PAPER- I
Foundations of Library and Information Science

Learning Outcomes:

After studying this paper, students shall be able to:

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

Unit 1: Information, Knowledge and Society

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

Unit 2: Libraries- Types and Roles

- Historical Development of Libraries
- Types of Libraries Public, Academic, Special and Information Centres: Objectives, Features, Functions; Public Relations and Extension Activities
- Role of Libraries in Socio-economic, Cultural, Educational, Scientific and Technological Developments
- Five Laws of Library Science

Unit 3: Laws Related to Libraries and Information

- Library Legislation: Need, Features
- Library Legislation in India
- The Press and Registration of Books Act; The Delivery of Books and Newspapers (Public Libraries) Act; Copyright Act
- Right to Information Act; Intellectual Property Rights; Information Technology Act; Plagiarism

Unit 4: Professional Associations and Organizations

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

Recommended Books:

1. Bawden, D., & Robinson, L. (2013). *Introduction to information science*. Chicago: Neal Schuman.
2. Davies, D. L. (2013). *Library and information science*. New Delhi: Random Exports.
3. Hill, M. W. (1998). *The impact of information on society*. London: Bowker-Saur.
4. Isaac, K. A. (2004). *Library legislation in India: A critical and comparative study of state library Acts*. New Delhi: EssEss Publications.
5. Leckie, G. J., Given, L. M., &Buschman, J. (2010). *Critical theory for library and information science: Exploring the social from across the disciplines*. Santa Barbara, Calif: Libraries Unlimited.
6. Mangla, P.B. (1981) *(Ed). Library and information science education in India*. New Delhi: Macmillan.
7. McIntosh, J. (2011). *Library and information science: Parameters and perspectives*. Oakville, Ont: Apple Academic Press.
8. Ranganathan, S. R. (1957). *The five laws of library science*. Bombay: Asia Publishing House.
9. Rout, R. K. (1986*). Library legislation in India: Problems and prospects*. New Delhi: Reliance Publishing House.
10. Rubin, Richard E. (2013). *Foundations of library and information science*. 3rd ed. New Delhi: DBS Imprints.
11. Smith, M. M.(1999). *Information ethics*. London: Bowker-Saur.
12. Stock, W. G., Stock, M., & Becker, P. (2013). *Handbook of information science. Berlin*; Boston: De Gruyter Saur.
13. Venkatappaiah, V. &Madhusudhan, M. (2006). *Public library legislation in the new millennium: New model public library Acts for the Union, States, and Union Territories*. New Delhi: Bookwell.

PAPER - II
Library Management

Learning Outcomes:

After studying this paper, students shall be able to:

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

Syllabus:

Unit 1: Principles and Functions of Management

- Management: Concept, Scope
- Schools of Management Thoughts
- Principles of Management
- Functions of Management
-Planning-Concept, Definitions, nature, purpose.

Unit 2: Collection Development and Management

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

Unit 3: Financial and Human Resource Management

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

Unit 4: Library Committee, Rules, and Reports

- Library Committee
- Library Statistics; Annual Report
- Library Rules and Regulations
- Library Building and Space Management

Recommended Books:

1. Beard W. Ian & Holden, Len. (1996). *Human Resource Management: A contemporaryperspectives.* London: Longman.
2. Bryson, Jo. (1996). *Effective library and information management.* New Delhi: JaicoPublising House.
3. Evans, G. Edward &Layzell, Patricia. (2007). *Management basics for information professionals.* 2nd ed. London : Libraries Unlimited.
4. Harvey, Poss. (1993). *Preservation in libraries: a reader.* London: R.R. Bowker.
5. Johnson, P. (2014). *Fundamentals of collection development and management.* 3rd ed. Chicago :American Library Association.
6. Koontz, H. &Weihrich, H. (2015). *Essentials of management.* 10th ed. Chennai, McGraw Hill Inc.
7. Krishan Kumar, (2007). *Library management in electronics environment.* New Delhi: Har -Anand Publications.
8. Mittal, R. (2007). *Library administration: Theory and practice.* New Delhi: EssEss Publications.
9. Narayana, G J. (1991). *Library and information management.* New Delhi: Prentice Hall of India.
10. Stoner, James A.F. et al. (1996). *Management: Global perspectives.* 10th ed. New Delhi: McGraw Hill Inc.
11. Stueart, Robert D. & Moran, B. (2007). *Library and information centre management, 7th,* ed. London: Libraries Unlimited.

