

**3 Yr. Degree Course  
(One Major & Two Minor)  
based on NEP-2020**

**LIBRARY & INFORMATION  
SCIENCE**



**(Effective from Session 2025-26)**

**(Batch: 2025-2028)**



**SAMBALPUR UNIVERSITY  
JYOTI-VIHAR, BURLA, SAMBALPUR, ODISHA-768019**

## **COURSE AT A GLANCE (NEP-UG)**

**SUBJECT: LIBRARY AND INFORMATION SCIENCE**

**ACADEMIC SESSION- 2025-28**

**CORE-I COURSE**

Course Number	Semester	Course Title	Type of Paper P-Practical NP-Non-practical	Credit Hour	Maximum Weightage of Marks
Paper-I	I	FOUNDATION OF LIBRARY & INFORMATION SCIENCE	NP	4	100
Paper-II		INFORMATION AND COMMUNICATION	NP	4	100
Paper-III	II	INFORMATION SOURCES	NP	4	100
Paper-IV		INFORMATION SERVICES	NP	4	100
Paper-V	III	LIBRARY MANAGEMENT-1	NP	4	100
Paper-VI		COMPUTER FUNDAMENTALS	Theory with practical	4	100
Paper-VII		INTERNET & WEB TECHNOLOGY	Theory with practical	4	100
Paper-VIII	IV	ELECTRONIC INFORMATION RESOURCES	Theory with practical	4	100
Paper-IX		KNOWLEDGE ORGANISATION	NP	4	100
Paper-X		LIBRARY CLASSIFICATION PRACTICE	NP	4	100
Paper-XI	V	WEB BASED INFORMATION SERVICES	NP	4	100
Paper-XII		INFORMATION SYSTEM	NP	4	100
Paper-XIII		RESOURCE DESCRIPTION	NP	4	100
Paper-XIV	VI	LIBRARY CATALOGUING PRACTICE	NP	4	100
Paper-XV		LIBRARY MANAGEMENT-II	NP	4	100
Paper-XVI	VII	LIBRARY AUTOMATION	Theory with practical	4	100
Paper-XVII		DIGITAL LIBRARY SYSTEM	NP	4	100
Paper-XVIII		RESEARCH METHODOLOGY	NP	4	100
Paper-XIX		RESEARCH EVALUATION METRICS	NP	4	100
Paper-XX	VIII	LIBRARY SYSTEM AND SPECIALISED SERVICES	NP	4	100
Paper-XXI		LIBRARY USERS AND INFORMATION LITERACY	NP	4	100
Paper-XXII		MARKETING OF LIBRARY PRODUCTS AND SERVICES	NP	4	100
Paper-XXIII		INFORMATION RETRIEVAL SYSTEM	NP	4	100

## CORE-II/CORE-III COURSE

Course Number	Semester Core-II/ Core-III	Course Title	Type of Paper P-Practical NP-Non- practical	Credit Hour	Maximum Weightage of Marks
Paper-I	I/II	PAP-1: FOUNDATIONS OF LIBRARY & INFORMATION SCIENCE	NP	4	100
Paper-II	III/IV	PAP-III INFORMATION SOURCES	NP	4	100
Paper-III	V/VI	LIBRARY MANAGEMENT-I	NP	4	100
Paper-IV	VII		NP	4	100
Paper-V	VIII		NP	4	100

## OTHER COURSES

### MULTIDISCIPLINARY COURSES (MDC) UNDER NEP-2020

Three courses to be chosen from **baskets of Multidisciplinary courses** for Semester-I/II/III with 3 credits each. Students are advised to choose one course/ Semester from the basket provided. Students are advised to opt for courses outside their discipline. No repetition of courses allowed.

(Ref: *University Letter No-3177/Acd. – I, Dated: 15. 07. 2025 & Letter No-3993/Acd. – I, Dated: 02. 09. 2025*)

#### SEMESTER: I

Course No.	Semester	Dept. to Teach	Course Title	Type of Paper P-Practical NP-Non- practical	Credit Hour	Maximum Weightage of Marks
Paper-I	Semester-I	Chemistry	Environmental Chemistry	NP	3	100
		Botany	Gardening and Vermicomposting	NP	3	100
		Economics	Economics in Everyday Life	NP	3	100
		History	History of Education in Modern India	NP	3	100
		Odia	Tulanatmak Sahitya	NP	3	100
		Pol. Sc.	Political Process in India	NP	3	100
		English	Ethical Literature	NP	3	100
		Commerce	Financial Literacy	NP	3	100
		Education	Educational Psychology	NP	3	100

### SEMESTER: II

Course No.	Semester	Dept. to Teach	Course Title	Type of Paper P- Practical NP-Non-practical	Credit Hour	Maximum Weightage of Marks
Paper-II	Semester-II	Statistics	Survival Analysis and Biostatistics	NP	3	100
		Zoology	Apiculture	NP	3	100
		Education	Gender and Education	NP	3	100
		Geography/Geology	Climatology	NP	3	100
		Philosophy	Vedic Culture	NP	3	100
		Hindi	Vigyapan Avadharana Aur Prayojanmulak Aayam	NP	3	100
		Home Science	Food Science and Processing	NP	3	100
		Commerce	Fundamentals of Entrepreneurship and E-Commerce	NP	3	100
		Economics	Demography	NP	3	100

### SEMESTER: III

Course No.	Semester	Dept. to Teach	Course Title	Type of Paper P- Practical NP-Non-practical	Credit Hour	Maximum Weightage of Marks
Paper-III	Semester-III	Mathematics/Computer Science	Programming in C++	NP	3	100
		Physics	Introduction to Spectroscopy	NP	3	100
		History	Indian Knowledge System	NP	3	100
		Pol. Sc.	Human Rights	NP	3	100
		Sociology	Environmental Issues and Challenges	NP	3	100
		Commerce	Entrepreneurship Development and Start-up	NP	3	100
		Psychology	Health psychology	NP	3	100
		Sanskrit	Philosophy of Bhagavad Gita	NP	3	100
		Botany	Herbarium Preparation	NP	3	100

### **ABILITY ENHANCEMENT COURSE(AEC) UNDER NEP-2020**

<b>Sl. No.</b>	<b>Semester</b>	<b>Course</b>	<b>Credit hour (CH)</b>	<b>Full Mark</b>
Paper-I	I	Odia/Hindi/Sanskrit/Urdu	4	100
Paper-II	II	English	4	100

### **SKILL ENHANCEMENT COURSES (SEC) UNDER NEP-2020**

Three courses to be chosen from the **baskets of SEC** for Semester-II/V/VI respectively with 3 credits each. Student can opt any one of SEC courses in a particular semester from the basket without repetition.

