

Scheme and Syllabus of

Bachelor of Library and Information Science (B.Lib.I.Sc)

(Choice Based Credit Semester System with Learning Outcomes-Based
Curriculum Framework effective from 2023 admission onwards)



**MAHATMA GANDHI UNIVERSITY
2023**

Mahatma Gandhi University
Board of Studies in Library and Information Science

SI No.	Name	Designation
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Bachelor of Library and Information Science (B.Lib.I.Sc.)

Regulations and Programme Structure

The syllabi and curriculum of Bachelor of Library and Information Science (B.Lib.I.Sc.) have been revised and restructured with effect from 2023 admissions.

Title of the Programme

Bachelor of Library and Information Science (B.Lib.I.Sc)

Objectives

The B.Lib.I.Sc. course is designed with the following objectives:

1. To enable the students to understand and appreciate the place and functions of different types of libraries and information centers in the changing social and educational environment;
2. To equip the students with the basic skills in the routine operations associated with library and information work in the manual and digital environment;
3. To develop in the students the ability to identify, select and provide access to information in a variety of formats;
4. To give students a detailed knowledge relating to national and international information systems;
5. To acquaint the students with various facets of information technology and to make them proficient in using the information technology devices for the effective imparting of library operations.

Duration of the Programme

One year with two semesters. Semester means a term consisting of minimum 90 working days, inclusive of examination, distributed over a minimum of 18 academic weeks. Academic week is a unit of 5 working days in which distribution of work is organized from day 1 to 5, with 6 contact hours of 1 hour duration in each day. A sequence of 18 such academic week constitutes a semester.

Eligibility and Admission

The eligibility criteria for admission to B.Lib.I.Sc. programme offered by the Mahatma Gandhi University for 2023 batch onwards is any UG degree of this university or an equivalent degree of recognised universities with at least 50 percent of aggregate marks or equivalent grade in the UG degree examination in Part I, Part II and Part III including subsidiary/complementary.

Medium of Instruction

The medium of instruction, examination, assignment, seminar and other academic activities is English.

Mode of Teaching

The mode of teaching comprises lectures, tutorials, assignments, seminars, case studies, library observation work, laboratory work, field training/internships and study tours.

Attendance

A student shall be considered to have satisfactory attendance to appear the examination if he/she attends not less than 75% of the working days for all the theory and practical courses. Condonation of shortage of attendance shall be as per existing University statutes and rules. Candidates with shortage of attendance beyond the condonable limit will not be eligible to register for End Semester University Examination. In such cases the candidate has to repeat the programme/course by taking re-admission with the concurrence of the University. Condonation of attendance shall be limited to once during the entire programme.

Programme Structure

The programme shall include two types of courses, Core courses, and Optional Core courses. Each Semester has four core courses, each of 4 credits and one optional core course of 4 credits. The optional core course offered in each semester will be from a list of three depending on the preference, availability of faculty members and other facilities in the institution.

Requirements	Credits
Accumulated minimum credits required for successful completion of the program	40
Minimum credits required from core courses	32
Minimum credits required from optional core courses	08

Credit Distribution Table

Semester	No. of Core Courses	Credits from Core Courses	No. of Optional Core Courses	Credits from Optional Core Courses	Total Credits
I	4	4 X 4=16	1	1 X 4=4	20
II	4	4 X 4=16	1	1 X 4=4	20
Total	8	32	2	8	40

Programme Specific Outcomes (PSO) for B.Lib.I.Sc

- PSO1** Understand the Library and Information Science profession as an interdisciplinary field, the role and history of the discipline, its basic concepts, principles, theories and the essential set of core values that define, inform and guide professional practice.
- PSO2** Understand the nature of information in all its formats and processes, the technologies that process it, and human interaction with information and associated technologies.
- PSO3** Understand and apply skills in carrying out professional activities such as acquisition, classification, cataloguing, physical processing of documents, and other library housekeeping operations.
- PSO4** Understand Information Communication Technology standards, models, approaches, requirements and solutions for data capture, storage, management, processing, presentation, access, and use.
- PSO5** Preparing information professionals who will serve as intermediaries between information and information seekers, as well as serve crucial roles in a wide variety of settings with increasingly sophisticated technological tools.

