



RANI CHANNAMMA UNIVERSITY, BELAGAVI

PROGRAM /COURSE STRUCTURE AND SYLLABUS
as per the Choice Based Credit System (CBCS) designed in accordance with
Learning Outcomes-Based Curriculum Framework (LOCF)
of National Education Policy (NEP) 2020
for
Bachelor of Science (Library and Information Science)

w.e.f.

Academic Year 2021-22 and onwards

PREAMBLE

The four-year Bachelor degree Library and Information Science (BLISc/B.Lib.I.Sc or BLISC/B.Lib.I.Sc Honors) program has multiple entry and multiple exit options. The student graduates will be introduced to both the theory and the practice of library and information science (LIS). Opportunities are provided to study the foundations, principles, theories etc. of LIS discipline. Further, they would be introduced to the values and expectations of the profession. The program also fosters critical thinking about various fields of LIS and encourage students with high standards of professionalism and service as the main motto. The graduates are trained to manage various functional units of the library and information centre including the resources(print and digital resources)and offer information services to meet the needs of users using the tools, techniques, technologies etc.,.

They are also trained to understand the needs of many different library and information users. The graduates are equipped to anticipate social, political, economic and technological changes and promote change that advances the profession, improves technology, and encourages positive social transformation of the society. After graduation, the students can apply their knowledge, skills and competencies across a broad range of occupations. The graduates enjoy a rewarding career in academic, business, corporate, science, health care, government, or any field that uses the information to answer critical questions and inform decision-making.

Learning Objectives

The objectives of the Program are:

- To articulate among the graduates the ethics, history, values, principles etc. and to understand the policies, trends and which are significant to the library and information profession.
- To facilitate the Students to develop and use effective communication techniques, analytical abilities, critical thinking, problem-solving, leadership qualities and decision-making skills.
- To study and understand the nature, objectives, structure and functions of different types of libraries and information organizations.
- To train the Students to understand and articulate the types, content, structure and use of various types (print and digital) of information sources, services and technologies for a diverse knowledge society, including serving the needs of persons with Disabilities (PWDs).
- To educate and train the Students to develop knowledge and skills to organize, utilize and assess both existing and emergent resources, systems and services and to develop new ones.
- To provide opportunities to learn and demonstrate appropriate competencies in multiple literacy's, such as information literacy, technological literacy, media literacy and visual literacy.
- To equip the graduates to demonstrate outreach methods for information services, such as developing partnerships, collaborations, and networks.
- To train the graduates to use digital technologies consistent with professional ethics and standards.
- To articulate the ability to acknowledge the contributions of Library and Information Science studies to other fields of knowledge and the contributions of other fields of knowledge to Library and Information Science studies.
- To articulate the importance of research, teaching and service for advancement of Library and Information Science discipline.

PROGRAM OUTCOMES:

1. **Discipline knowledge:** Acquiring knowledge on basics of Library and Information Science and ability to apply to design principles in the development of solutions for problems of varying complexity
2. **Problem Solving:** Improved reasoning with strong ability to Identify, formulate and analyze problems related to Library and Information Science and exhibiting a sound knowledge on Basics on Library Technology , Management and Technical Processing.,
3. **Programming a computer:** Exhibiting strong skills required to program a computer for various issues and problems of day-to-day applications with thorough knowledge on Library and Information Science of various levels.
4. **Application Systems Knowledge:** Possessing a sound knowledge on Library and Information Science and ability to design and develop app for applicative problems.
5. **Communication:** Must have a reasonably good communication knowledge both in oral and writing.
6. **Ethics on Profession, Environment and Society:** Exhibiting professional ethics to maintain the integrity in a working environment and also have concern on societal impacts due to computer-based solutions for problems.
7. **Lifelong Learning:** Should become an independent learner. So, learn to learn ability.
8. **Motivation to take up Higher Studies:** Inspiration to continue educations towards advanced studies on Library and Information Science

By the end of the program the students will be able to:

The Bachelor of Library and Information Science (BSc (Hons)) program enables students to attain following additional attributes besides the afore-mentioned attributes, by the time of graduation:

1. Apply standards Library and Information Science Theory and practices ;
2. Acquaint with the contemporary trends in industrial/research settings and thereby innovate novel solutions to existing problems
3. The ability to apply the knowledge and understanding noted above to the analysis of a given information handling problem.
4. The ability to work independently on a substantial Library and Information Science project and as an effective team member.