(Ref: University Letter No-3177/Acd. – I, Dated: 15. 07. 2025) **NB: All courses are non-practical (NP) papers.**

<b>Sl. No.</b>	<b>Semester</b>	<b>Course title</b>	<b>Credit hour (CH)</b>	<b>Marks</b>
Paper-I	II	Personality Development Or Election studies and public opinion Or Quantitative and Logical Thinking Or Analytical Thinking and Logical Reasoning Or Renewable Energy & Energy Harvesting Or Vermicomposting	3	100
Paper-II	V	Yoga in Everyday Life Or Basics of Museum and Achieves Or Working with Communities Or Fundamentals of data science and data management Or Quantitative and Logical Thinking Or Programming With Mathematica	3	100
Paper-III	VI	Life Skill Education Or Quantitative and Logical Thinking Or Income Tax E-return Filing Or Organic Farming Or Biofertilizer Or Type Setting in Latex	3	100

## **VALUE AIDED COURSES (VAC) UNDER NEP – 2020**

*(Ref: University Letter No-3177/Acd. – I, Dated: 15. 07. 2025)*

<b>Sl No</b>	<b>Semester</b>	<b>Paper</b>	<b>Course title</b>	<b>Credit</b>	<b>Marks</b>
Paper-I	I	PAPER I	Environmental Studies and Disaster Management	3	100
Paper-I	III	PAPER II	Ethics & Values	3	100
Paper-I	V	PAPER III	Understanding Odisha	3	100
Paper-I	VI	PAPER IV	Creative Writing	3	100

### Contents

1. Structure and Regulation .....
2. Core Courses (4 Credits each).....
3. Multidisciplinary Courses.....  
(3 courses to be chosen from baskets of Multidisciplinary for Semester-1/11/111 with 3 credits each)
4. Ability Enhancement Courses.....  
(Odia and English are the compulsory courses under Semester-1/11 respectively with 4 Credits each)
5. Skill Enhancement Courses (SEC).....  
(3 courses to be chosen from baskets of SEC for Semester-1/11/111 respectively with 3 credits each)
6. Value Added Courses.....
  - a. Environmental Studies and Disaster management compulsory under Semester-I with 3 Credits
  - b. 3 courses to be chosen from baskets of VAC for Semester-III/V/VI with credits each
7. Summer Vocational Course.....  
(Students may choose vocational courses after 2<sup>nd</sup> Semester and 4<sup>th</sup> Semester for Certificate Course or Diploma Course respectively with 4 credit each opt for exit)

## Programme Outcome:

- Understand the fundamentals of Library and Information Science including the knowledge on organization of library resources through classification and cataloguing, various types of information sources and services, digital library and library automation.
- Understand the usefulness of library information system sources and services, academic and public library systems, storage and retrieval of information, management of library and information centres, electronic resources management, information seeking behavior, library automation process and information search strategies.
- Comprehend various information processing skills, research methodology, ICT application, library digitalization, data analysis and knowledge management.
- Apply the knowledge and skills obtained to classify, organize, store, and retrieve the information to cater the need of different user communities.
- Analyze various user needs, information seeking behavior, different issues and challenges relating to acquisition, processing, automating and digitalizing library resources for easy access and retrieval.
- Identify pertinent research problems in different areas of LIS and to undertake research to find out solutions of such problems.
- Design and evaluate solutions for limitations and problems in classification, cataloguing, storage retrieval of written and digital contents, web technology and library management.
- Apply various skills learned such as preservation and conservation process, bibliometrics & scientometrics techniques to find out solutions to various issues.

## Semester-I

### **Paper-I Foundations of Library & Information Science**

#### **Course Outcome:**

- Understand the origin and development of libraries.
- Apprehend the five laws and their implications in ICT era.
- Recognize details about library legislation and Library Acts.
- Understand different types of national/international library organisation.
- Comprehend professionalism and professional ethics.

#### **Unit-I:**

**Libraries: Definition, Origin and History, Historical Development of Libraries in India,**

**Committees and Commissions on Libraries in India, Role of Libraries in the Society, Types of Libraries — Academic, Public, Special and National, Library Public Relation and Extension Activities.**

#### **Unit-II:**

**Five Laws of Library Science, Library Legislations and Library Acts in India: The Press and Registration of Books Act; the Delivery of Books and Newspapers (Public Libraries) Act, Copyright Act and Right to Information Act.**

#### **Unit-III:**

**Library and Information Science Profession - Librarianship as a Profession, Professional Skills and Competences; Professional Ethics. Library and Information Science Education in India.**

**Contributions of Dr. S. R. Ranganathan to Library Profession in India.**

#### **Unit-IV:**

**Professional Associations - National — ILA, IASLIC, IATLIS; International — IFLA, ALA, CILIP, ASLIB, ARL, SLA; Role of UGC, RRLF, UNESCO, National Knowledge Commission, and National Mission on Libraries in the Promotion and Development of Libraries.**

**Text Books**

**Suggested**

**Readings:**

<sup>v</sup> Khanna, J. K. (1984). Fundamentals of Library Organization. New Delhi: Ess Ess Publications <sup>v</sup>/ Ranganathan, S. R. (2006). Five Laws of Library Science. (Reprint). New Delhi: Ess Ess Publications.