Scheme and Syllabus of
BACHELOR OF LIBRARY AND INFORMATION SCIENCE

Course Code	Course Title	Type	Credits
First Semester			
LS1CRT01	Library and Society	Core	4
LS1CRT02	Library Management	Core	4
LS1CRT03	Information Sources and Services	Core	4
LS1CRT04	Knowledge Organisation Theory	Core	4
LS1OCT--	Optional Core Course-1	Optional Core	4
	Total		20
Second Semester			
LS2CRP01	Knowledge Organisation Practice – Dewey Decimal Classification	Core	4
LS2CRP02	Knowledge Organisation Practice - Cataloguing	Core	4
LS2CRT05	Information Technology Applications in Libraries - Theory	Core	4
LS2CRP03	Information Technology Applications in Libraries - Practice	Core	4
LS2OCT--	Optional Core Course-2	Optional Core	4
	Total		20
Total Credits			40

OPTIONAL CORE COURSES

Course Code	Course Title	Credits
CLUSTER I		
LS1OCT01	Information Literacy	4
LS1OCT02	Information Technology -Theory	4
LS1OCT03	Knowledge Management	4
CLUSTER II		
LS2OCT04	Digital Libraries	4
LS2OCT05	Academic Publishing	4
LS2OCT06	Personality Development & Communication Skills	4

FIRST SEMESTER

LS1CRT01 – LIBRARY AND SOCIETY

4 Credits

Course Outcome:

- CO1:** Understand libraries in its social context, its role in modern society, different types of libraries and its developments in India (Understand)
- CO2:** Understand the concept of resource sharing and library networking (Understand)
- CO3:** Understand library legislation and library legislation in India and Kerala (Analyse)
- CO4:** Identify and elaborate the aims and objectives of professional associations engaged in the library and information field and analyse in detail the activities of selected library and information associations within India and outside (Analyse)

Module 1 Library in the Social Context

Library: conceptual change
 Role of libraries in modern society and education
 Development of libraries in India
 Five Laws of Library Science, implications of Five Laws

Module Outcome:

After completion of this module, the student should be able to:

- MO1:** Understand the role of libraries in the society and education (Understand)
- MO1:** Get a historical perspective of library developments in India with highlights of some important landmarks (Evaluate)
- MO1:** Make use of the Five Laws as a set of logical principles to initiate any new activity in library, documentation, information work and services (Understand)

Module 2 Types of Libraries

Types of libraries: their distinguishing features and functions
 Public libraries, special libraries
 Academic libraries: school, college and university libraries
 National libraries: UK, USA, USSR
 National library of India

Module Outcome:

After completion of this module, the student should be able to:

- MO2:** Understand different types of libraries, their distinguishing features and functions (Understand)
- MO2:** Understand the functions and services of national libraries of India, UK, USA and USSR (Understand)

Module 3 Resource Sharing and Extension Services

Resource sharing
Library consortia: ShodhSindhu, FORSA, CeRA
Library extension services, library publicity
Library public relations

Module Outcome:

After completion of this module, the student should be able to:

MO3: Understand the concept, purpose and services of library resource sharing and extension activities including library consortia, library networks and library public relations (Understand)

Module 4 Library Legislation

Need for library legislation
Essential features of library legislation
Library legislation in India- Model Public Library Bill of Dr. S. R. Ranganathan
Public library legislation in Kerala
Kerala Public Libraries Act, 1989
Delivery of Book and Newspapers Act and the Press and Registration of Books Act

Module Outcome:

After completion of this module, the student should be able to:

MO4: Understand the need and essential features of library legislation and Kerala Public Libraries Act, 1989 (Understand)

MO4: Understand the essential features of Indian Copyright Act (Understand)

Module 5 Library and Information Science Profession

Librarianship as a profession
Professional skills and competencies
Professional ethics
Professional associations and their role: IFLA, ILA, IASLIC, IATLIS, CILIP, SLA, ALA, ASLIB
Promotion of library and information services by UNESCO, UGC and RRRLF

Module Outcome:

After completion of this module, the student should be able to:

MO5: Understand librarianship as a profession, professional competencies and ethical values which enhance quality in professional performance (Understand)

MO5: Understand and elaborate the aims and objectives of professional

associations engaged in the library and information field (Analyse)

Activities, Learning Resources and Assessment

Suggested Class Room Activities

- Assignments
- Seminar presentation on selected topics
- Quizzes
- Discussions
- Report of library visits to academic, public and special libraries.