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**Proposed Curricular and Credits Structure under Choice Based Credit System [CBCS] of Library and Information Science
Major& One Minor Discipline Scheme for the Four Years Library and Information Science B.Sc. Undergraduate Honors
Programme with effect from 2021-22**

SEMESTER-I										
Category	Course code	Title of the Paper	Marks			Teaching hours/week			Credit	Duration of exams (Hrs)
			IA	SEE	Total	L	T	P		
L1	21BSC1L1LK1	Kannada	30	70	100	4	-	-	3	3
	21BSC1L1LFK1	Functional Kannada								
L2	21BSC1L2LEN2	English	30	70	100	4	-	-	3	3
	21BSC1L2LHI2	Hindi								
	21BSC1L2LSN2	Sanskrit								
	21BSC1L2LTE2	Telugu								
	21BSC1L2LUR2	Urdu								
DSC1	21BSC LIS1L.1T	Library Systems and Operations: Theory	30	70	100	4	-	-	4	3
	21BSC1LIS1P	Library Systems and Operations Practical	15	35	50	-	-	4	2	3
DSC1	Another Department Code	Another Department Course Title	30	70	100	4	-	-	4	3
			15	35	50	-	-	4	2	3
SEC1	21BSC1SE1CS1	Digital Fluency	15	35	50	1	-	2	2	2

VBC1	21BSC1V1PE1	Physical Education- Yoga	15	35	50	-	-	2	1	2
VBC2	21BSC1V2HW1	Health & Wellness	15	35	50	-	-	2	1	2
OEC1	21BSC1O1LIS1	Library and Information Centres	30	70	100	3	-	-	3	3
Total Marks					750	Semester Credits			25	
SEMESTER-II										
Category	Course code	Title of the Paper	Marks			Teaching hours/week			Credit	Duration of exams (Hrs)
			IA	SEE	Total	L	T	P		
L3	21BSC2L3LK2	Kannada	30	70	100	4	-	-	3	3
	21BSC2L3FKL2	Functional Kannada								
L4	21BSC2L4EN2	English	30	70	100	4	-	-	3	3
	21BSC2L4HI2	Hindi								
	21BSC2L4SN2	Sanskrit								
	21BSC2L4TE2	Telugu								
	21BSC2L4UR2	Urdu								
DSC2	21BSC 2LIS 2T	Basics of Library Management: Theory	30	70	100	4	-	-	4	3
	21BSC 2LIS 2P	Basics of Library Management: Practical	15	35	50	-	-	4	2	3
DSC2	Another Department Code	Another Department Course Title	30	70	100	4	-	-	4	3
			15	35	50	-	-	4	2	3
AECC1	21BSC2AE1ES2	Environmental Studies	15	35	50	1	-	2	2	2

VBC3	21BSC2V3PE2	Physical Education- Sports	15	35	50	-	-	2	1	2
VBC4	21BSC2V4NC1	NCC/NSS/R&R(S&G) / Cultural	15	35	50	-	-	2	1	2
OEC2	21BSC2O2LIS2	Reference and Information Sources (Print and Electronic)	30	70	100	3	-	-	3	3
					Total Marks	750	Semester Credits			25

Concept Note, Abbreviation Explanation and Coding:

Concept Note:

