

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

**SUBJECT:**

**Library and Information Science (LIS)**

**2021**

# **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 build competent and skillful information professionals for 21<sup>st</sup> century librarianship.
- To impart knowledge and skills required for management of libraries and information centers.
- To help students keep abreast with recent trends and advancements in Library and Information Science.
- To inculcate in students entrepreneurial attitude and skills for information industry.
- To imbibe in students professional ethics and values of librarianship.
- To equip the students with advance ICT tools and technologies used in the management of modern libraries and information centers.
- To develop research aptitude and skills to address the problems of LIS profession.

## **Program Outcomes**

A student successfully completing the program will be able to:

- Acquire knowledge and skills for effective management of modern libraries and information centers.
- Independently administer and manage library operations on scientific lines.
- Judiciously apply theories, principles and practices in the management of libraries and information centers.
- Use contemporary tools and technologies for the smooth functioning of libraries.
- Understand and appreciate the trends and developments in the field of Library and Information Science.
- Develop research aptitude and skills to address the problems of LIS profession

## SEMESTER: I

### LISDSC01: Introduction to Libraries and Information Sources

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

#### Objectives

- To help students understand and appreciate the role and importance of libraries in society.
- To equip the students with knowledge and skills in the identification and evaluation of information sources.
- To impart skills required for library collection development.

#### Learning Outcomes

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

- Understand and appreciate the role of libraries in modern society.
- Identify and evaluate different types of information sources.
- Perform library operations pertaining to procurement of resources.

<b>Unit-1</b>	<b>Introduction to Libraries, Museums and Archives.</b> <i>Chapter.1:</i> Library: Meaning, definitions, need and importance, objectives. Functions and services. <i>Chapter.2:</i> Role of libraries in modern society. Types of libraries, objectives and functions: Public, academic, special libraries. Museums and archives: Objectives and functions. <i>Chapter.3:</i> Conventional libraries and modern libraries: Meaning, definition, objectives and functions.	<b>13 Hours</b>
<b>Unit-2</b>	<b>Library Development</b> <i>Chapter.4:</i> History and evolution of libraries. Growth and development of libraries in India. <i>Chapter.5:</i> Libraries in social context, Social and historical foundations of library, role of libraries in formal and informal education. <i>Chapter.6:</i> Five laws of library science and their implications.	<b>13 Hours</b>

<b>Unit-3</b>	<b>Information Sources</b> <i>Chapter.7:</i> Information sources: Meaning, definition, importance, characteristics, functions and evolution. <i>Chapter.8:</i> Documentary sources: Meaning and definition, need and importance. <i>Chapter.9:</i> Non documentary sources: Meaning and definition, need and importance. Human and institutional sources.	<b>13 Hours</b>
<b>Unit-4</b>	<b>Types of Documentary Sources</b> <i>Chapter.10:</i> Primary sources: Books, periodicals, conference proceedings and newspapers. <i>Chapter.11:</i> Secondary sources: Dictionaries, encyclopedias, biographical sources, geographical sources. <i>Chapter.12:</i> Tertiary sources: Directories, bibliographies and union catalogues.	<b>13 Hours</b>

**Part-B: Practical (0+0+4) (2 credits) 52 Hours**

<b>Unit-5</b>	<b>Library Book Acquisition</b> <i>Chapter.1:</i> Seeking book recommendations. Identification of books from book selection tools. Preparation of selected book list for placing before book selection committee. Preparation of purchase orders for books. Library terms and conditions. Actual receipt of books. <i>Chapter.2:</i> Recording details in accession register. Bill processing and payment. Maintenance of records in acquisitions section: Book Recommendation files, purchase order files, Payment files	<b>26 Hours</b>
<b>Unit-6</b>	<b>Evaluation of Information Sources</b> <i>Chapter.3:</i> Acquaintance and identification of various sources of information. <i>Chapter.4:</i> Evaluation of reference sources: Dictionaries and encyclopedias.	<b>26 Hours</b>

*Note:* Each student shall compulsorily maintain a practical record and submit the same in the practical examination.

## 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

## LISOEC01: Information Resources (Theory) (3+0+0) (3 credits) 40 Hrs

### Objectives

- To facilitate basic understanding of information sources and their importance.
- To impart in students the knowledge of information sources.
- To help students understand and appreciate various electronic resources.

### Learning Outcomes

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

- Acquire basic understanding of information sources.
- Appreciate the features and importance of various types of information sources.
- Use information resources, including e-resources, in information seeking.

