COURSE STRUCTURE

Bachelor of Library & Information Science (BLISc)

Learning Outcomes based Curriculum Framework (LOCF)

One Year Programme

DEPARTMENT OF LIBRARY & INFORMATION SCIENCE

INSTITUTE OF APPLIED SCIENCES AND HUMANITIES

First Semester

S.No	Course Code	Course Title	Teaching Scheme			Credit	Contacts HRS∕WK	Type
			L	T	P			
1	BLSC0001	Fundamentals of Library and Information Science	4	1	0	5	5	CC
2	BLSC0002	Knowledge Organisation Classification : Theory	4	1	0	5	5	CC
3	BLSK0003	Knowledge Organisation Classification : Practical	0	0	10	5	10	SEC
4	BLSC0004	Basics of Information Technology in LIS : Theory	4	1	0	5	5	CC
5		Communication Skills	4	0	0	4	4	CC
		Total	**16**	**3**	**10**	**24**	**29**	

Second Semester

S.No	Course Code	Course Title	Teaching Scheme			Credit	Contacts HRS∕WK	Type
			L	T	P			
1	BLSC0005	Management of Library and Information Centres	4	1	0	5	5	CC
2	BLSC0006	Knowledge Organisation Cataloguing: Theory	4	1	0	5	5	CC
3	BLSK0007	Knowledge Organisation Cataloguing: Practical	0	0	4	2	4	SEC
4	BLSC0008	Information Sources and Services	4	1	0	5	5	CC
5	BLSC0009	Basics of Information Technology in LIS : Practical	0	0	6	3	6	CC
6	BLSK0010	Internship Programme a. Report on Training Activities b. Viva-Voce (Bases on Internship)	0	0	8	4	8	SEC
		Total	**12**	**3**	**18**	**24**	**33**	

BLSC0001: FUNDAMENTALS OF LIBRARY AND INFORMATION SCIENCE

Objective: To provide basic understanding of the core concepts of data, information, knowledge and the philosophy, values of various types of libraries and librarianship and institutions involved in their developments.

Credits: 05   **L:4 T:1 P:0**

Module No.	Content	Teaching Hours
I	**Role of Libraries** Library as a Social Institution Development of Libraries in India Role of Library and Information Centres in Modern Society Five Laws of Library Science **Types of Libraries, Professional Associations and Organizations** National Library of India: Concept, Functions and Services Public Libraries, Academic Libraries and Special Libraries Professional Associations: ILA, IASLIC, CILIP, ALA, Aslib, SLA National and International Organizations: RRRLF, UNESCO and IFLA Digital Libraries	35
II	**Library Legislation** Library Legislation: Need, Purpose, Objectives and Model Library Act Library Legislation in India: Structure and Salient Features Press and Registration Act Delivery of Books (Public Libraries) Act **Information and Communication** Information: Characteristics, Nature, Value and Use of Information Conceptual difference between Data, Information and Knowledge Communication channels, models and barriers National Knowledge Commission and Information Policy Information Intermediaries **Library and Information Profession** Professional Skills and Competencies Professional Ethics Role of Library and Information Professionals in Digital Era	30

Recommended Reading

1. Bala, Harsha. (2010). Towards building a knowledge society. USA: Author press.
2. Bawden, David & Robinson, Lyn (2012). Introduction to information science. London: Facet.
3. Buckland, M. (2017). Information and society. MIT Press.
4. Connaway, L. S. &Faniel, I. M. (2014). Reordering Ranganathan: Shifting User Behaviors, Shifting Priorities. Ohio: OCLC Research
5. Cribb, J., & Sari, T. (2010). Open science: sharing knowledge in the global century. Csiro Publishing.
6. Crowley, Bill (Ed). (2012). Defending professionalism: a resource for librarians, information specialists, knowledge managers, and archivists. Santa Barbara: Libraries Unlimited.
7. Dhavan, S.M. (2010). Public Libraries in the Knowledge Society. New Delhi: Serial