- CBCS** is a mode of learning in higher education which facilitates a student to have some freedom in selecting his/her own choices, across various disciplines for completing a UG/PG program.
- A credit is a unit of study of a fixed duration. For the purpose of computation of workload as per UGC norms the following is mechanism be adopted in the University:
One credit (01) = One Theory Lecture (L) period of one (1) hour.
One credit (01) = One Tutorial (T) period of one (1) hour.
One credit (01) = One practical (P) period of two (2) hours.
- Course: paper/subject associated with AECC, DSC, DSEC, SEC, VBC, OEC, VC, IC and MIL
- In case of **B.Sc. Once a candidate chose two courses/subjects of a particular two department in the beginning, he/she shall continue the same till the end of the degree, then there is no provision to change the course(s) and Department(s).**
- A candidate shall choose **one of the Department's courses as major and other Department course as minor in fifth and sixth semester and major course will get continued in higher semester.**

6. Wherever there is a practical there will be no tutorial and vice-versa
7. A major subject is the subject that's the main focus of Core degree/concerned.
8. A minor is a secondary choice of subject that complements core major/ concerned.
9. Vocational course is a course that enables individual to acquire skills set that are required for a particular job.
10. Internship is a designated activity that carries some credits involving more than **25 days** of working in an organization (either in same organization or outside) under the guidance of an identified mentor. Internship shall be an integral part of the curriculum.
11. **OEC: For non- computer science students. Computer Science students have to opt for OEC from departments other than major and minor disciplines.**

Abbreviation Explanations:

1. AECC: Ability Enhancement Compulsory Course.
2. DSC: Discipline Specific Core Course.
3. DSEC: Discipline Specific Elective Course.
4. SEC: Skill Enhancement Course.
5. VBC: Value Based Course.
6. OEC: Open/Generic Elective Course
7. VC: Vocational Course.
8. IC: Internship Course
9. L1: Language One
10. L2: MIL
11. L= Lecture; T= Tutorial; P=Practical.
12. MIL= Modern Indian Language; English or Hindi or Telugu or Sanskrit or Urdu

Program Coding:

1. Code 21: Year of Implementation
2. Code BSC: BSC Program under the faculty of Applied Science of the University
3. Code 1: First Semester of the Program, (2 to 6 represent higher semesters)
4. Code AE: AECC, (C for DSC, S for SEC, V for VBC and O for OEC)
5. Code 1: First "AECC" Course in semester, similarly in remaining semester for such other courses
6. Code LK: Language Kannada, similarly Language English, Language Hindi, Language Telugu, Language Sanskrit, &Language Urdu
7. Code 1: Course in that semester.
8. LIS: Library and Information Science

ASSESSMENT METHODS

Evaluation Scheme for Internal Assessment:

Theory:

Assessment Criteria	30 marks
1 st Internal Assessment Test for 24 marks 1 hr after 8 weeks and 2 nd Internal Assessment Test for 24 marks 1 hr after 15 weeks . Average of two tests should be considered.	24
Attendance >75%	03
Assignment	03
Total	30

Assessment Criteria	15 marks
1 st Internal Assessment Test for 10 marks 1/2 hr after 8 weeks and 2 nd Internal Assessment Test for 10 marks 1/2 hr after 15 weeks . Average of two tests should be considered.	05
Attendance >75%	03
Assignment	02
Total	15

Practical:

Assessment Criteria	15 marks
Semester End Internal Assessment Test for 7 marks 2 hrs	07
Attendance >75%	03
Journal (Practical Record)	05
Total	15

Question Paper Pattern:

RANI CHANNAMMA UNIVERSITY
Department of Computer Science

I Semester B.Sc (Computer Science)

Sub:

Code:

Maximum Marks: 70

- a. Answer any Five Questions from Question 1 and 5 b. Answer any Three each Questions from Question 2,3,4 and 5