<sup>v</sup>/ Kumar, P. S. G. (2003). Foundation of Library and Information Science. New Delhi: BR Publishing.

### Reference Books:

<sup>v</sup>/ <https://eoankosh.ac.in/bitstream/123456789/35226/5/Unit-4.pdf> <sup>v</sup>/

<https://eoankosh.ac.in/bitstream/123456789/34898/1/Unit-2.pdf> <sup>v</sup>/

<https://epgp.inflibnet.ac.in/Home/ViewSubject?catid=9JW4FTxyrU+Wsr8x18vgiw==> <sup>v</sup>/

<https://ebooks.inflibnet.ac.in/eadhvavan/site/genre?id=Library%20and%20Information%20Science>

## *Paper-2*

### *Information and Communication*

#### *Course Outcome:*

- Understand the theoretical aspects of information and communication channels and processes.
- Learn different ICT tools for smarter and faster communication of information. • Apprehend the knowledge of societal benefits of information communication.
- Unit-I:

Data, Information, Knowledge and Wisdom, Information Life Cycle - Generation, Collection, Storage and Dissemination. Information Industry - Generators, Providers and Intermediaries.

Unit-2:

Information: Definition, Properties, Role of Information; Information Science - Relationship with other subjects, Information Society and Knowledge Society.

Unit-3:

Communication — Concept, Types, Theories, Models, Channels and Barriers; Economics of information vs. Information economy; Trends in Scholarly Communication

Unit-4:

Tools of Modern Communication: Social media, Asynchronous and Synchronous communication tools; direct messaging, Instant Messaging, Blogging, Email, Voice and Video Calling, Online Chatting Suggested Readings:

Text Books ^/ Khanna, J. K. (1987). Library and Society. New Delhi: Ess Ess Publications ^/ Chowdhury, G. G. (2011). Information users and usability in the digital age. New

York:Neal- Schuman Publishers, Inc.

### Reference Books

<https://epgp.inflibnet.ac.in/Home/ViewSubject?catid=9JW4FTxyrU+Wsr8xI8> <https://egyankosh.ac.in/handle/123456789/7156>  
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### Semester-II

Paper-3

### **Information Sources**

Course

- Understand different types of primary, secondary and tertiary information sources
- Identify and explore the use of different types of reference sources

Unit-I:

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

Unit-II:

Primary Information Sources - Journals, Conference Proceedings, Patents, Standards, Theses & Dissertations, Trade Literature

Unit-III:

Secondary Information Sources (Print and Electronic) - Dictionaries, Encyclopedias, Bibliographies, Indexing & Abstracting, Statistical sources, Handbooks and Manuals; Tertiary Information Sources (Print and Electronic)- Directories, Year Books, Almanacs.

Unit-IV:

Reference Sources - Bibliographical, Biographical, Educational, Language and Geographical. Evaluation of Reference Sources

## Suggested Reading:

### Text Books:

✓/ Singh G. (2013). Information Sources, Services and Systems. PHI Learning Pvt. ✓/ Kumar, P S G. (2004). "Information Sources and Services ". Delhi; B.R.Publishing Corporation. ✓/ Kaul, H K (1999). "Library Resource Sharing and Networks ". New Delhi; Virgo

### Reference Books:

✓/ <https://epgp.inflibnet.ac.in/Home/ViewSubject?catid=9JW4FTxyrU+Wsr8x18vgiw==> ✓/ <https://eoankosh.ac.in/handle/123456789/32997>

<https://ebooks.inflibnet.ac.in/eadhyayan/site/genre?id=Library%20and%20Information%20Science>

Paper-4

## Information Services

### Course

- Acquire skills in providing reference and information services.
- Analyse and develop various information services and products for different categories of users

#### Unit-I:

Information services - Definition, Need, Nature, Types and Function, Implications of Five Laws of Library Science, Community Information Services

#### Unit-II:

Abstracting services — Definition, Need, Types and Guidelines; Indexing services- Definition, need, process; Translation services- Definition, need, process; Literature search and selection of documents — search strategies

Unit-III:

Alerting Services - CAS, SDI, Inter Library Loan and Document Delivery Service

Unit-IV:

Reference Services — Concept and Types- Short range and Long range reference service; Referral Services, Reference Service: Theories and tools

Suggested Reading:

Text Books:

✓/ Katz, A. (1992). Introduction to Reference Work. 2 V. 6th Ed. New York: McGraw Hill. ✓/ Krishan Kumar (1989). Reference Service. New Delhi: Vikas.

✓/ Ranganathan, SR. (1960). Reference Service and Bibliography, Ed. 2. Bombay: UBS Publishing.

✓/ Bose, H. (1986). Information Service: Principles and Practice. New Delhi: Sterling.

Reference Books:

✓ <https://epgp.inflibnet.ac.in/Home/ViewSubject?catid=9JW4FTxyrU+Wsrx18vgiw> = = ✓ <https://eoankosh.ac.in/handle/123456789/32998>  
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## **Paper- 6**

**Semester-III**

### *Library Management-I*

- Understand basic management principles applied in Libraries
  - Know different library housekeeping operations and their flow of work
- Learn management practices with regard to human and financial resources.

#### **Unit-I:**

Management - Principles, Functions and Schools of thought. Book Selection Tools and Principles, Library Committee and its role and functions

#### **Unit-II:**

Library House Keeping Operations -; Library Acquisition, Technical Processing, Circulation, Serials Control, Maintenance and Stock Verification; Preservation and Conservation; Hazards and Control Measures of Library Materials.