8. DuBois, P Z (2021). Reading and the Art of Librarianship: Selected essays of John B Nicholson, Routledge
9. Duff, Alistair. (2001). Information Society Studies. London: Routledge
10. Fitzgerald, N. (2012). The Information: A history, a Theory, a Flood, Taylor and Francis
11. Green, Roger C., Grover, Robert J., Fowler, Susan J. (2013). Introduction to library and information professions. Santa Barbara: Libraries Unlimited.
12. Harris, Michael H., Harris, Pamela C and Hannah, Stan A.(1998). Into the Future: The Foundations of Library and Information Services in the Post-Industrial Era. 2nd ed. Greenwich, Conn.: Ablex Publishing
13. India. Ministry of Human Resource Development. (2020). National Education Policy 2020.
14. Jafferson, G. (1997). Library Cooperation. London: Andre Deutsch
15. Kent, Allen.(1994). Encyclopedia of Library and Information Science. NY: Marcel Dekker
16. National Knowledge Commission. (2009). National Knowledge Commission. Report to the Nation 2006-2009.
17. Pasek, J. E. (2015). Defining information policy: Relating issues to the information cycle. New Review of Academic Librarianship, 21(3), 286-303.
18. Ranganathan, S. R. (2006). The five laws of Library science. Bangalore: Sarada Ranganathan Endowment.
19. Rubin, Richard E. (2010). Foundations of library and information science. 3rd ed. New York: Neal Schuman.
20. Shera, J. H. (1970). Sociological foundations of librarianship. Bombay: Asia Publishing House.
21. United Nations (2015). Sustainable development goals. SDGs Transform Our World, 2030.
22. Wiegand, Wayne A. et al.(eds.).(1994). Encyclopedia of Library History. NY: Garland Publishing.
23. Willinsky, John. (2005). The Access Principle: The Case for Open Access to Research and Scholarship. (Digital Libraries and Electronic Publishing). Cambridge: MIT Press.

Course Outcome: After completion of course, students will be able to:
- CO1: Explain basic philosophy of library and information science.
- CO2: Apply the five laws of library science to solve practical problems within library management.
- CO3: Develop new principles or amendments to existing laws of library science to address contemporary challenges.

Mapping of Course Outcomes(COs) With Program Outcomes(POs) and Program Specific Outcomes (PSOs)

COs	POs/ PSOs
CO1	PO1, PO3, PSO1, PSO6
CO2	PO1, PO3, PO4, PSO1, PSO6
CO3	PO1, PO4, PO6, PSO1, PSO3

BLSC0002: KNOWLEDGE ORGANISATION CLASSIFICATION: THEORY

Objective: To study Library Classification as a base for knowledge organization.

Credits: 05   **L:4 T:1 P:0**

Module No.	Content	Teaching Hours
I	**Elements of Library Classification** Concepts, Terminology Need, Purpose and Functions Species of Classification Schemes **Theory and Development** Historical Development General Theory: Normative Principles Modes of Formation of Subjects **Approaches to Library Classification** Postulational Approach and Systems Approach Fundamental Categories, Facet Analysis and Facet Sequence Phase Relation and Common Isolates Devices in Library Classification	35
II	**Notation and Construction of Classification Number** Notation: Need, Purpose, Types and Qualities Call Number: Class Number, Book Number and Collection Number Construction of Class Numbers **Classification Schemes** Dewey Decimal Classification Universal Decimal Classification Colon Classification Current Trends in Library Classification	30

Recommended Readings

1. British Standards Institution. (2005). UDC: Universal Decimal Classification. London: British Standards Institution.
2. Broughton, Vanda (2015). Essential classification. 2nd ed. London: Facet.
3. Dewey, M. (2011). Dewey decimal classification and relative index (23rd ed., Vols. 1-4). Ohio: OCLC.
4. Joudrey, D. N., & Taylor, A. G. (2017). The organization of information. ABC-CLIO.
5. Krishan Kumar. (2000). Theory of classification. 4th rev ed. New Delhi: Vikas Publications.
6. Kumbhar, R. (2011). Library Classification Trends in the 21st Century. London: Chandos Publishing.
7. Oggier, D. (2010). Harnessing Folksonomies with a Web Crawler. Germany: Verlag
8. Peters, I. (2009). Folksanomies, Indexing and Retrieval in Web 2.0. Germany: Saur
9. Ranganathan, S R. (1963). Colon Classification (6th ed.).(With amendments). Bombay: Asia.
10. Ranganathan, S. R. (1962). Elements of Library Classification. (3rd ed). Bombay: Asia
11. Gopinath. Bangalore: SaradaRanganathan Endowment for Library Science.
12. Ranganathan, S. R. (1989). Prolegomena to Library Classification. (3rd ed.) Bangalore: SRELS.
13. Ranganathan, S. R. (2006). Colon classification (6th ed.). New Delhi: EssEss Publications.
14. Satija, M. P. (2002). Manual of practical colon classification.4th rev ed. New Delhi: Concept.