Learning Resources

1. Baker, D., & Evans, W. (2011). *Libraries and society: role, responsibility and future in an age of change*. Chandos Publishing.
2. Chowdhury, G. G. (2009). *Librarianship: an introduction*. Facet.
3. Dhiman, A. K. (2008). *A handbook of special libraries and librarianship*. Ess Ess Publication.
4. Dhiman, A. K., & Sinha, S. C. (2002). *Academic libraries*. Ess Ess Publications.
5. Kumar, P.S.G. (2019). *Student's manual of library and information science*. BR Publishing Corporation.
6. MacDougall, A., & Prytherch, R. J. (1997). *Handbook of library cooperation*. Jaico Publication House.
7. Pālacuppiramaṇiyaṅ Pa, & Baladhandayutham, A. (2013). *Manual of library and information science*. Regal Publications.
8. Ranganathan, S. R. (2006). *The five laws of Library science*. Sarada Ranganathan Endowment.
9. Raval, A. (2013). *Handbook of public library system*. New Delhi: Discovery Pub. House.
10. Sahu, N. B., & Chakrabarti, B. (2014). *Library and society: an introduction*. Mitram.

LS1CRT02 - LIBRARY MANAGEMENT**4 Credits****Course Outcome:**

- CO1:** Articulate and exemplify basic knowledge about concept, functions, and schools of management thoughts (Understand)
- CO2:** Understand different techniques and procedures of library housekeeping operations (Understand)
- CO3:** Understand different management activities related to space management, e-resources management, disaster management, crisis management, etc. (Understand)
- CO4:** Articulate basic knowledge about financial management and record management

Module 1 Management in General

Concept, definition, scope and functions
 Management schools of thought
 Principles of scientific management
 Fayol's principles, POSDCORB, MBO
 Quality management: TQM, Six Sigma
 Project management: SWOT, PEST, PERT/CPM

Module Outcome:

After completion of this module, the student should be able to:

- MO1:** Describe the concept, functions and management schools of thought and principles of scientific management (Understand)
- MO1:** Gain insight into quality improvement programmes for library and information centres (Apply)

Module 2 Management of Library Operations

Collection development: policies and procedures
 Acquisition procedures: selection, ordering and accessioning
 Technical processing: classification, cataloguing, and physical processing
 Circulation control: charging systems
 Serials control: selection, ordering, receipt and display
 Maintenance of documents: stock verification and shelf rectification, withdrawals, preservation and conservation of library resources

Module Outcome:

After completion of this module, the student should be able to:

- MO2:** Get a good insight into procedures of collection development of information materials and their products (Understand)
- MO2:** Understand and apply various techniques and procedures for library

housekeeping operations and project management techniques (Apply)

Module 3 Library Building and Space Management

Library building, furniture and equipments
Space requirements and space management
Green library building, Information Commons, Makers Spaces,
Human library, Security of libraries
E-resources management, technology and change management
Disaster management and crisis management

Module Outcome:

After completion of this module, the student should be able to:

MO3: Describe the concept and planning strategy of library building, furniture, and equipments (Understand)

MO3: Understand and apply the space management to overcome issues related to space in libraries (Apply)

MO3: Understand disaster and crisis management for minimizing the impact of crisis (Understand)

Module 4 Human Resource Management

Planning, job analysis, job description and job evaluation
Recruitment, selection, induction
Continuous professional development
Motivation, training and development
Performance appraisal
Stress management and time management

Module Outcome:

After completion of this module, the student should be able to:

MO4: Appreciate and grasp the value of human resource management techniques including job analysis, job description, job evaluation, recruitment and continuous professional development (Understand)

MO4: Understand the concept of stress management and time management and its implementation strategy (Understand)

Module 5 Financial and Record Management

Sources of finance
Methods of financial estimation
Budgeting techniques-Line, PPBS, Zero based budgeting
Cost effective and cost benefit analysis
Library authority and committee
Annual report, staff manual, library rules and regulations

Module Outcome:

After completion of this module, the student should be able to:

MO5: Know the sources of finance for libraries and describe the financial estimation methods (Understand)