#### **Unit-III:**

Human Resource Management — Planning, Job Analysis, Job Description, Job Evaluation, Selection, Recruitment, Motivation, Training and Development, Performance Appraisal; Staff Manual

#### **Unit-IV:**

Financial Management in Libraries - Sources of Finance, Resource Mobilisation, Budgeting Methods; Cost Effective and Cost Benefit Analysis, Annual Reports & Statistics; Library Authority and Committee.

#### **Suggested Reading:**

Text Books ^/ Narayana, G. J. *Fundamentals of Library Management*. New Delhi: Prentice Hall.

Mittal, R.L. (1984). *Library administration: Theory & practice*. New Delhi:

Metropolitan.

^/ Krishna Kumar (1991). Library Organization. New Delhi: Bikash Publish House.

Reference Books ✓

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## **PAPER-7      Computer Fundamentals**

Understand the basics of computer technology including both hardware and software  
Acquainted with computer networks and telecommunication channels

Apply and work with MS Windows and Office tools

Unit-I:

Introduction to Computers: Characteristics, Generations and Classification-Super computers, mainframes, mini and microcomputers, Basic Architecture, Character Representation (ASCII, ISCII, Unicode) Computer Hardware: Input, Output & Storage devices

Unit-II:

Computer Software: System and Application software, Operating System- Types, functions, Programming Languages — Object Oriented, Procedural, High Level, Scripting; Web Languages. Open-Source vs. Commercial Software

Unit-III:

Computer Networks - Topologies, Types of Networks — LAN, MAN, WAN. Network HardwareNetwork interface card, hubs/switches, Getaways/Bridges, routers, modem

Unit-IV:

Telecommunication - Transmission Channels, Mode, and Media, ISDN, PSDN, Multiplexing, Modulation, Standards and Protocols; Wireless Communication — Media, Wi-fi, Li-fi, Satellite Communication, Mobile Communication

Practical Component:

- Operating Systems
- Office Management Suite (Word Processing, Spreadsheet, Slide presentation)

Suggested  
Reading

Text Books: Course Outcome:

✓/ Nair, R. (2002). Accessing Information through Internet. New Delhi: Ess Ess Publications. ✓

Rajaraman, V, (1999). Fundamentals of Computers. New Delhi:

Prentice Hall. Sinha, P. K. (2003). Computer Fundamentals. New Delhi: BPB Publications.

Reference Books:

<https://egyankosh.ac.in/handle/123456789/32999> <https://epgp.inflibnet.ac.in/Home/ViewSubject?catid=9JW4FTxyrI-J+Wsr8x18vgiw=✓> <https://ebooks.inflibnet.ac.in/eadhyayan/site/genre?&id=Library%20and%20Information%20Technology>

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## **Internet and Web Technologies**

### **PAPER-7**

- i.** fundamentals of internet technologies, protocols and services
- ii.** Acquainted with data security tools and technologies
- iii.** Work with web browsers, email and videoconferencing applications

Unit-I:

Internet - Web browsers, WWW, E-mail; Subject directories, Search Engines, Meta and Entity Search engines

Unit-II:

Internet Protocols and Standards - HTTP, HTTPS, FTP, SMTP, TCP/IP, URI, URL, OSI Model, Client-Server Architecture, CGI, REST/API

Unit-III:

Hypertext, Hypermedia, Multimedia, Video conferencing, Virtual Reality, Augmented Technologies.

Unit-IV:

Data Security, Network Security, Firewalls, Cryptographic Techniques, Anti-virus software, Antispyware, Intrusion Detection System.

Practical Component:

- Use of web browsers for searching online information, simple, advanced search
- Use of Videoconferencing with Google meet
- Use of Email for sending and receiving messages

## **SEMESTER-IV**

### **Electronic Information Resources**

- Familiar with different categories of information Resources in electronic & Web media
- Skilled in handling databases for retrieving information efficiently
- Able to evaluate e-resources for necessary validation and ranking

#### **Unit-I:**

E-resources: Definition, evolution, characteristics and types, E-Resource Life Cycle, Electronic

Resource Management- Concept, need and systems; Copyright and E-Resources, Copyright vs Copy left

#### **Unit-II:**

E-Books-Definition, Types, features, advantages and disadvantages;

E-Journals- Definition, Types, features, advantages and

disadvantages; Selection policies and subscription models

#### **Unit-III:**

Databases: Bibliographic, Numeric, Full text, Multimedia; Open Access Databases (DOAJ,

DOAB, Open DOAR, ROAR), Citation Indexing Databases - WoS, Scopus, Google Scholar, Semantic Scholar, BASE, Open Alex

#### **Unit-IV:**

Web based information resources: Subject Gateways, Web Portals, Bulletin Boards, Discussion Forums /Groups; Evaluation of e-resources and Web Resources.

Practical Component:

- Searching for e-books and journals online
- Use of Google Scholar Database
- Evaluation of e-resources

Suggested Reading:

Text Books

✓ Cole, L. (2013). Electronic Resource Management: A Handbook. Facet Publishing.

- ✓ Holly, Y. (2008). Electronic Resource Management in Libraries: Research and Practice. IGI Global.  
 ✓ Lee, S. D. Building an Electronic Resource Collection: A practical guide. London: Facet Publishing

Reference Books

<https://epgp.inflibnet.ac.in/Home/ViewSubject?catid=9JW4FTxyrU+Wsr8x18vgiw==>  
<https://ebooks.inflibnet.ac.in/eadhyayan/site/genre?id=Library%20and%20Information%20Science>  
[HTtps://ebooks.inflibnet.ac.in/eadhyayan/site/genre?id=Libraw%20and%20Information%20Science](https://ebooks.inflibnet.ac.in/eadhyayan/site/genre?id=Library%20and%20Information%20Science)

Paper-9

## Knowledge Organization

- Understand the basic principles and theories of library classification
- Acquainted with subject representation techniques and faceted approaches knowledge organization
- Familiar with internationally adopted library classification system