15. Satija, M. P. (2007). The theory and practice of the Dewey Decimal Classification system. Oxford: Chandos.
16. Satija, M. P. (2011). A guide to the theory and practice of colon classification. New Delhi: EssEss Publications.
17. Stuart, David (2016). Practical ontologies for information professionals. London: Facet

Course Outcome: After completion of course, students will be able to:
- CO1: Understand the necessity and significance of classification schemes.
- CO2: Classify the various documents according to the Colon classification.
- CO3: Classify the various documents based on the Dewy Decimal classification.

Mapping of Course Outcomes(COs) With Program Outcomes(POs) and Program Specific Outcomes (PSOs)

COs	POs/ PSOs
CO1	PO1, PO2, PO6, PSO2, PSO4
CO2	PO1, PO2,, PSO2
CO3	PO1, PO2, PO6, PSO2

BLSK0003: KNOWLEDGE ORGANISATION CLASSIFICATION: PRACTICAL

Objective: To offer practice and training in classifying document titles using Colon Classification (6th Rev. Ed.) and Dewey Decimal Classification (23rd edition).

Credits: 05   **L:0 T:0 P:10**

Module No.	Content	Teaching Hours
I	**Colon Classification (Ed. 6)** Introduction, Structure and Organisation Steps in Classification Classification of Documents with Basic Subjects Classification of Documents with Compound Subjects **Dewey Decimal Classification (Latest Edition)** Introduction, Structure and Organisation Steps in Classification Classification of Documents using Table 1 and 2 Use of Relative Index	70
II	**Colon Classification (Ed. 6)** Use of Common Isolates, Phase Relations and Devices Classification of Documents with Compound and Complex Subjects **Dewey Decimal Classification (Latest Edition)** Classification of Documents using Tables 1 to 7	60

Recommended Readings

1. British Standards Institution. (2005). UDC: Universal Decimal Classification. London: British Standards Institution.
2. Dewey, M. (2011). Dewey decimal classification and relative index (23rd ed., Vols. 1-4). Ohio: OCLC.
3. Ranganathan, S R. (1963). Colon Classification (6th ed.).(With amendments). Bombay: Asia.
4. Ranganathan, S. R. (1962). Elements of Library Classification. (3rd ed). Bombay: Asia
5. Ranganathan, S. R. (1987). Colon Classification (7th ed.). Revised and edited by M.A. Gopinath. Bangalore: SaradaRanganathan Endowment for Library Science.

Course Outcome: After completion of course, students will be able to:
- CO1: Identify various types of classification and their significance.
- CO2: Understand the major schemes of library classification.
- CO3: Utilize subject formation techniques within the realm of subjects.

Mapping of Course Outcomes(COs) With Program Outcomes(POs) and Program Specific Outcomes (PSOs)

COs	POs/ PSOs
CO1	PO1, PO2, PO6, PSO2, PSO4
CO2	PO1, PO2, PSO2
CO3	PO1, PO2, PSO2, PSO5

BLSC0004: BASICS OF INFORMATION TECHNOLOGY IN LIS : THEORY

Objective: To provide basics of information communication technologies and their application in libraries and information centers and their use in everyday operations of libraries.

Credits: 05   **L:4 T:1 P:0**

Module No.	Content	Teaching Hours
I	**Introduction to Computers** Computers: Generations, Types, Input and Output Devices, Computer Architecture Data Representation and Storage Introduction to System Software and Application Software Operating Systems: DOS, Window XP, Vista, Windows NT, Linux, etc. Word Processing, Spreadsheets, PowerPoint Presentation Graphics Software: Basic Functions and Potential Uses Communication Software **Library Automation** Library Automation: Planning and Implementation In-house Operations: Acquisition, Cataloguing, Circulation, Serial Control, OPAC, etc. Library Management Software: Proprietary, Free and Open-Source Software (FOSS); Evaluation Bibliographic Standards: CCF and MARC 21 Introduction to Metadata: Types of Metadata Dublin Core Library Software Packages: Overview and House Keeping Operations Case Studies: WINISIS, Alice for Windows and SOUL	35
II	**Database Management Systems** Database: Concepts and Components Database Structures, File Organization and Physical Design Database Management System: Basic Functions, Potential Uses **Introduction to Internet** Basics of Internet Search Engines and Meta Search Engines Internet Search Techniques E-resources and Online Databases	30

Recommended Readings

1. Bilal, D. (2014). Library Automation: Core Concepts and Practical Systems Analysis: Core Concepts and Practical Systems Analysis. ABC-CLIO.
2. Boardman, M. (2005). The language of websites. London: Routledge.
3. Bolan, K., &Cullin, R. (2009). Technology made simple: An improvement guide for small and medium libraries. New Delhi: Indiana Publishing House.
4. Bolic, Miodrag, David Simplot-Ryl, & Ivan Stojmenovic. (2010). RFID systems: research trends and challenges. Chichester, West Sussex: Wiley.
5. Bradley, P. (2017). Expert Internet Searching, London, Facet
6. Chowdhury, G. G., & Chowdhury, S. (2001). Information sources and searching on the World Wide Web. London: Facet Publishing.
7. Cohen, S. M. (2003). Keeping current: Advanced internet strategies to meet librarian and patron needs. American Library Association.