MO5: Understand budgeting and budgeting techniques in libraries (Apply)

Activities, Learning Resources and Assessment**Suggested Class Room Activities**

- Assignments
- Seminar presentation on selected topics
- Quizzes
- Discussions
- Preparation of library building plan and library budgets

Learning Resources

1. Balakrishnan, S., & Paliwal, P. K. (2001). *Management of library information services*. Anmol Publications.
2. Bryson, J. (2006). *Managing information services: a transformational approach*. Ashgate.
3. Bryson, J. (2018). *Effective library and information centre management*. Routledge.
4. Evans, G. E., & Greenwell, S. (2020). *Management basics for information professionals*. Facet Publishing.
5. Kishore, J. (2001). *Handbook of library administrations*. Crest Pub. House.
6. Koontz, H. (2012). *Essentials of management*. Tata MacGraw-Hill.
7. Krishan Kumar (2005). *Library administration and management*. Vikas Publishing House.
8. Kumar, P. S. G. (2003). *Management of library and information centres*. B.R. Publication.
9. Mittal, R. L. (2007). *Library Administration: Theory and Practice*. Ess Ess Publications.
10. Panwar, B. S., & Vyas, S. D. (1986). *Library management*. B.R. Publication.
11. Stueart, R. D., & Moran, B. B. (2007). *Library and information center management*. Libraries Unlimited.

LS1CRT03 - INFORMATION SOURCES AND SERVICES**4 Credits****Course Outcome:**

- CO1:** Articulate and exemplify basic knowledge about primary, secondary and tertiary sources (Understand)
CO2: Articulate basic knowledge about electronic resources (Understand)
CO3: Develop skill for searching, retrieving and evaluating various information source
CO4: Evaluating the different reference sources along with their recent trends
CO5: Understand different types of information systems and services

Module 1 Introduction to Information Sources

Nature, evolution, characteristics of information sources
Sources of information-primary, secondary and tertiary sources
Documentary and non-documentary sources
Print and non-print sources

Module Outcome:

After completion of this module, the student should be able to:

- MO1:** Describe the evolution of physical media (Understand)
MO1: Explain the classification of information sources (Understand)

Module 2 Primary Sources

Journals
Patents, technical reports, specification, standards
Research reports, theses and dissertations
Conference proceedings, trade literature

Module Outcome:

After completion of this module, the student should be able to:

- MO2:** Understand and evaluate different primary sources (Understand)

Module 3 Secondary and Tertiary Sources

Indexing, abstracting and reviewing periodicals
Dictionaries and encyclopaedias
Bibliographical, biographical and geographical sources
Statistical sources, handbooks and manuals
Directories, yearbooks and almanacs
Union catalogues, Guides to literature
Bibliography of bibliographies

Module Outcome:

After completion of this module, the student should be able to:

MO2: Understand and evaluate different secondary and tertiary sources (Understand)

Module 4 Electronic Sources

E-journals, E-books, E-zines, ETD
 Databases and multimedia sources
 Bibliographic, numeric, full text, open access databases
 Subject gateways/portals, directories, e-forums
 Institutional and human resources
 PubMed, ShodhGanga, ProQuest, DART, Web of Science, Scopus
 EBSCO, J-Gate, Ingenta

Module Outcome:

After completion of this module, the student should be able to:

MO4: Understand and evaluate different types of electronic Information sources (Understand)

MO4: Describe different search tools and techniques (Understand)

Module 5 Information Systems and Services

Concept, need and trends of information services
 Concept and types of reference services
 Need, techniques and evaluation of alerting services-CAS
 Global information systems and networks - BIOSIS, AGRIS, ERIC, INIS, PIS, BIT, INSPEC, MEDLINE, OCLC, JANET, PubMed
 National information systems and networks-NISCAIR, NASSDOC, DESIDOC, SENDOC, INFLIBNET, DELNET, NICNET, ERNET, NKN

Activities, Learning Resources and Assessment**Suggested Class Room Activities**

- Assignments
- Seminar presentation on selected topics
- Quizzes
- Discussions
- Evaluation of not less than 25 print reference sources and 25 electronic sources of different kinds