Unit-I:

Definition, Need, Purpose and Functions of Classification, Basic Terminologies and historical perspectives, Basic Terminologies of Library Classification, Species of Library Classification  
 Enumerative vs. Faceted, Call Number: Class Number, Book Number and Collection Number, Organization of Universe of

knowledge, Classification vs Ontology

Unit-II:

Classification — Theories, Cannons, and Principles;  
Taxonomies, Folksonomy, APUPA arrangement of subjects,  
Fundamental Categories, Phase Relations, Modes of Formation  
of Subjects

Unit-III:

Notations: Definition, Purpose, Types, Qualities, Canons of  
Notational Plane, Design of Depth Classification Scheme: Basic  
considerations and methodology

Unit-IV:

Dewey Decimal Classification (DDC): Salient Features, Structure  
and layout, organization-DDC Summaries, Relative Index, Table  
Schedules Summaries, Notation; Colon Classification: Salient  
features and Components. Facet analysis, principles, Phase  
Relations, Common Isolates

Suggested Reading:

Text Books:

✓/ Krishan Kumar (1980). Theory of Classification, 4 Ed. New Delhi:  
Vikas.

✓/ Kumar, P.S. G. (2003). Knowledge organization,  
Information processing and retrieval theory. Delhi: BR  
✓/ Ranganathan, S.R. (1960). Colon Classification, 6th ed.  
Bangalore: Sarada Ranganathan Endowment for Library  
Science.

✓/ Ranganathan, S.R. (1957 & 1965). Prolegomena to Library  
Classification, Ed2, London:  
LA.

Reference Books:

<https://epgp.inflibnet.ac.in/Home/ViewSubject?catid=9JW4FTxyrU+Wsr8x18vgiw==>

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Paper-10

## **Library Classification Practice**

Course Outcome:

- Understand the structure and mapping of subjects in DDC
- Learn practical steps in classification of books
- Apply the knowledge and skills of classification in classifying library resources.

Unit-I:

Introduction to Three Summaries and Steps in Classifying Documents as per DDC-19<sup>th</sup> Edition, Classification of Simple Subjects

Unit-II:

Use of Schedules, add instructions for number synthesis,  
Classification of complex subjects

Unit- III:

Use of the seven Tables and instructions to add the core numbers with numbers from different tables

Unit-IV:

Practical steps in using Colon Classification, Main Classes, Basic Classes, Facets and Isolates, Classification Simple Numbers

Suggested Reading:

Text Books:

[v/ Raju., A.A.N. \(1985\). Universal decimal and colon Classification.](https://epgp.inflibnet.ac.in/Home/ViewSubject?catid=9JW4FTxyrU+Wsr8x18vgiw==)

v/ Satija, M.P. and Comaromi, J.P. (1998). Exercises in the 21st Edition of Dewey decimal classification. New Delhi: Concept.

v/ Dewy Decimal Classification System - 23rd Edition

Reference Books:

v/

<https://epgp.inflibnet.ac.in/Home/ViewSubject?catid=9JW4FTxyrU+ Wsr8x18vgiw==> v/

<https://egyankoshac.in/handle/123456789/3299>

## **SEMESTER-V**

### **PAPER 11      Web based Information Services**

- Acquired skills in providing Web based and mobile based library services.
- Use social networking tools for information communication and academic collaboration.
- Understand and apply discovery service tools in libraries

Unit-I:

Web based information services: Web 2.0 and 3.0 - Library 2.0-Concept, Characteristics, Components; Instant Messaging, RSS Feeds, Podcasts, Vod casts, Ask a Librarian

Unit-II:

Web-scale Discovery Services- Definition, Need, Purpose, Features, Mechanism, Discovery tools and Service Providers

### Unit-III:

Mobile based Information Services and Tools — Mobile OPAC, Mobile Databases, Mobile Library Website, Library Apps, Mobile Library Instructions, Augmented Reality, SMS Alerts, Geo Location, Reference Enquiry, Chat Bot

### Unit-IV:

Collaborative Services- Social Networks, Academics Social Networks, Social Tagging, Social Bookmarking

### Suggested Readings:

#### Text Books:

✓ Anderson, P. (2012). Web 2.0 and Beyond: Principles and Technologies. Chapman and Hall/CRC

✓ SuberP. (2012). Open Access. MIT Press

✓ Paliwal, P K. and Balkrishnan, S. (2001). "Systems and Practices of Effective Libra" New Delhi; Anmol Publications.

## **PAPER- 12    Information Systems**

- Understand the fundamentals of information systems and their types
- Known about information systems at national and international level
- Understand resource sharing practices through library consortia

### Unit-I:

Information System: Basic Concept, Categories of information systems: libraries, documentation centres, referral centres,

information analysis centres, databanks etc. their structure and functions.

**Unit-II:**

National Information Systems and Networks: NISCAIR, DESIDOC, SENDOC, ENVIS, INFLIBNET, DELNET, NICNET, ERNET, National Knowledge Network (NKN),

**Unit-UI:**

International Information Systems and Networks: INIS, AGRIS, INSPEC, MEDLARS, BIOSIS, ERIC, Patent Information System (PIS), Biotechnology Information System (BIS).

**Unit-IV:**

Library Resource Sharing and Library Consortia — National-E-Sodh Sindhu, NKRC, FORSA, CeRA and International-ICOLC

**Suggested Readings:**

**Text Books:**

v/ Bose, K. (1994). "Information Networks in India: Problems and Prospects. " New Delhi Ess Ess Publications.

s/ Singh G. (2013). Information Sources, Services and Systems. PHI Learning Pvt v/ Kaul, H K (1992). "Library Networks: An Indian Experience ". New Delhi; Virgo Publications.