PAPER - III

Information Sources, Systems and Services

Learning Outcomes:

After studying this paper, students shall be able to:

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

Syllabus:

Unit 1: Information Sources

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

Unit 2: Reference Sources and Electronic Information Sources

- Reference Sources: Characteristics, Types, Usefulness
- Electronic Sources: E-books, E-journals, ETDs
- Subject Gateways, Web Portals, Bulletin Boards, Discussion Group/Forum, Multimedia Resources, Databases, Institutional repositories
- Evaluation of Reference Sources and Electronic Information Sources

Unit 3: Reference and Information Services

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

Unit 4: Information Systems and Networks

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

Recommended Books:

1. Bopp, R. E. & Smith, L. C. (Eds.). (2011). *Reference and information services: An introduction.* Santa Barbara: ABC-CLIO Publishing.
2. Cassell, K. A. &Hiremath, U. (2013). *Reference and information services: An introduction.* Chicago: American Library Association.
3. Chowdhury, G. & Chowdhury, S. (2001). *Information sources and searching on the World Wide Web.* London: Facet Publishing.
4. Cheney, F N. & Williams, W. J. (2000). *Fundamentals of reference sources.* Chicago: *American Library Association.*
5. Grogan, Dennis (1982). *Science and technology: An introduction to literature*. London: Clive Bingley.
6. Guha, B. (1999). *Documentation and Information Services (2nd Ed.). Kolkata:* World Press.
7. Higgens, C. (Ed.). (1980). *Printed reference materials.* London: Library Association.
8. Katz, W. A. (2000). *Introduction to Reference work*. London, Butterworths.
9. Krishan Kumar (1984). *Reference Service.* New Delhi, Vikas Publishing House.
10. Ranganathan, S. R. (1991). *Reference Service. Bangalore:* SaradaRanganathan Endowment for Library Science.
11. Rowley, J. E. (1996). *The basics of information systems*. London*:* Facet Publishing.
12. Shuman, Bruce A. (2004). *Issues for libraries and information science in the internet age.* London: Libraries Unlimited Inc.

PAPER- IV

Basics of Information and Communication Technology (Theory)

Learning Outcomes:

After studying this paper, students shall be able to:

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

Syllabus

Unit 1: Fundamentals of Computers

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

Unit 2: Library Automation

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

Unit 3: Telecommunication Technologies

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

Unit 4: Computer Networks and Library Networks

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

Recommended Books:

1. Bharihoke, Deepak (2012). *Fundamentals of Information Technology*. 4th ed. New Delhi: Excel Books.
2. Borgman, Christine L. (2017). *Big data, little data, no data: Scholarship in the networked world.* Cambridge: The MIT Press.
3. Haravu, L. J. (2014). *Library automation: Design, principles and practice*. Allied Publishers, New Delhi.
4. Hennig, Nicole. (2017). *Keeping up with emerging technologies: Best practices for information professionals.* Santa Barbara: Libraries Unlimited.
5. Joiner, Ida. (2017). *Emerging library technologies: It's not just for geeks*. Oxford: Chandos Publishing.
6. Leon-Garcia, Alberto &Widjaja, Indra (2006). *Communication networks: Fundamental concepts and key architectures*. 2nd ed. New Delhi: McGraw-Hill.
7. Phadke, D. N. (2017). *Library information technology*. Pune: Universal Publications.
8. Rajaraman, V. &Adabala, Neeharika (2014). *Fundamentals of computers*. 6th ed. New Delhi: Prentice-Hall of India.
9. Tanenbaum, Andrew S. &Wetherall, David J. (2013). *Computer networks*. 5th ed. New Delhi: Prentice Hall.