<b>Unt-1</b>	<b>Information Sources</b> <i>Chapter.1:</i> Library: Meaning, definition, types, functions. <i>Chapter.2:</i> Information sources: Meaning, definition, importance, characteristics, functions and evolution. <i>Chapter.3:</i> Types of information sources: Documentary and non-documentary sources.	<b>13 Hours</b>
<b>Unit-2</b>	<b>Types of Information Sources</b> <i>Chapter.4:</i> Primary sources: Periodicals, thesis and dissertation, conference proceedings, technical reports, patents, standards and specifications. <i>Chapter.5:</i> Secondary sources: Dictionaries, encyclopedias, biographical sources, geographical sources, year books, handbooks and manuals. <i>Chapter.6:</i> Tertiary sources : Directories, bibliographies, union catalogues	<b>13 Hours</b>
<b>Unit-3</b>	<b>E-resources</b> <i>Chapter.7:</i> Internet, WWW as an information source, e-books, e-journals, e-reference sources, Google scholar. <i>Chapter.8:</i> Open access resources: DOAJ and DOAB, Google books, <i>Chapter.9:</i> e-PG pathshala, E-gyankosh, Swayamprabha, Vidyamitra, Wikipedia,	<b>14 Hours</b>

## 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

### LISDSC02: Library Management

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

#### Objectives

- To impart in students fundamental understanding of Management concepts.
- To equip students in the application of principles of management in library operations.
- 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:

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

<b>Unit.1</b>	<b>Management</b> <i>Chapter.1:</i> Management: Concept, meaning, definition, functions and scope. <i>Chapter.2:</i> Management styles and approaches. Organizational structure of Libraries and Information Centers. <i>Chapter.3:</i> Principles of management: F W Taylor and Henry Fayol.	<b>13 Hours</b>
<b>Unit.2</b>	<b>Collection Development</b> <i>Chapter.4:</i> Types of documents. Selection and acquisition: Tools, policies and procedures. Problems of collection development. <i>Chapter.5:</i> Technical processing and preparation of documents for use. <i>Chapter.6:</i> Shelving, circulation work, methods of book circulation-charging and discharging system.	<b>13 Hours</b>

<b>Unit.3</b>	<p><b>Technical Processing Section</b></p> <p><i>Chapter.7:</i> Need for technical processing of books: Classification, cataloguing and preparing books for shelving.</p> <p><i>Chapter.8:</i> Classification: Need and importance. Functions of library classification. Introducing classification scheme: DDC. Conceptual understanding: Symbols used in notation, class number, call number, book number.</p> <p><i>Chapter.9:</i> Library cataloguing: Need and importance, objectives and functions.</p>	<b>13 Hours</b>
<b>Unit.4</b>	<p><b>Circulation Section</b></p> <p><i>Chapter.10:</i> Functions. Issue (charging) and returns (discharging) methods. Overdue charges. Fine collection procedure. Reservation of books. Renewal of loan period.</p> <p><i>Chapter.11:</i> Inter-library loan. Circulation statistics. Withdrawal and weeding.</p> <p><i>Chapter.12:</i> Maintenance: Book binding. Stock verification. Library building, furniture and equipment</p>	<b>13 Hours</b>

**Part-B: Practical (0+0+2) (2 credits) 52 Hrs**

<b>Unt-5</b>	<p><b>Shelving of Books</b></p> <p><i>Chapter.1:</i> Preparation of book labels/spine labels, and preparation of book cards for circulation. Due dates, overdue charges as per rules.</p> <p><i>Chapter.2:</i> Renewal of loan period etc. Preparation of shelf list and shelf guide, replacement / merging of books.</p>	<b>26 Hours</b>
<b>Unit.6</b>	<p><b>Dewey Decimal Classification</b></p> <p><i>Chapter.3:</i> Simple subjects and subjects which requires simple synthesis (add to instructions),</p> <p><i>Chapter.4:</i> Classification of subjects using Table 1 and Table 2. Construction of book number.</p>	<b>26 Hours</b>

*Note:* Each student shall compulsorily maintain practical record and submit the same at the same time of practical examination.