**Reference Books:**

v/

<https://epgp.inflibnet.ac.in/Home/ViewSubject?catid=9JW4FTxyrU+Wsr8x18vgiw>— v/

<https://ebooks.inflibnet.ac.in/eadhyayan/site/genre?id=Libraw%20and%201nformati on%20Science>

Y/ <https://ez�ankosh.ac.in/handle/123456789/4857>

## PAPER-13

### Resource Description

1. basic principles and theories of library cataloguing
2. Acquainted with subject cataloguing, different types entries using AACR-II and CCC
3. Familiar with computerized cataloguing and metadata standards

#### Unit-I:

Catalogue: Concept, Purpose and Objectives of Library Catalogue, Forms of Catalogue: Outer and Inner Forms- Outer Forms: Conventional and Non-Conventional; Inner forms: Alphabetical, Classified and, Alphabetico-Classified Catalogue. Entries: Types, Formats & their functions, Data elements in different types of Entries

#### Unit-II:

Canons and Principles; Centralized and Co-operative Catalogue; Library Cataloguing Codes: Basic Features of AACR-II and CCC; Subject Cataloguing- Concept, Objectives, General Principles, Subject Heading Lists & their features: Library of Congress Subject Headings (LCSH) and Sears List of Subject Headings (SLSH), Subject Cataloguing through Chain Indexing.

#### Unit-III:

Standards of Bibliographic Record Formats and Description — ISBD, MARC 21, CCF, RDA,

FRBR; Standards for Bibliographic Information Interchange & Communication — ISO 2709, Z39.50, Z39.71. Bibliographic data models (Library Reference Model of IFLA, BIBRAME 2.0) Unit-IV:

Metadata Standards: Dublin core; MARC21, METS, MODES, EAD•, Domain-specific metadata schemes (LRMI, LIDO, VRA Core etc.)

## **SEMESTER-VI**

### **PAPER-14                    LIBRARY CATALOGUING PRACTICE**

structures and rules of AACR-II Code

Learn practical steps in cataloguing in different entry formats

Apply the knowledge and skills of cataloguing in creating catalogue records for library resources.

Unit-I:

AACR-2R: Cataloguing of Titles with Single Author and multiple authors (Both Main and Added entries)

Unit-II:

AACR-2R: Cataloguing of Titles of Edited volumes, composite books, multi volume publications (Both Main and Added entries)

Unit-111•

AACR-2R: Cataloguing of Titles with corporate authorship (Both Main and Added entries)

Unit-IV:

AACR-2R: Cataloguing of Non-book materials- cartographic materials and audio-visual materials (Both Main and Added entries)

## Library Management — II

### PAPER-15

- Understand modern management concepts and strategies
- Learn principles of knowledge management

#### Unit-I:

Management Information System (MIS), MBO, Change Management, Disaster Management, Crisis Management.

#### Unit-II:

Total Quality Management (TQM) - Concepts, Principles and Techniques, Six Sigma; Evaluation of Services of Libraries and Information Centers, Quality Indicators: ISO 9000, LibQUAL+, COUNTER, SUSHI .

#### Unit-III:

Project Management- SWOC, PEST, PERT / CPM.

#### Unit-IV:

Knowledge Management — Principles, Tools, Components and Architecture.

#### Suggested Readings:

#### Text Books:

- ✓/ Singh, M. (1983). Library and information management: Theory and practice. Delhi: IBT. ✓/ Singh, R. S. P. (1990). Fundamentals of library administration and management. Delhi: Prabhat Publications.
- ✓/ Stueart, R. D. & Moran, B. B. (2013). Libraries and information center management. 8th ed. London: Libraries Unlimited.

#### Reference Books:

✓/

<https://epgp.inflibnet.ac.in/Home/ViewSubject?catid=9JW4FTxyrU+ Wsr8x18vgiw==> v/  
<https://eoankosh.ac.in/handle/123456789/4791> v/  
<https://ebooks.inflibnet.ac.in/eadhvayan/site/genre?id=Library%20and%20Information%20Science>

## **SEMESTER-VII**

### **PAPER-16**

### **Library Automation**

- Understand process and concept of automated housekeeping operations in libraries
- Acquaint with the planning and selection of software and hardware for library automation ■ Analyse various standards used for automation of library operations
- Acquaint with current computing technologies related to library automation

#### **Unit-I:**

Library Automation: Definition, purpose and different automated housekeeping operations, Planning, Selection of Hardware and Software, Implementation and Evaluation

#### **Unit-II:**

Study of Individual Automation Software Packages and their features: Koha, SOUL and E-Gra Unit-ill:

Standards for Library Automation; Barcode, RFID, QR Code, Biometric, Smartcard: Features and Applications.

#### **Unit-IV:**

Application of Artificial Intelligence, Expert Systems and Robotics in Libraries; Social Mobile Analytics Cloud (SMAC); Cloud Computing

Practical Component:

## Hands on experience with Library Management

- Software Koha Installation
- Customization
- Working with different modules

## Suggested Readings:

### Text Books:

- ✓/ Haravu, L. J. (2004). Library automation design, principles and practice. New Delhi: Allied Publishers.
- ✓ Pandey, S. K. (2000). Organization of Library Automation. New Delhi: Anmol Publications.
- ✓/ Reddy, S. (2001). Automated Management of Library Collections. New Delhi: Ess Ess-

### Reference Books:

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<https://epgp.inflibnet.ac.in/Home/ViewSubject?catid=9JW4FTxyrU+Wsr8x18vgiw==> v/

<https://ebooks.inflibnet.ac.in/eadhyayan/site/genre?id=Library%20and%20Information%20Science>

•v' <https://ez�ankosh.ac.in/handle/123456789/4883>

## **PAPER-17**

### **Digital Library Systems**

- Understand the concept of digital library and its architecture, standards and formats
  - Aquent with the process of creation of digital libraries and institutional repositories
  - Create an awareness on management of digital resources and their preservation
  - Familiar with digitization techniques and apply these techniques in digitization of library materials