Q.No.1.	Answer any Five Questions (Two question from Each Unit) a. b. c. d, e. f. g. h.	2X5=10
Q.No.2.	(Should cover Entire Unit-I) a. b. c. d.	5X3=15
Q.No.3.	(Should cover Entire Unit-II) a. b.	5X3=15

	c. d.	
Q.No.4.	(Should cover Entire Unit-III) a. b. c. d.	5X3= 15
Q.No.5.	(Should cover Entire Unit-IV) a. b. c. d.	5X3= 15

BSc-Library and Information Science

Semester -1 Syllabus

Title of the Course: 21BSC LIS1L1T: Library Systems and Operations: Theory & Practical

Course Pre-requisite(s): *Mention only course titles from the curriculum that are needed to be taken by the students before registering for this course.*

Course Outcomes (COs):

At the end of the course the student should be able to:

1. Understand the literacy and intellectual freedom in relation to libraries, describe library organization, and compare the types of libraries, the materials and services.
2. Acquire knowledge and skills in effective use of reference and information resources.
3. Acquire basic knowledge and competencies to perform and evaluate the routine activities and issues relevant to library acquisitions.
4. Understand knowledge organisation methods and process and develop skills to Classify simple documents using knowledge organisation tools such as DDC.

Number of Theory Credits	Number of lecture hours/ semester	Number of practical Credits	Number of practical hours/ semester
4	52	2	52
Content of Theory Course 1			52
Unit – 1: Concept of memory institutions			13
Chapter No. 1: Introduction to libraries, museums and archives. Library: definitions, aims, objectives, functions and services			4
Chapter No. 2: Social role of libraries in modern society: literacy and intellectual freedom			5
Chapter No. 3: Types of Libraries-objectives and functions; Public, academic, special. Conventional libraries and modern libraries			4
Unit – 2: Information and Reference Sources			13
Chapter No. 4: Definitions and Characteristics. Classification of Reference sources, Primary, Secondary and Tertiary sources; Print and Digital. Institutional and Human Sources			4
Chapter No. 5: Introduction to conventional primary sources: Monographs, Periodicals, Conference Proceedings, Theses and Dissertations, Patents etc.			5
Chapter No. 6: Introduction to conventional secondary and tertiary sources: Dictionaries, Encyclopedias, Yearbooks and Almanacs, Geographical Sources, Directories, Union catalogues			4
Unit – 3: Functional Units of Libraries			13

Chapter No. 7: Organizational Chart. Acquisitions, Technical Processing and Maintenance, Serials Control and Circulation. Objectives and functions. IFLA's guidelines for collection development	4
	4
	5
Chapter No. 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.	
Chapter No. 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	
Unit – 4: Introduction to Dewey Decimal Classification	13
Chapter No. 10: Steps in Classification: Determining the specific subject of the document, Chapter No. 11: Allotting the class number, Assigning the book number	4
	5
	4
Chapter No. 12: Schedules, Tables and Relative index	

21BSC1LIS1P Content of Practical Course	I	52
Unit – 5: Dewey Decimal Classification-I		26
Chapter No. 13: Classification – simple subjects		13
		13
Chapter No. 14: Subjects which requires simple synthesis (add to instructions)		
Unit – 6: Dewey Decimal Classification-II		26

Chapter No. 15: Classification of subjects using Table 1 and Table 2	13
Chapter No.16: Construction of book numbers: Author-based, Cutter Number: Manual and through OCLC Dewey Cutter Program	13

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Open Elective

OEC1	21BSC1O1LIS1	Library and Information Centres
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(3 Credits) (LTP 3+0+0) 40 hours

Objectives of the Course

- To instruct students to get acquainted with different types of libraries and to familiarize/create awareness about the services and facilities provided by them
- To make them to understand the role and importance of libraries in national development.
- To educate and train the students to acquaint with various kinds and use of Reference and Information Sources including development of knowledge and skills in locating the information using search tools/aids.
- To enlighten the user privileges and get acquainted with user support services including fair use policy

Course Outcomes

After completion of the course, the student will be able to:

- Get acquainted with different types of libraries and will become aware of the services and facilities provided by them.
- Understand the role of libraries in national development.
- Understand the user privileges and get acquainted with user support services including fair use policy.
- Get acquainted with basic reference and information sources and acquire appropriate knowledge and skills in identifying, locating and searching information.