8. Ingersoll, P.& Culshaw, J. (2004). Managing information technology: A handbook for systems librarians. Westport CT: Libraries Unlimited.
9. Kochar, R. S. (2008). Library automation: Issues and systems. New Delhi: A P H Publishing.
10. Mishra, V.K. (2016), Basics of Library Automation, Koha Library Management Software: Challenges with Case Studies, EssEss Publications.
11. Osborne, L. N., & Nakamura, M. (2000). Systems analysis for librarians and information professionals. 2nd ed. Englewood: Libraries Unlimited.
12. Tramullas, J., & In Garrido, P. (2013). Library automation and OPAC 2.0: Information access and services in the 2.0 landscape. Hershey, Pa: Information Science Reference.

Course Outcome: After completion of course, students will be able to:
- CO1: Examine the historical background, evolution, development, and constituent elements of computers.
- CO2: Evaluate the information technology, software effectively and efficiently.
- CO3: Adapt and utilize information communication technology in practical applications.

Mapping of Course Outcomes(COs) With Program Outcomes(POs) and Program Specific Outcomes (PSOs)

COs	POs/ PSOs
CO1	PO4, PO5, PO6, PSO1, PSO5
CO2	PO4, PO5, PO6, PSO5, PSO6
CO3	PO5, PO6, PSO5, PSO6

Communication Skills

Course Objectives

- To help students understand and communicate in English as used in day-to-day activities and as in their domain
- To help them develop writing skill, especially relevant to their domain
- To enable them to use correct structure of sentences in various situations
- To help them to be presentable in interviews and at workplace.

Credits: 04   **L:4 T:0 P:0**

Module No.	Contents	Teaching Hours
I	**Basics of communication:** process, flow, barriers **Social Skills:** meeting and greeting, avoiding embarrassments (safe and unsafe topics for small talk), Communication in everyday situations and at workplace **Introducing the Institution:** Reading (about some institutions), Institutional profile (the contents), writing institutional profile **Your profile:** Reading (profiles of some famous personalities), writing your profile, speaking your profile **Reading the dictionary:** vowels, consonants, syllable and stress **Writing Skills:** Identifying the subject, gathering information, knowing the reader, knowing the purpose Writing the thesis statement, Introductions and Conclusions Writing a paragraph Forms of discourse: expository, narrative, descriptive, argumentative The language of official writing Writing letters, emails, circulars, notices, memos, office orders, agenda and minutes of meeting	28
II	**Workplace speaking skills:** Presentation skills (Onsite and online powerpoint/black board presentations)- purpose, organization, preparation, time and audience, telephonic skills, group discussions **Interview Skills:** Preparing profile, preparing cover letter and resume/CV, peer mock interviews **Writing Skills:** writing short and long reports, writing proposals, designing, designing survey questionnaire	28

Recommended Readings

- Brock, S. L. Writing Business Proposals And Reports 01 Edition, Viva Books Pvt Ltd. New Delhi, 2004.
- Leech, Geoffrey & Svartvik, Jan: *A Communicative Grammar of English*. London: Longman, 2003.

- Swan, Michael. *Practical English Usage.* OUP, 2016.
- Line, Maurice B. (1982). Library Surveys: An Introduction to their Use, Planning, Procedure and Presentation of Surveys. 2nd Edn. Revised by Sue Stone. London: Clive Bingley.
- Jones, Daniel. *Cambridge English Pronouncing Dictionary.* London: Cambridge University Press, 2006.
- Richard P. Batteger. Business Writing, Process and Forms. Wadsword Publishing Company: Belmont, California, 1985.
- Samson, T. Business English (With Audio CD). Tata McGraw-Hill Education, 2008

Course Outcomes:

After completing the course students should be able to

- CO1: understand and communicate in English as used in day to day activities and in domain specific contexts
- CO2: Use English language by comprehending relevant readings
- CO3: Use correct structure of sentences in different situations
- CO4: Better present themselves in interviews and business contexts

Mapping of Course Outcomes(COs) With Program Outcomes(POs) and Program Specific Outcomes (PSOs)

COs	POs/ PSOs
CO1	PO7, PSO7
CO2	PO7, PSO7
CO3	PO7, PSO7
CO4	PO7, PS4, PSO7

BLSC0005: MANAGEMENT OF LIBRARY AND INFORMATION CENTRES

Objective: To make aware of the effective management theories and use integrated library management system for efficient management and better staff performances in libraries and information centers.