Learning Resources

1. Bopp, Richard E. and Smith, Linda C. (2011), *Reference and information services: An introduction*, 4th ed., Libraries Unlimited.
2. Cassel, Kay Ann and Hiremath, Uma. (2013), *Reference and information services: An introduction*, 3rd ed., London: Facet Publishing.
3. Gurdev Singh. (2013), *Information Sources, Services and Systems*. New Delhi: PHI Learning.
4. Hurt, C. D. (1998), *Information Sources in Science and Technology*. 3rd ed. Westport, Conn.: Libraries Unlimited.
5. Katz, William A. (1997) *Introduction to reference work*, 7th ed. New York: McGraw Hill.
6. Krishan Kumar (2004), *Reference service*, 5th ed. New Delhi: Vikas Publishing House.
7. Ranganathan, S. R.(1961), *Reference Service*. 2nd ed. Bombay: Asia Pub. House.
8. Santa Barbara. (2005), *Evaluate information sources.*: Libraries Unlimited.
9. Sewa Singh. (2004), *Manual of reference and information sources*. New Delhi: B R. Publishing.
10. Webb, William H. et al (1986), *Sources of information with social sciences*. 3rd ed. Chicago: ALA.

LS1CRT04 – KNOWLEDGE ORGANISATION THEORY**4 Credits****Course Outcome:**

- CO1:** The students would be able to understand the concept of Universe of Subjects and different modes of formation of subjects (Understand)
- CO2:** The students would be able to familiarize the enumerative and faceted schemes of library classification (Understand)
- CO3:** Understand the different types of library catalogues, its functions and standards

Module 1 Theory of Library Classification

Universe of knowledge – nature and attributes
 Modes of formation of subjects
 Need and purpose of library classification
 Normative principles of classification and their usefulness
 Canons for idea plane and verbal plane
 Principles of helpful sequence
 Notation: types, qualities

Module Outcome:

After completion of this module, the student should be able to:

- MO1:** Understand the nature of universe of knowledge and modes of formation of subjects (Understand)
- MO1:** Explain the Normative Principles for Idea plane and verbal plane in the library classification (Understand)
- MO1:** Describe the principles of helpful sequence in the library classification (Understand)

Module 2 Facet Analysis and Fundamental Categories

Concept of facet analysis
 Fundamental categories
 Principles for facet sequence
 Call No., Class No., Book No., Collection No.

Module Outcome:

After completion of this module, the student should be able to:

- MO2:** Describe facet analysis and fundamental categories (Understand)
- MO2:** Understand the principles of facet sequence (Understand)

Module 3 Classification Schemes

Species of library classification schemes
 Enumerative and faceted models
 Salient features of CC, DDC and UDC
 Trends in library classification

Automatic classification, classification in online system
Web Dewey, Folksonomy

Module Outcome:

After completion of this module, the student should be able to:

MO3: Understand the enumerative and faceted schemes of classification and analyse features of CC, DDC and UDC (Understand)

MO3: Describes the trends in library classification, automatic and online classification (Understand)

Module 4 Bibliographic Description

Library catalogue : its purpose and functions
Physical forms : book form, card form, OPAC/WebOPAC
Types of catalogue: author catalogue and title catalogue
Dictionary catalogue and classified catalogue
Models of catalogue codes - CCC and AACR-II
Bibliographic description & metadata standards – ISBD, MARC 21
CCF, RDA, FRBR, Bibframe, Dublin Core, METS MODS, EAD
Standards of Bibliographic Information Interchange ISO2709
OAI, Z39.50

Module Outcome:

After completion of this module, the student should be able to:

MO4: Describe the different physical forms of library catalogues and compare their relative advantages and disadvantages (Understand)

MO4: Define what a bibliographic record format is (Understand)

MO4: Explain the nature of deferent types of bibliographic formats and describe the structure of them (Apply)

Module 5 Subject Cataloguing, Centralized Cataloguing and Cooperative Cataloguing

Tools for subject cataloguing - LCSH, Sears List of Subject
Headings, authority lists
Subject cataloguing: chain procedure and list of subject headings
Centralised cataloguing: types, advantages and disadvantages
Cooperative cataloguing: NPAC, union catalogues

Module Outcome:

After completion of this module, the student should be able to:

MO5: Understand about subject cataloguing, centralised cataloguing and cooperative cataloguing (Understand)