Pedagogy

Course teacher may adopt participatory discussion / self-study / desk work / Library visits/ Educational Video channels/Quizzes/OERs/Academic Web portals/Institutional websites/seminar presentation/assignments by students and such other novel methods that make a student to absorb and assimilate more effectively the contents delivered in the lecture classes. Seminars, case study, discussion sessions etc., are part of tutorial.

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

Skill learning component: Visit to local libraries

Unit.2: Library Tools, Services and Facilities-II

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

Skill based exercises Course teacher shall conduct hands-on-assignments by using the reference sources available in the local libraries

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

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

References

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BSc (Library and Information Science)

Semester 2 Syllabus

Title of the Course: Basics of Library Management: Theory and Practical

Number of Theory Credits	Number of lecture hours/semester	Number of practical Credits	Number of practical hours/ semester
4	52	2	52
Content of Theory Course 2			52 Hrs
<i>Unit – 1: Foundations of Libraries and Information Centers</i>			13
Chapter No.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.			4
tion Science: Evolution and Scope. Copyright and Intellectual Property Rights			4
Chapter No. 2: Five Laws of Library Science and their Implications on Libraries. Study of OCLC report on ‘Reordering Ranganathan’			5
Chapter No 3: Library Legislation: Need and Purpose. Karnataka Public Libraries			

Act 1965 (KPLA), Delivery of Books and Newspapers Act - 1954 and its amendments.	
Self-learning component: Copyright statements from books, journals, and other information resources.	
<i>Unit – 2: Digital Information and Reference Sources</i>	13
Chapter No 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
	4
	5
Chapter No5: DOAJ, DOAB, Shodhganga, ETDs, Online dictionaries, Online encyclopedia (including Wikipedia)	
Chapter No 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.	
<i>Unit – 3: Functional Units of Libraries – II</i>	13
Chapter No 7: Technical Processing Section: Need for technical processing of	4

books – classification, cataloguing and preparing books for shelving.	4
<p>Chapter No 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</p> <p>Chapter No 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.</p>	5
Unit – 4: Functional Units of Libraries – III	13
Chapter No 10: Serials control: Definition of periodicals. Types of periodicals.	4
Selection of periodicals. Periodical selection tools. Pricing models: Subscription model and Pay per view. Annual subscription Vs. Perpetual access. Ownership Vs.	4
Access. Big deals/Subject bundles. Licensing agreements. Receipt of periodicals. Claims generation. Shelving of periodicals – current issues and bound volumes.	5
Chapter No 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	

<p>procedure. Reservation of books. Renewal of loan period. Inter-library loan. Circulation statistics.</p> <p>Chapter No 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, precautionary measures for preservation. Shelving furniture and tools. Withdrawal and weeding</p>	
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PART-II: Resource description – Practical (2 credits, 52 hours)

<p>Unit 5: Descriptive and subject cataloguing</p> <p>Chapter.13. Concept and meaning of resource description.</p> <p>Introducing frequently used tags in MARC21 (tags, indicators and subfield codes).</p> <p>Chapter.14: Introducing the structure of Resource Description and Access.</p>	26
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Introducing the Sears List of Subject Headings.	
<i>Unit 6: Resource Description and Access</i>	
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,	
Chapter.16: Edited books with edition and without edition, Mixed Statement of Responsibility, Pseudonyms documents, Government Publications. Assigning subject headings.	