Credits: 05   **L:4 T:1 P:0**

Module No.	Content	Teaching Hours
I	**Principles of Library Management** Management Vs Administration General Principles and their Application Library Organisation Structure and Library Governance Library Planning: Need, Objectives and Procedures Basics of Total Quality Management **Financial and Human Resource Management** Library Finance and Sources of Finance Library Budget, Budgeting and Accounting Human Resource Management: Selection, Recruitment, Training, Development, Performance Appraisal	35
II	**Library Building and Resources Management** Library Building Collection Development Acquisition of Periodicals and Serials Technical Processing of Documents **Services and Maintenance of the Library** Circulation Work Maintenance Shelving and Stock Verification Preservation Library Services Reference and Information Service **Library Records and Statistics** Staff Manual Library Statistics Annual Report	30

Recommended Readings
1. Byrson, J. (2018). Effective Library and Information Centre Management.: Routledge.
2. Evans, G. E.&Alire, C. (2014). Management Basics for Information Professionals. 3rd ed. Chicago: American Library Association.
3. Greenwell, S., Evans, G. E. (2020). Management Basics for Information Professionals. United States: American Library Association.
4. Griffin, R. W. (2016). Fundamentals of Management. Boston, MA: Cengage Learning.
5. Hayss, Robert M. (2001). Models for Library Management, Decision-Making and Planning. New York: Academic Press.
6. Laves, A. (2018) Management Skills for the Information Manager. United Kingdom: Taylor & Francis.
7. Lesneski, T. E. (2018). Library Design for the 21st Century: Collaborative Strategies to Ensure Success. Germany: De Gruyter.
8. Madeleine, C., Sahavirta, H and Hauke, P., Eds (2018). Going Green: Implementing Sustainable Strategies in Libraries Around the World: Buildings, Management, Programmes and Services. Germany: De Gruyter.

9. Matthews, J. R. (2018). The evaluation and measurement of library services. CA: Libraries Unlimited.

10. Moran, B. B. &Morner, C. J. (2018). Library and information center management. California: Libraries Unlimited.

11. Osuigwe, N E. (2019). Managing and Adapting Library Information Services for Future Users. United States: IGI Global.

12. Ranganathan, S. R. (2006). Library Administration. India: EssEss Publications.

13. Sannwald, W.W. (2018). Financial management for libraries. American Library Association.

14. Simmons-Welburn, J.& McNeil, B. (2004). Human resource management in today's academic library: Meeting challenges and creating opportunities. Westport, Conn: Libraries Unlimited.

15. Stueart, R. D. & Moran, B. B. (2013). Libraries and information center management. 8th ed. London: Libraries Unlimited.

16. Wilkins-Jordan, M. E. (2020). Essential Management Skills for Library and Information Professionals. United States: American Library Association

Course Outcome: After completion of course, students will be able to:

- CO1: Explain the core principles of library management and familiarize oneself with the functions, activities, and routines carried out in different sections of a library.
- CO2: Implement strategies to promote critical thinking and reflexivity in professional practice as managers of libraries and information services.
- CO3: Assess the impact of ethical practices on the overall functioning and reputation of library and information services.

Mapping of Course Outcomes(COs) With Program Outcomes(POs) and Program Specific Outcomes (PSOs)

COs	POs/ PSOs
CO1	PO2, PO3, PO4, PSO2, PSO3
CO2	PO1, PO4, PO6, PSO3, PSO5
CO3	PO1, PO4, PO5, PO6, PSO1, PSO6

BLSC0006: KNOWLEDGE ORGANISATION CATALOGUING: THEORY

Objective: To study the principles and theories of library cataloguing.

Credits: 05   **L:4 T:1 P:0**

Module No.	Content	Teaching Hours
I	**Fundamental Concepts and Historical Developments** Library Catalogue: Definition, Objectives, Purposes and Functions History and Development of Library Catalogue Codes Physical Forms of Catalogues Types of Catalogues **Types of Catalogue Entries** Kinds of Entries Data Elements in Different Types of Entries Filing of Entries in Classified and Alphabetical Catalogues	35
II	**Choice and Rendering of Headings** Personal Authors: Western and Indic Names Corporate Authors Pseudonymous, Anonymous Works and Uniform Titles Non-Print Resources **Subject Cataloguing** Subject Cataloguing: Concept, Purpose and Problems Chain Indexing Subject Headings Lists: LCSH, SLSH **Trends in Library Cataloguing** Centralized and Cooperative Cataloguing Bibliographic Standards: ISBD, MARC, CCF, etc. ISBN and ISSN	30

Recommended Readings

1. American library association. (1968). ALA Rules for filing catalog cards. Chicago: ALA.
2. Bakewell, K. G. B. (2014). A Manual of Cataloguing Practice: International Series of Monographs in library and Information Science (Vol. 14). Elsevier. catalogue code. 5th ed. Bombay: Asia.
3. Chambers, Sally (ed.) (2013). Catalogue 2.0: The future of library catalogue. London: Facet.
4. Chaudhary, G. G. & Chaudhary, Sudatta (2007). Organizing information: From the shelf to the web. London: Facet.
5. Cutter, Charles A. (1949). Rules for a Dictionary Catalogue. London: Library Grafton & Co.
6. Domanovszky, Á. (2017). Functions and objects of author and title cataloguing. De Gruyter.
7. El-Sherbini, M. (2013). RDA: Strategies for implementation. American Library Association Englewood: Libraries Unlimited.
8. Foskett, A. C. (1996). Subject Approach to Information. 5th ed. London: Library Association.
9. Girja Kumar, &Krishan Kumar. (1988). Theory of cataloguing. 5th ed. New Delhi: Vikas.
10. International Federation of Library Associations and Institutions & International Federation of Library Associations and Institutions. (2011). ISBD: International Standard Bibliographic Description. Berlin: De Gruyter Saur.
11. Joint Steering Committee for Revision of AACR, & American Library Association. (2005).

Anglo American cataloguing rules. (2nd ed). (1988). Chicago: American Library Association.

12. Lazinger, S. S. (2005). Digital preservation and metadata: History, theory and practice. Libraries Unlimited.
13. Library of Congress. (2000). MARC 21 concise format for bibliographic data. Washington D.C.: Library of Congress, Network Development and MARC Standards Office.
14. Maxwell, Robert L. (2014). Maxwell's handbook for RDA: Explaining and illustrating RDA: resource description and access using MARC 21. London: Facet.
15. Miller, J. (2011). Sear's list of subject headings. 21st ed. New York: H.W. Wilson.
16. Oliver, C. (2010). Introducing RDA: a guide to the basics. American Library Association.
17. Olson, H. A. & Boll, J. J. (2005). Subject analysis in online catalogues. 2nd ed. Englewood:
18. Ranganathan, S. R. (1964). Classified Catalogue Code with additional rules for Dictionary
19. Ranganathan, S. R. (1974). Cataloguing practice. 2nd ed. Bombay: Asia.
20. Richard, Gartner (2016). Metadata: knowledge from antiquity to the semantic web. London: Springer.
21. Welsh, A., &Batley, S. (2012). Practical Cataloguing: AACR, RDA and MARC 21. Facet Publishing.
22. Zeng, Marcia & Qin, Jian (2016). Metadata. 2nd ed. London: Facet.

Course Outcome: After completion of course, students will be able to:
- CO1: Interpret the catalog record and leverage it to conduct more precise searches.
- CO2: Comprehend the principles and theories underpinning library cataloging.
- CO3: Efficiently organize library materials in accordance with standardized rules and best practices.

Mapping of Course Outcomes(COs) With Program Outcomes(POs) and Program Specific Outcomes (PSOs)

COs	POs/ PSOs
CO1	PO2, PO6, PSO2, PSO3
CO2	PO2, PO6, PSO2, PSO3
CO3	PO2, PO5, PSO2, PSO6

BLSK0007: KNOWLEDGE ORGANISATION CATALOGUING: PRACTICAL

Objectives: To acquaint students with the cataloging of documents according to CCC & AACR-2R.