#### **Unit-I:**

Digital Library: Genesis, Characteristics, Types, Architecture; Standards, Formats and Protocols, Persistent identifiers: DOI, CNRI handle, Orcid, ROR

#### **Unit-II:**

Digitization — Planning, Selection of Materials, Hardware, Software, Process, Issues

Unit-111:  
Institutional Repositories - Need, Purpose, Types and Tools; Institutional Repositories in India; ROAR, DOAR, Sherpa/R0MEO, Sherpa/ Juliet

#### **Unit-IV:**

Digital Preservation - Need, Purpose, Standards, Methods, Techniques, Projects (National and International)

#### **Practical Component:**

Hands on experience with Digital Library Software-

- GSDL and DSpace Installation
- Customization
- Functionality Suggested Readings:

#### **Text Books:**

✓/ Chowdhwy, G. G. (2003). Introduction to Digital Libraries. London: Facet Publishing ✓/ ICADL: Tutorials on Digital

Libraries. Bangalore, 2001. 40 v/ Leona Carpenter, Simon Shaw & Andrew Prescott: Towards the Digital Library. London: LA, 1998.

Lee, Stuart D: Digital imaging: A practical handbook. 2000.

#### Reference Books v/

[https://epgp.inflibnet.ac.in/Home/ViewSubject?catid=9JW4FTxyrU+Wsr8x18vgiw\\_\\_=v/](https://epgp.inflibnet.ac.in/Home/ViewSubject?catid=9JW4FTxyrU+Wsr8x18vgiw__=v/)  
<https://ebooks.inflibnet.ac.in/eadhyayan/site/genre?id=Library%20and%20Information%20Science>

## Research Methodology

### **PAPER-18**

- Understand the basic concept of research and research methods, types of research
- Acquaint with various research techniques and tools applicable to Library & Information Science
- Develop and apply the skills for data analysis and interpretation
- Acquire knowledge and skills for effective report writing

#### Unit-I:

Research - Concept, Purpose, Functions, Scope and Ethics; Types of Research— Basic and

Applied, Interdisciplinary and Multidisciplinary. Research Methods: Historical, Descriptive, Experimental and Delphi

#### Unit-II:

Research Design - Selection of Research Problem, Review of Literature; Formulation of Research Problem; Hypothesis — Formulation, Types and Testing, Sampling Techniques

### Unit-III:

Methods of Data Collection: Questionnaire, Interview, Observation, Library Records, Scales and Checklist, Data Analysis and Interpretation - Presentation of Data; Statistical Methods/ Techniques;

### Unit-IV:

Research Report Writing and Citation Tools — Structure, Style, Contents, Guidelines; Style Manuals; Online Citation Tools; Reference Style Management Tools; Similarity Checking Tools; Evaluation of Research Report

### Suggested Readings:

#### Text Books:

- ✓ Kumar, P. S. G. (2004). Research method and statistical techniques. New Delhi: BR Publications.
- ✓ Sehgal, R. L. (1998). Designing and evaluation of research in Library science. New Delhi: Ess Ess Publications.
- ✓ Kothari, C. R. (1990). Research methodology: methods and techniques. New Delhi: Wiley Eastern.
- ✓ Krishna Kumar. (1992). Research method in Library and information science. New Delhi: Harhand Publications.

## ***Research Evaluation Metrics***

### **PAPER-19**

- Understand different laws of bibliometrics and their application
  - Familiar with different research evaluation metrics and their
  - methods of calculation Acquaint with research ethics and awareness of research misconducts
- Apply knowledge of research metrics to evaluate research productivity both an individual and institutional level

#### **Unit-I:**

Metric Studies in LIS — Bibliometrics- Laws of Bibliometrics- Lotka's Law, Bradford;s Law, Zips Law, Scientometric, Webometrics, Altmetrics, Informetrics

#### **Unit-II:**

Concept of Citation, Citation count, Self-citation, Co-citation, Bibliographic Coupling, Journal Impact Factor, Citation and Quality Indicators: H-index, i10 - index, G-index

#### **Unit-III:**

Citation Databases: Web of Science, Scopus, ICI, Google Scholar, Publish or Perish, SCImago Journal and Country Rank, Webometric tools & techniques, Research impact analysis: IRINS Unit- IV:

Principles of Research Ethics, Research Misconduct, definition, types: Falsification, Fabrication, Plagiarism, Conflict of Interest, and Salami Slicing, Plagiarism and its detection

#### **Suggested Readings:**

#### **Text Books:**

- ✓ Sehgal, R. L. (1998). Applied statistics for Library science research. New Delhi: Ess Ess Publications.
- ✓ Arora, P. N., & Arora, S. (2010). Comprehensive Statistical

Methods. New Delhi: S. Chand & Creswell, J. W. (2002). Research Design: Qualitative, quantitative, and mixed method approaches. New Delhi: SAGE Publications

Reference Books:

[https://epgp.inflibnet.ac.in/Home/ViewSubject?catid=9JW4FTxyr\(J+ Wsr8x18vgiw ==](https://epgp.inflibnet.ac.in/Home/ViewSubject?catid=9JW4FTxyr(J+ Wsr8x18vgiw ==)

<https://ebooks.inflibnet.ac.in/eadhyayan/site/genre? d=Library%20and%20Information%20Science>

<https://eoankosh.ac.in/handle/123456789/4812>

<https://egyankosh.ac.in/handle/123456789/4835>

## **SEMESTER-VIII**

### **Paper-20      Library Systems and Specialised Services**

#### **Course Outcome:**

- Understand features and function of academic, public, and special libraries.
- Familiar with specialized library systems in different domains of subjects.
- Acquaint with other forms of organizations related to libraries including Archive and Museums

#### **Unit-I:**

Library Systems- Academic, Public and Special- their distinguishing feature and functions

#### **Unit-II:**

Health Science Library System-Features and

#### **Functions, Resources and services Unit-111:**

Engineering, Technological, and Agricultural Library System- Features and Functions, Resources and services

#### **Unit-IV:**

Archive, Museums and Oriental Library Systems- Features and Functions, Resources and services

#### **Suggested Readings:**

#### **Text Books:**

✓/ Raval, A. K. (2013). Handbook of Public Library System. Discovery Publishing House.