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

References

1. Anglo American Cataloguing Rules 2nd Revised Ed (1998). New Delhi: Oxford
2. Branin, J J (1994). Collection management for the 1990s. Chicago: ALA
3. Brne, Deborah J. MARC Manual: Understanding and Using MARC Record (1998). Engelwood: Libraries Unlimited
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5. Fritz, Devorah A. Cataloguing with AACR2 and US MARC records (1998). Chicago: ALA
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8. Kumar P.S.G (2003). Management of Library and Information Centres. Delhi: B. R. Publishing corporation,
9. Lahiri, Ramansu. Management of libraries: Concepts and practices, New Delhi: EssEss Publications, 1996
10. Mittal, R L (1987). Library administration. Ed 5. New Delhi: Metropolitan
11. Paliwal, P.K (2000). Compendium of Library Administration. New Delhi: EssEss.
12. Ranganathan, S.R. (1988). Library Manual. Bangalore: Sarada Ranganathan Endowment for Library Science.
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Open Elective

OEC2	21BSC2O2LIS2	Reference and Information Sources (Print and Electronic)
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3 Credits (LTP:3+0+0) 40 hours

Course Objectives

- To study and understand the nature, structure and uses of Reference and Information sources
- To acquire knowledge about the features, types, content and use of Primary, Secondary and Tertiary sources of information.
- Effective use of sources of information with required information searching skills.

Course Outcome

After completion of the course, students will be able to:

- Understand the nature, structure and uses of Reference and Information sources
- Identify the primary sources of information and their characteristics
- Effectively use secondary sources of information with required information searching skills

Pedagogy

Course teacher may adopt participatory discussion / self-study / desk work / Library visits/ Educational Video channels/Quizzes/OERs/Academic Web portals/Institutional websites/seminar presentation/assignments by students and such other novel

methods that make a student to absorb and assimilate more effectively the contents delivered in the lecture classes. Seminars, case study, discussion sessions etc., are part of tutorial.

LIS-OE.2.2 : Reference and Information Sources (Print and electronic) (3 Credits) (LTP: 3+0+0) 40 hours

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, Keesings record of world events.

Exercises: Course teacher shall conduct hands-on-assignments using the reference sources available in the local libraries

Note: The curricular components proposed under theory course/papers(Core/Open Elective/Discipline Specific Elective)are to be considered under Continuous assessment component.

References

1. Achala Munigal. Scholarly Communication and the Publish Or Perish Pressures of Academia. United States, IGI Global, 2017.
2. Chatterjee, Amitabha. Elements of Information Organization and Dissemination. Netherlands, Elsevier Science, 2016.
3. Chenny F.N and Williams W.J. Fundamental Reference Sources. Ed 2. Chicago, ALA, 1980.
4. Chowdhury, C.G and Chowdury, Suddatta. Searching CD-ROM and Online Information Sources, London, Library Association, 2001.
5. Davinson Donald. Reference Service. London, Clive Bingley, 1980.
6. Gopinath, M.A. Information Sources and Communication Media. DRTC Annual Seminar, Bangalore -1984.
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9. Katz, W.A. Introduction to Reference Work, London, Butterworths, 2000.
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16. Rao, I.K.R. Electronic Sources of Information. Bangalore, DRTC, 2001.
17. Refdesk. (2021). Retrieved from <http://www.refdesk.com>
18. Sewa Singh. Handbook of International Sources on Reference and Information. New Delhi, Crest, 2001.
19. Sharma, J.S & Grover, D.R. Reference Service and Sources of Information. New Delhi, Ess Ess Publishers, 1998.
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21. Subramanyam, K. Scientific and Technical Information Resources. New York, Marcel Dekker, 1981.

BA/BSc/BCOM

Semester 1

Open Elective

LIS – OE 1.1: Library and Information Centers (3 Credits) (LTP 3+0+0) 40 hours

Objectives of the Course

- To instruct students to get acquainted with different types of libraries and to familiarize/create awareness about the services and facilities provided by them
- To make them to understand the role and importance of libraries in national development.
- To educate and train the students to acquaint with various kinds and use of Reference and Information Sources including development of knowledge and skills in locating the information using search tools/aids.
- To enlighten the user privileges and get acquainted with user support services including fair use policy

Course Outcomes

After completion of the course, the student will be able to:

- Get acquainted with different types of libraries and will become aware of the services and facilities provided by them.
- Understand the role of libraries in national development.
- Understand the user privileges and get acquainted with user support services including fair use policy.

