

ತುಮಕೂರು



ವಿಶ್ವವಿದ್ಯಾನಿಲಯ

ಗ್ರಂಥಾಲಯ ಮತ್ತು ಮಾಹಿತಿ ವಿಜ್ಞಾನ ಅಧ್ಯಯನ ಮತ್ತು ಸಂಶೋಧನಾ ವಿಭಾಗ
ಡಾ. ವಿ.ಎಸ್. ಆಚಾರ್ಯ ಭವನ, ವಿಶ್ವವಿದ್ಯಾಲಯ ಆವರಣ, ಬಿ.ಎಚ್.ರಸ್ತೆ, ತುಮಕೂರು-572103

ದಿನಾಂಕ:25.04.2025

ಡಾ.ಕೇಶವ

ಅಧ್ಯಕ್ಷರು

ಅಧ್ಯಯನ ಮಂಡಳಿ

ಗೆ,

ಉಪ ಕುಲಸಚಿವರು

ತುಮಕೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ

ತುಮಕೂರು

Kanika

25/4

ಮಾನ್ಯರೇ,

ವಿಷಯ: ಗ್ರಂಥಾಲಯ ಮತ್ತು ಮಾಹಿತಿ ವಿಜ್ಞಾನ ಸ್ನಾತಕ ಪದವಿ ಕೋರ್ಸು 6ನೇ ಸೆಮಿಸ್ಟರ್ ವಿದ್ಯಾರ್ಥಿಗಳಿಗೆ
ಇಂಟರ್ನಶಿಪ್ ಪಠ್ಯಕ್ರಮವನ್ನು ಸಲ್ಲಿಸುತ್ತಿರುವ ಕುರಿತು
ಉಲ್ಲೇಖ : ತು.ವಿ.ಶೈ.ವಿ:2024-25/3835 ದಿನಾಂಕ:20.03.2025

ಸೂಚಿತ ವಿಷಯಕ್ಕೆ ಸಂಬಂಧಿಸಿದಂತೆ ಗ್ರಂಥಾಲಯ ಮತ್ತು ಮಾಹಿತಿ ವಿಜ್ಞಾನ ಸ್ನಾತಕ ಪದವಿ
ವಿಷಯದ 6ನೇ ಸೆಮಿಸ್ಟರ್‌ನ SYLLABUS FOR INTERSHIP ನ್ನು ಸಿದ್ಧಪಡಿಸಿ ಅಧ್ಯಯನ ಮಂಡಳಿ ಅನುಮೋದನೆ
ಪಡೆದು ಮುಂದಿನ ಸೂಕ್ತ ಕ್ರಮಕ್ಕಾಗಿ ಸಲ್ಲಿಸಲಾಗಿದೆ.

ವಂದನೆಗಳೊಂದಿಗೆ,

ಘಟಕ: Syllabus for Internship

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28/4/25

ತಮ್ಮ ವಿಶ್ವಾಸಿ,

(ಡಾ.ಕೇಶವ)

ಅಧ್ಯಕ್ಷರು

ಅಧ್ಯಯನ ಮಂಡಳಿ

ಗ್ರಂಥಾಲಯ ಮತ್ತು ಮಾಹಿತಿ ವಿಜ್ಞಾನ
ತುಮಕೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ
ತುಮಕೂರು

Syllabus for Internship

Name of the Program: Bachelor of Arts/ Science / Social Works/ Bachelor of Visual Arts/B.Sc FAD

Name of the Course: Library and Information Management Skills

Course Credits	No. of Hours per Week	Total No. of Teaching Hours
3 Credits	4 Hrs	60 Hrs

Pedagogy: Classroom lectures, Activities based learning, and Practice Questions

Course Outcomes:

CO1: Demonstrate the ability to plan, select, and acquire various types of resources for building balanced and need-based library collections.

CO2: Apply appropriate methods and tools for effective organization, evaluation, and maintenance of library collections.

CO3: Perform circulation transactions and maintain records and statistics.

CO4: Provide effective user education and assistance to users in enhancing the use of information resources.

CO5: Conduct stock verification and implement rectification measures to ensure accountability and accuracy in library holdings.

SYLLABUS

	No. of Hours
Unit 1: Library Collection Development Skills Preparation of library budget; Consolidating Book Purchase request forms, preparing purchase orders, receiving the consignment, checking and certifying the physical condition of books, accessioning, certifying the invoice for payment	12
Unit 2: Collection Management Skills Classification of documents according to DDC/CC/UDC (depending on the availability), preparation of spine labels, book cards, due date slips, barcode printing and labeling; Preparation of Shelf guides.	12
Unit 3: Circulation Service Membership: Registering new members, maintaining membership records Circulation transactions: issue, return, renewal, Fine collection, Maintaining circulation statistics	12
Unit 4: User education and Orientation User education: orientation, introduction of library rules and regulations. Reader guidance: assisting user in searching OPAC, locating books.	12
Unit 5: Stock verification and rectification Stock verification methods, shelf rectification. Weeding out.	12

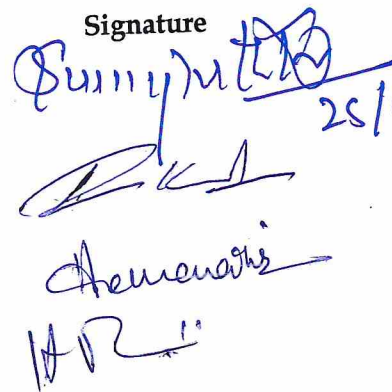
Suggested readings

- Cassell, K. A., & Hiremath, U. (2019). *Reference and information services: An introduction* (4th ed.). ALA Neal-Schuman.
- Chowdhury, G. G., & Chowdhury, S. (2001). *Information sources and searching on the World Wide Web*. Facet Publishing.
- Evans, G. E., & Saponaro, M. Z. (2012). *Collection management basics* (6th ed.). Libraries Unlimited.
- Johnson, P. (2018). *Fundamentals of collection development and management* (4th ed.). ALA Editions.
- Katz, W. A., & Frantes, R. E. (2002). *Introduction to reference work* (8th ed., Vols. 1 & 2). McGraw-Hill.
- Mittal, R. (2007). *Library administration: Theory and practice*. Ess Ess Publications.
- Ranganathan, S. R. (2006). *Reference service* (2nd ed.). Ess Ess Publications.
- Singh, S. P. (2004). *Collection management in the digital environment*. Bookwell.

Name

1. Prof. B.T. Sampathkumar
2. Dr. Rupesh Kumar A
3. Dr. Hemavathi B.N.
4. Dr Rajendra Babu H
5. Dr. Nagappa B.

Signature


28/4/24

(approved through email.)


Chairman
BoS-LIS