PAPER – V

Knowledge Organization: Classification (Theory)

Learning Outcomes:

After studying this paper, students shall be able to:

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

Syllabus

Unit 1: Universe of Knowledge

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

Unit 2: Library Classification

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

Unit 3: Classification Schemes

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

Unit 4: Current Trends

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

Recommended Books:

1. Chan, L. M. and Salaba, Athena (2015). *Cataloguing and classification: an introduction.* 4th ed. Lanham, MD: Rowman & Littlefield Publishers
2. Dhyani, Pushpa (2000). *Theory of library classification.* Delhi: VishwaPrakashan.
3. Jennifer, E. R. (1987). *Organizing knowledge: an introduction to information retrieval.* Aldershot: Gower.
4. Joudrey, Daniel N. & Taylor, Arlene G. (2015). *Introduction to cataloguing and classification,* 11th ed. Santa Barbara: Libraries Unlimited.
5. Krishan Kumar (1993). *Theory of classification.* New Delhi: Vikas Publishing House.
6. Kumbhar, Rajendra (2011). *Library classification trends in 21st century*. Oxford:Chandos Publishing.
7. Lazarinis, Fotis (2014). *Cataloguing and classification: an introduction to AACR2, RDA, DDC, LCC, LCSH and MARC 21 standards.* Oxford: Chandos Publishing.
8. Mann, Margaret (1943). *Introduction to cataloguing and the classification of books.* 2nd ed. Chicago: American Library Association.
9. Ranganathan, S. R. (2006). *Prolegomena to library classification.* 3rd ed. New Delhi: EssEss Publications.
10. Rowley, Jennifer & Hartley, Richard (2008). *Organizing knowledge: an introduction to managing access to information.* 4th ed. London: Routledge.

PAPER - VI
Knowledge Organization: Classification (Practice)

Note: Departments may impart practical training in any two classification schemes.
Learning Outcomes:

After studying this paper, students shall be able to:

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

Syllabus

Unit 1: Classification of documents with simple subjects

Unit 2: Classification of documents with compound subjects

Unit 3: Classification of documents with complex subjects using standard subdivisions/common isolates/special isolates/auxiliary tables/add notes from schedules

Unit 4: Assigning Book Numbers

Recommended Books:

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

PAPER - VII
Knowledge Organization: Cataloguing (Theory)

Learning Outcomes:

After studying this paper, students shall be able to:

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

Unit 1: Library Catalogue:

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

Unit 2: Catalogue Codes and Normative Principles

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

Unit 3: Subject and Union Catalogue

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

Unit 4: Current Trends in Cataloguing
- ISBD, CCF, RDA, FRBR and Bibframe.
- Metadata: Meaning, Purpose, Types, Uses
- MARC 21, DUBLIN CORE, TEI (Text Encoding Initiative), METS, EAD, VRA Core, MODES
- Standards for Bibliographic Interchange and Communication: ISO 2709, Z39.50 and Z39.71

PAPER - VIII

Knowledge Organization: Cataloguing (Practice)

Note: Departments may impart practical training in library cataloguing using one or more Catalogue Codes and Standards

Learning Outcomes:

After studying this paper, students shall be able to:

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

Syllabus:

Unit 1: Cataloguing of Works of Single Authorship, Shared Authorship, Pseudonyms, Mixed Responsibilities

Unit 2: Cataloguing of Editorial Works, Composite Works, Multi-volume Works

Unit 3: Cataloguing of Serial Publications, Uniform Titles

Unit 4: Cataloguing of Works of Corporate Authorship

Unit 5: Cataloguing of works of Non – Book Material

Recommended Books:

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