- Get acquainted with basic reference and information sources and acquire appropriate knowledge and skills in identifying, locating and searching information.
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Pedagogy

Course teacher may adopt participatory discussion / self-study / desk work / Library visits/ Educational Video channels/Quizzes/OERs/Academic Web portals/Institutional websites/seminar presentation/assignments by students and such other novel methods that make a student to absorb and assimilate more effectively the contents delivered in the lecture classes. Seminars, case study, discussion sessions etc., are part of tutorial.

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

Skill learning component: Visit to local libraries

Unit.2: Library Tools, Services and Facilities-II

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

Skill based exercises Course teacher shall conduct hands-on-assignments by using the reference sources available in the local libraries

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

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

References

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 63. Singh, S. Handbook of International Sources on Reference and Information. New Delhi, Crest Publication, 2001.
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 65. Walford, A.J. Guide to Reference Materials. London, Library Association. 1990.
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BA/BSc

Semester 2

Open Elective

LIS-OE 2.1: Reference and Information Sources (Print and Electronic) 3 Credits (LTP:3+0+0) 40 hours

Course Objectives

- To study and understand the nature, structure and uses of Reference and Information sources
- To acquire knowledge about the features, types, content and use of Primary, Secondary and Tertiary sources of information.
- Effective use of sources of information with required information searching skills.

Course Outcome

After completion of the course, students will be able to:

- Understand the nature, structure and uses of Reference and Information sources
- Identify the primary sources of information and their characteristics
- Effectively use secondary sources of information with required information searching skills

Pedagogy

Course teacher may adopt participatory discussion / self-study / desk work / Library visits/ Educational Video channels/Quizzes/OERs/Academic Web portals/Institutional websites/seminar presentation/assignments by students and such other novel

methods that make a student to absorb and assimilate more effectively the contents delivered in the lecture classes. Seminars, case study, discussion sessions etc., are part of tutorial.

LIS-OE.2.2 : Reference and Information Sources (Print and electronic) (3 Credits) (LTP: 3+0+0) 40 hours

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, Keesings record of world events.

Exercises: Course teacher shall conduct hands-on-assignments using the reference sources available in the local libraries

Note: The curricular components proposed under theory course/papers(Core/Open Elective/Discipline Specific Elective)are to be considered under Continuous assessment component.

References

22. Achala Munigal. Scholarly Communication and the Publish Or Perish Pressures of Academia. United States, IGI Global, 2017.
23. Chatterjee, Amitabha. Elements of Information Organization and Dissemination. Netherlands, Elsevier Science, 2016.
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35. Parker, C.C. and Purely. Information Sources in Science and Technology. Ed. 2. 1986
36. Ranganathan, S.R. Reference Service Ed 2. Bangalore, SaradaRangnathan Endowment for Library Science, 1992.
37. Rao, I.K.R. Electronic Sources of Information. Bangalore, DRTC, 2001.

38. Refdesk. (2021). Retrieved from <http://www.refdesk.com>
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40. Sharma, J.S & Grover, D.R. Reference Service and Sources of Information. New Delhi, Ess Ess Publishers, 1998.
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42. Subramanyam, K. Scientific and Technical Information Resources. New York, Marcel Dekker, 1981.

Pedagogy

Course teacher may adopt participatory discussion / self-study / desk work / Library visits/ Educational Video channels/Quizzes/OERs/Academic Web portals/Institutional websites/seminar presentation/assignments by students and such other novel methods that make a student to absorb and assimilate more effectively the contents delivered in the lecture classes. Seminars, case study, discussion sessions etc., are part of tutorial.