Activities, Learning Resources and Assessment

Suggested Class Room Activities

- Assignments
- Seminar presentation on selected topics
- Quizzes
- Discussions
- Tutorials

Learning Resources

1. Bavakutty, M. (1981). *Canons of library classification*. Kerala Library Association.
2. Bowman, J. H. (2008). *Essential cataloguing*. Facet.
3. Foskett, A. C. (2012). *The subject approach to information*. Facet.
4. Foulonneau, M., & Riley, J. (2014). *Metadata for Digital Resources: Implementation, Systems Design and Interoperability*. Elsevier Science.
5. Girija Kumar & Krishan Kumar (1986). *Theory of cataloguing*. Vikas Publishing House.
6. Husain, S. (2004). *Library classification: facets and analyses*. B.R. Publishing Corporation.
7. Kaula, P. N. (1985). *A treatise on colon classification: appended with a select bibliography on the scheme*. Sterling Publishers.
8. Krishan Kumar (2003). *Theory of classification*. Vikas Publishing House.
9. Kumbhar, R. (2012). *Library classification trends in the 21st century*. Chandos.
10. Ranganathan, S. R. (1962). *Elements of library classification*. Asia Pub. House.
11. Ranganathan, S. R. (2006). *Philosophy of library classification*. Ess Ess Publications.
12. Ranganathan, S. R. (2006). *Prolegomena to library classification*. Sarada Ranganathan Endowment.
13. Sangma, S. K. (2013). *Cataloguing rules in library science*. Centrum Press.
14. Śarma Sūraja Kānta. (1979). *Dewey decimal classification for Indology: expansion and modification of Dewey decimal classification (18) for classifying Indological books with special reference to Indian philosophy and Indian religions*. Uppal Publishing House.
15. Satija, M. P. (2013). *The theory and practice of the Dewey Decimal Classification system*. Chandos Publication.
16. Satija, M. P., & Comaromi, J. P. (1990). *Introduction to the practice of Dewey Decimal Classification*. Envoy Press.
17. Taylor, A. G., Wynar, B. S., & Miller, D. P. (2004). *Wynar's introduction to cataloging and classification*. Libraries Unlimited.
18. Welsh, A., & Batley, S. (2012). *Practical cataloguing: Aacr, Rda and MARC21*. Facet.

Codes / Standards

1. Anglo-American Cataloguing Rules II (most recent edition to be used)
2. Bristow, B. A., Farrar, C. S., & Sears, M. E. (2014). *Sears list of subject headings* (21st ed.). H.W. Wilson.
3. MARC 21 and related standards for bibliographic records
4. OCLC (2002). *Bibliographic formats and standards* (3rd ed.)
5. Ranganathan, S.R. (1964). *Classified catalogue code* (5th ed.). Asia Publishing House.

SECOND SEMESTER**LS2CRP01 – KNOWLEDGE ORGANISATION PRACTICE – DEWEY DECIMAL CLASSIFICATION 4 Credits****Course Outcome:**

CO1: The students would be able to classify simple and complex subjects with DDC (23rd Ed.) (Understand)

Module 1 Dewey Decimal Classification: Basic Subjects

Familiarization of main classes, subdivisions and relative index, classification of simple specific subjects

Module Outcome:

After completion of this module, the student should be able to:

MO1: Describe the main classes of DDC (Understand)

MO1: Analyse the subdivisions and relative index of DDC (Analyse)

MO1: Classify the simple specific subjects with DDC (Apply)

Module 2 Dewey Decimal Classification: Compound and Complex Subjects

Complicated titles by applying schedules, tables and 'add.....' instructions in the Dewey Decimal Classification (23rd ed.)

Module Outcome:

After completion of this module, the student should be able to:

MO2: Analyse and classify complex subjects with DDC (Analyse)

MO2: Classify titles by applying schedules, tables and 'add...' instructions (Apply)

Module 3 Record of Term Work: DDC

Classification of not less than 75 documents, indicating the steps followed.

Module Outcome:

After completion of this module, the student should be able to:

MO3: Prepare a record of term work of classification (Create)

MO3: Classify the documents by following the steps (Classify)

Activities, Learning Resources and Assessment

Suggested Class Room Activities

- Assignments
- Discussions
- Tutorials
- Practical

Learning Resources

1. Chan, L. M., Comaromi, J. P., