Management Software

Unit III:

Searching Information from Internet using Different Search Engines; Searching WebOPAC, WorldCat, IndCat; Formulating and applying various strategies

Unit IV:

Searching Databases by adopting various search strategies and filters

Unit V:

Search through Meta Search Engine, Internet and E-mail, Advanced Internet Searching

Reference:

1. Brown, Christopher & Bell, Suzanne (2018). Librarian's guide to online searching: cultivating database skills for research and instruction. 5th ed. London: Libraries Unlimited
2. Clayton, Marlene (2018). Managing library automation. 2nd ed. London: Routledge.
3. Markey, Karen (2019). Online searching: A guide to finding quality information efficiently and effectively. 2nd ed. Lanham, Maryland: Rowman & Littlefield Publishers.
4. Marmel, Elaine (2015). Office 2016 Simplified. Hoboken. New Jersey: John Wiley & Sons.
5. Mishra, Vinod Kumar (2016). Basics of library automation, Koha library management software and data migration: Challenges with case studies. New Delhi: EssEss Publications

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II Semester Syllabus w.e.f.2024-25

Course	Category	Subject	Subject Code
B. Lib.	DSE (Discipline Specific Elective)	School Library and Media Centre	LISDSE 215
Total Credit: 4		Max. Marks:100 (External: 80+Internal: 20)	

Course Learning Outcomes (CLO)

After studying this Course, the Student will be able to:

1. Understand the nature and functions of School Library and Media Centre
2. Highlight the role of School Library and Media Centre in inculcating reading habit among school students
3. Select, acquire organize and manage collection of School Library and Media Centre
4. Promote 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
5. Provide various types of library services to school students
6. Organize library orientation programmes for school students

Content of the Course

Unit I:

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 II:

Collection Development and Management:

- Print Information Sources: Selection, Acquisition, 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 III:

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 IV:

Services of School Library:

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

Unit V:

Media Centre and its Activities:

- Library as a Media
- Media Policy
- Public Relation Activities

Reference:

1. Barr, Catherine & Gillespie, John T. (2009). Best books for high school readers: Grades 9–12. 2nd ed. Westport: Libraries Unlimited.
2. Craver, Kathleen W. (2002). Creating cyber libraries: An instructional guide for school library media specialists. Santa Barbara: Libraries Unlimited.
3. Dickinson, Gail K. &Repman, Judi (2015). School library management, 7th ed. Columbus: Linworth Publishing.
4. Harper, Meghan (2018). Reference sources and services for youth. Chicago: American Library Association.
5. Martin, Barbara Stein &Zannier Marco (2009). Fundamentals of school library media management: A how-to-do-it manual. New York: Neal-Schuman Publishers, Inc.
6. Messner, Patricia A. & Brenda S. Copeland (2011). School library management: Just the basics. Westport: Libraries Unlimited.
7. Mohanraj, V. M. (2011). School library: An educational tool. New Delhi: Ess Ess Publications.

8. Preddy, Leslie B. (2007). SSR with intervention: A school library action research project. Santa Barbara: Libraries Unlimited.
9. Ranganathan, S R., (2006). New education and school library, New Delhi: EssEss Publications.
10. Repman, Judi & Dickinson, Gail K. (2007). School library management, 6th ed. Columbus: Linworth Publishing.
11. United States Office of Education (2018). Public, society, and school libraries (Classic Reprint). London: Forgotten Books.
12. Vardell Sylvia M. (2014). Children's literature in action: A librarian's guide, 2nd ed. Santa Barbara: Libraries Unlimited
13. Wilson, Martha (2013). School library management. Charleston: Nabu Press.
14. Woolls, Blanche &Loertscher, David V. (2013). The whole school library handbook Chicago: American Library Association.
15. Woolls, Blanche &Coatney, Sharon (2017). The School library media manager: Surviving and thriving, 6th ed. Santa Barbara: Libraries Unlimited

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II Semester Syllabus w.e.f.2024-25

Course	Category	Subject	Subject Code
B. Lib.	DSE (Discipline Specific Elective)	Public Library and Information System	LISDSE 216
Total Credit: 4		Max. Marks:100 (External: 80+Internal: 20)	

Course Learning Outcomes (CLO)

After studying this Course, the Student will be able to:

1. Understand the nature and role of Public Libraries and Information Systems
2. Explain the role of government and other agencies in the development of libraries
3. Perceive the role of public library in the promotion of formal and informal education
4. Select, acquire, organize and manage public library collection
5. Provide various types of library and information services
6. Offer extension and outreach services to different categories of users
7. Organize information literacy programmes

Content of the Course

Unit I:

Role of Public Library and Information 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 II:

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 III:

Management of Public Library and Information 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 IV:

Services of Public Library and Information Systems:

- Circulation Service, Reference service, Readers' Advisory Service
- Information literacy
- Outreach Activities: Mobile Library Services, Online Services

Unit V:

Extension Services:

- Extension Services: Concept and Programs
- Consultancy Services ,Readers Clubs, Author Talk, Book Clubs, Exhibition Lectures

Reference:

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. Koontz, Christie & Gubbin, Barbara. (2010). IFLA public library service guidelines. 2nd Rev ed. Berlin: Walter de Gruyter& Co.
4. Matthews, Joseph R. (2005). Measuring for results: The dimensions of public library effectiveness. London: Libraries Unlimited.
5. Matthews, Joseph R.&Hernon, Peter (2013). Reflecting on the future of academic and public libraries. London: Facet Publishing.
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7. Nicholson, Kirstie (2017). Innovation in public libraries: Learning from international library practice. London: Chandos Publishing.
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11. Shaffer, Gary L. (2018). Creating the sustainable public library: The triple bottom line approach. London: Libraries Unlimited.
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II Semester Syllabus w.e.f.2024-25

Course	Category	Subject	Subject Code
B. Lib.	DSE (Discipline Specific Elective)	Project work: Literature Survey and Field Work	LISDSE 217
Total Credit: 4		Max. Marks:100 (External: 80+Internal: 20)	

Note: The student shall prepare Project work Report on literature Survey and field work under the supervision of allotted supervisor and submit the report at the end of the semester before the scheduled examination. The evaluation of report carries 60 marks followed by viva voce of 40 marks.