Credits: 02   **L:0 T:0 P:4**

Module No.	Content	Teaching Hours
I	Cataloguing of books using Classified Catalogue Code, 5th edition (with amendments) and AACR - II along with Sears List of Subject Headings (Latest edition) **Classified Catalogue Code** Works of Single and Shared Authorship Works of Mixed Responsibilities Editorial Publications Series Publications Multi-volumed Works & Pseudonymous **Anglo American Cataloguing Rules (Latest Edition)** Works of Single and Shared Authorship Works of Shared Responsibilities Editorial Publications Multivolume and Pseudonymous	28
II	**Classified Catalogue Code** Works of Corporate Authorship Works of Conflict of Authorship Periodical Publications Ordinary and Artificial Composite Books **Anglo American Cataloguing Rules (Latest Edition)** Works of Corporate Bodies Serial Publications Works of Editorial Direction	24

Recommended Readings
1. American library association. (1968). ALA Rules for filing catalog cards. Chicago: ALA.
2. Cutter, Charles A. (1949). Rules for a Dictionary Catalogue. London: Library Grafton & Co.
3. Domanovszky, Á. (2017). Functions and objects of author and title cataloguing. De Gruyter.
4. Joint Steering Committee for Revision of AACR, & American Library Association. (2005). Anglo American cataloguing rules. (2nd ed). (1988). Chicago: American Library Association.
5. Library of Congress. (2000). MARC 21 concise format for bibliographic data. Washington D.C.: Library of Congress, Network Development and MARC Standards Office.
6. Miller, J. (2011). Sear's list of subject headings. 21st ed. New York: H.W. Wilson.
7. Oliver, C. (2010). Introducing RDA: a guide to the basics. American Library Association.
8. Olson, H. A. & Boll, J. J. (2005). Subject analysis in online catalogues. 2nd ed. Englewood:
9. Ranganathan, S. R. (1964). Classified Catalogue Code with additional rules for Dictionary

Course Outcome: After completion of course, students will be able to:
- CO1: Analyze the various components (fields) of a bibliographic record (author, title, publisher, publication date, subject[s], call number, and location).

- CO2: Describe cataloguing of documents according to AACR-2 and CCC.
- CO3: Estimate the importance of shared cataloging through the cooperation and networking among libraries

Mapping of Course Outcomes(COs) With Program Outcomes(POs) and Program Specific Outcomes (PSOs)

COs	POs/ PSOs
CO1	PO2, PO5, PSO2, PSO6
CO2	PO2, PO5, PSO2, PSO6
CO3	PO2, PO5, PSO2

BLSC0008: INFORMATION SOURCES AND SERVICES

Objective: To provide patrons with access to as much information as possible quickly and inexpensively.

Credits: 05   **L:4 T:1 P:0**

Module No.	Content	Teaching Hours
I	**Fundamental Concepts** Meaning, Definition, Importance, Nature and Characteristics Printed and Electronic Information Sources Types of Information Sources and Services Criteria for Evaluation of Reference Sources **Sources of Information** Primary Information Sources: General introduction (Periodicals, Conferences, Patents, Standards, Thesis/ Dissertations, Trade Literature etc.) Secondary Information Sources: Dictionaries, Encyclopedias, Biographical, Geographical, Bibliographies, Indexing and Abstracting, Newspaper Indexes and Digests, Statistics, Handbooks and Manuals Tertiary Information Sources: Directories, Year books, Almanacs, Bibliography of Bibliographies, Union Catalogues	35
II	**Reference and Information Services** Users and their Information Needs Theory and Functions of Reference and Information Service Enquiry Techniques **Types of Information Services** Documentation Services: Abstracting and Indexing Services Alerting Services, CAS, SDI, Reprographic Service, Translation Service, Document Delivery and Referral Service **Information Literacy Programmes** Concept, Objectives, Initiation of Users Users and their Information needs: Categories of users, Ascertaining users Information needs Information Literacy Products	30

Recommended Readings

1. Cummings, S. M. H. (2021). Management Information Systems for the Information Age. Irwin/McGraw-Hill.
2. Parker, C. C. (2014). Information Sources in Science and Technology: A Practical Guide to Traditional and Online Use. Butterworth-Heinemann.
3. Niiranen, S., & Ribeiro, A. (2013). Information Processing and Biological Systems (Intelligent Systems Reference Library, 11) Springer.
4. UNESCO. (1978). Handbook of Information Systems. PARIS: UNESCO
5. Atlan, H. (1977). Sources of Information in Biological Systems. IFAC Proceedings Volumes, 10(12), 177–184. https://doi.org/10.1016/s1474-6670(17)66575-3
6. https://www.scopus.com/search/form.uri?display=basic#basic
7. https://pubmed.ncbi.nlm.nih.gov/

Course Outcome: After completion of course, students will be able to:
- CO1: Acquire proficiency in comprehending and evaluating libraries and their services.
- CO2: Understand the needs of library users and information seeking behaviour.
- CO3: Analyze reference and information sources, services and systems.