ISBN-9789350563854

Dayal, B. (2011). Managing Academic Libraries. Isha Books  
ISBN- 978-8182055223 ✓/ Hoffman, F & Wood, R. J. (2005).  
Library Collection Development Policies: Academic, Public,  
and Special Libraries, Scarecrow Press, ISBN- 978-0-8108-  
5180-1

#### **Reference Books:**

<https://nios.ac.in/media/documents/vocational/CLS/Certificate>

Course\_in Library\_Scie nce english/M1 PDF/MIL4.pdf  
<https://egyankosh.ac.in/bitstream/123456789/33045/1/Unit-8.pdf>  
<https://eoankosh.ac.in/bitstream/123456789/34898/1/Unit-2.pdf>  
✓ <https://epgp.inflibnet.ac.in/epgpdata/uploads/epgpcontent/S000021LI/P000102/M004257/ET/1498804480ModuleIDSRL-1-etext-SpecialLibrawCharacteristicsandFunctions.pdf> <https://nios.ac.in/media/documents/SrSecLibrary/L Ch- 002.pdf> ✓  
<https://ebooks.inflibnet.ac.in/lisp 12/chapter/history-and-development-of-speciallibraries/>

- Identify user communities and their information need
- Understand the concept of user education, user study and information literacy
- Apply and design different methods to promote user education and information literacy

**Unit-I:**

Composition of User Community, Classification of Users: Planners, Policy Makers, Managers,

R&D Personnel, People at Grass Root, Academics; Assessment of Information Needs of Users, Information Seeking Models

**Unit-II:**

User Study: Its Need, Types, benefits, and Steps in Planning User Studies, impact on LIS; Methods of Users' study- Questionnaire Method, Case Study Method & Interview Method, Observation Method and Survey Method

**Unit-111:**

User Education: Concept, need, Methods of User Education; Information Seeking Behaviour OSB): Concept and Models.

**Unit-IV:**

Information Literacy: Meaning and Concept, Salient Features of Information Literacy, Digital Information literacy, Information Literacy Models

**Suggested Readings:**

**Text Books:**

✓/ Kumar, P.S.G. (2004) Library and users:

theory and practice. Delhi: B. R. Corporation  
v/ Laloo, B. T. (2002). Information need,  
information seeking behaviour and users ".  
New Delhi:EssEss publications .  
v/ Prasad, H. N. (1992). Information needs and  
users. Varanasi: Indian Bibliographic Center.  
v/ Ramaiah,L. S. et .al . (1997) Information  
and Society. New Delhi: EssEss  
publication.

#### Reference Books:

v/  
<https://epgp.inflibnet.ac.in/Home/ViewSubject?catid=9JW4FTxryU+ Wsr8x18vgiw==> v/  
<https://ebooks.inflibnet.ac.in/eadhyayan/site/genre?id=Library%20and%20Information%20Science>

## **PAPER-22                    MARKETING OF LIBRARY PRODUCTS AND SERVICES**

#### Course Outcome:

- Understand basic tenets of marketing and related concepts
- Learn about information marketing and its strategies
- Apply different techniques to develop information products and promote their marketing.

#### Unit-I:

Marketing- Meaning, importance, core concept, market segmentation, marketing mix, The 7Ps of marketing

#### Unit-II:

Information Marketing- Information as a

marketable commodity, Demand and Supply of information, need for information marketing

### Unit-III

LIS Products and Services -Pricing, Distribution Channels and Communication Strategies, Information Analysis, Consolidation and Repackaging

### Unit-IV:

Advertising, Sales Promotion, Public Relations and E-Marketing/ Digital Marketing

### Suggested Readings:

Text Books <sup>v/</sup> Seetharama, S. (2015). Marketing in Libraries and Information Centres. New Delhi: Ess Ess Publications.

<sup>v/</sup> Thomsett-Scott, B. C. (2013).

Marketing with Social Media. Facet Publishing <sup>v/</sup> Rowley, J. (2016).

Information marketing. (2nd ed.). New York: Routledge.

<sup>v/</sup> Dalkir, K. (2005). Knowledge management in theory and practice. UK: Elsevier

Understand the concepts of information retrieval systems, indexing systems and vocabulary control.

- Learn about information retrieval models and theories
- Evaluate different information retrieval systems and analyze their compatibility issues
- Unit-I:

Information Retrieval System (IRS): Definition, Concept, Components, Functions, and Qualities, ISRS Systems: Types of IRS- Design and Operation

Unit-II:

Indexing Systems and Techniques: Assigned - Pre-coordinate; Post-Coordinate; Derived- Titlebased; Vocabulary Control

Unit-III:

Classical Models of Information Retrieval: Basic Concept, Term matching vs. Similarity matching, Boolean Model, Vector Space Model, Probabilistic Model, Semantic search (Vectorization)

Unit-IV:

Evaluation of ISRS: Purpose, Criteria and Steps, Common Evaluation Measures: Recall vrs Precision; Compatibility of Information Storage and Retrieval-System: Areas of Compatibility, Retrieval metrics (F1 NDCG)

Suggested Readings:

Text Books <sup>v/</sup> Alberico, R. and Micco M. (1990).

Expert systems for reference and Information retrieval. West Port: Meckler.

<sup>v/</sup> Chowdhury, G. G. (2003). Introduction to modern

Information retrieval. 2nd Ed.

London, Facet Publishing.

- ✓ Lancaster, F. W. (1968). Information retrieval systems, characteristics, testing and evaluation. London: Facet Publishing