## References

1. Krishna Kumar (1987). *Library Administration and Management*. Delhi: Vikas
2. Kumar P.S.G (2003). *Management of Library and Information Centres*. Delhi: B. R. Publishing Corporation,
3. Lahiri, Ramansu. *Management of libraries: Concepts and Practices*, New Delhi: EssEss Publications, 1996
4. Mittal, R L (1987). *Library administration*. Ed 5. New Delhi: Metropolitan
5. Stuert, Robert D and Moran, Barbara B (2004). *Library and Information Center Management*. Colorado: Libraries unlimited
6. Krishna Kumar (1987). *Library Administration and Management*. Delhi: Vikas
7. Kumar P.S.G (2003). *Management of Library and Information Centres*. Delhi: B. R. Publishing Corporation,
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9. Mittal, R L (1987). *Library administration*. Ed 5. New Delhi: Metropolitan
10. Stuert, Robert D and Moran, Barbara B (2004). *Library and Information Center Management*. Colorado: Libraries unlimited
11. Dhyan, P. (2016). *Classifying with Dewey decimal classification*. New Delhi: Ess Ess Publications.
12. Krishna Kumar. (1980). *Theory of Library Classification*. Ed.2. New Delhi: Vikas.
13. Ranganathan, S. R. (2006). *Philosophy of Library Classification*. New Delhi: Ess Ess Publications.
14. Ranganathan, S. R. (2006). *Prolegomena to library classification*. New Delhi: Ess Ess Publications
15. Ranganathan, S.R. (1966). *Elements of library classification (2nd ed.)*. Bombay: UBS.

## LISOEC02: Open Educational Resources (Theory) (3+0+0) (3 credits) 40 Hrs

### Objectives

- To provide basic understanding of information resources and their importance.
- To help students understand Open Access and its role in ensuring free access to information.
- To impart knowledge of Open Educational Resources and various platforms providing access to OERs.

### Learning Outcomes

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

- Acquire basic understanding of information resources.
- Appreciate the philosophy of Open Access and its importance in providing free access to information.
- Understand the implications of Open Access on libraries and information centres.
- Effectively and judiciously use Open Educational Resources.

<b>Unt-1</b>	<b>Information Resources</b> <i>Chapter.1:</i> Information resources: Meaning and definition. Nature, evolution, functions and importance. <i>Chapter.2:</i> Structure and components of primary, secondary and tertiary sources. <i>Chapter.3:</i> Higher Education in India. Promotion and role of UNESCO and UGC in higher education. Human library.	<b>13 Hours</b>
<b>Unit-2</b>	<b>Open Access</b> <i>Chapter.4:</i> Open access: Meaning and definition. History of open access movement in India and other countries viz., US and UK. <i>Chapter.5:</i> Open access types: Gold OA, Green OA, Hybrid OA, Bronze OA, Diamond OA, and Black/dark OA. Creative commons. <i>Chapter.6:</i> OA features: Licenses, funding, processing charges, Preprint use, archiving. Role of libraries and librarians in open access movement. Copyright and open access.	<b>13 Hours</b>

<b>Unit-3</b>	<p><b>Open Educational Resources</b></p> <p><i>Chapter.7:</i> Meaning and uses. Types: Openly licensed, freely available and modifiable. Benefits for students and teacher. Challenges using OER. UNESCO recommendations on OER</p> <p><i>Chapter.8:</i> Open platforms and OER: Lumen learning, Merlot, OER commons, OpenStax, Academic earth. Learningpod, Open culture. Open courseware, Open textbooks, Open access journals, DOAJ.</p> <p><i>Chapter.9:</i> N-List. MOOCs. SWAYAM: Mode of enrollment and use, clusters and quadrants, National coordinators: UGC, IGNOU and NCERT. DIKSHA, NDLI. Open education search engines.</p>	<b>14 Hours</b>
<p><b>Exercises:</b> Course teacher shall conduct hands-on assignments using reference sources available in the library and acquaintance and hands-on experience with use of Open educational resources: MOOCs and SWAYAM. Each student shall maintain practical record to be considered under continuous assessment component.</p>		

## References

1. Churchill, Daniel. Digital Resources for Learning. Singapore, Springer Singapore, 2017.
2. Electronic Resources available at:  
<https://nios.ac.in/media/documents/SrSecLibrary/LCh-008.pdf>
3. Jemni, Kinshuk, Mohamed and Koutheair Khribi, Mohamed. Open Education: from OERs to MOOCs. Germany, Springer Berlin Heidelberg, 2016.
4. Digital Learning Resources. Available at  
<https://vikaspedia.in/education/interactive-resources>
5. Open Educational Resources (OER): Resource Roundup. Available at  
<https://www.edutopia.org/open-educational-resources-guide>
6. Open Educational Resources. Available at  
<https://libraryguides.lib.iup.edu/c.php?g=660341&p=4636709>

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

8. Non-documentary Sources.

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