Mapping of Course Outcomes(COs) With Program Outcomes(POs) and Program Specific Outcomes (PSOs)

COs	POs/ PSOs
CO1	PO4, PO5, PO6, PSO1, PSO3
CO2	PO3, PO4, PSO2, PSO3
CO3	PO3, PO4, PO6, PSO4, PSO6

BLSC0009: BASICS OF INFORMATION TECHNOLOGY IN LIS : PRACTICAL

Objective: To give a practical exposure to the software, database concepts and expose to use library management software and offer web-based services to the users.

Credits: 03   **L:0 T:0 P:6**

Module No.	Content	Teaching Hours
I	**Operating Systems and Application Software** Installation and Functions of Different Operating Systems: Window XP, Vista, Windows NT, Linux Setting of Desktop, Library Server and its Maintenance Creating Presentations with PowerPoint Editing and Formatting Word Documents **Database Creation and Library Software** Installation and Creation of Databases: Import, Export, Hyperlinks and Printing of Records using WINISIS WINISIS: Installation, Configuration and Functions Installation, Configuration and Application of SOUL	44
II	**Database Web Interface** GENISIS: Installation, Configuration and Functions Web Interface to WINISIS using GENISIS23 24 **Online and Offline Searching** Web Searching Advanced Internet Searching Search through Meta Search Engines Offline Databases Internet and E-mail	34

Recommended Readings

1. Celebic, G. And Rendulic, D. I. (2011): Handbook: Basic Concepts of ICT. Open Society for Idea Exchange, Zagreb
2. Haley, C. K., &Robkin, S. (2007). Radio frequency identification handbook for librarians. Libraries Unlimited.
3. Haravu, L. J. (2004). Library automation: Design principles and practice (with CD-ROM). New Delhi: Allied Publishers
4. Rice-Lively, M.L. & Chen, H. L. (2006). Scenarios and information design: A user-oriented practical guide. London: Chandos Publishing.
5. Richardson, W. W. H. (2010). Blogs, Wikis, Podcasts, and Other Powerful Web Tools for Classrooms. Thousand Oaks: SAGE Publications.
6. Satyanarayana, N. R., & Khan, A. M. (2014). A manual of library automation and networking. New Delhi :EssEss Publications
7. https://www.sciencedirect.com/
8. https://www.emerald.com/insight/
9. https://economicoutlook.cmie.com/
10. https://www.scconline.com/
11. https://web.p.ebscohost.com/ehost/
12. https://www.turnitin.com/
13. https://www.drillbitplagiarism.com/
14. https://delnet.in/index.html
15. https://indcat.inflibnet.ac.in/

Course Outcome: After completion of course, students will be able to:
- CO1: Evaluate the information technology, software effectively and efficiently.
- CO2: Adapt and utilize information communication technology in Libraries
- CO3: Analyze library management software.

Mapping of Course Outcomes(COs) With Program Outcomes(POs) and Program Specific Outcomes (PSOs)

COs	POs/ PSOs
CO1	PO2, PO4, PO5, PSO1, PSO4
CO2	PO2, PO3, PSO5, PSO6
CO3	PO2, PO5, PSO4, PSO6

BLSK0010: INTERNSHIP PROGRAMME

a. Report on Training Activities
b. Viva-Voce (Bases on Internship)

Objective: To train them to adopt to the existing working conditions in the library and future prospects having sharing of experiences with senior LIS professionals.

Credits: 04   **L:0 T:0 P:8**

Module No.	Content

I	**Internship Programme**
	  a) Report on Internship Programme
	  b) Viva-Voce
	Objectives:
	i) to train the students in practical librarianship in the working environment of the library by deputing them in different types of libraries for a period of one month; and
	ii) to train them in preparing the Internship Report in a prescribed format based on their practical training and learning.
	
	Note: Each student shall have to undergo an Internship Programme at a library, selected by the Department

Course Outcome: After completion of course, students will be able to:

- CO1: Analysis and understanding of library services with the ICT applications.
- CO2: Understand the knowledge and skills of the working of the library and information centers or any information unit.

Mapping of Course Outcomes(COs) With Program Outcomes(POs) and Program Specific Outcomes (PSOs)

COs	POs/ PSOs
CO1	PO2, PO3, PO5, PSO3, PSO5
CO2	PO2, PO3, PO5, PO6, PSO1, PSO3, PSO5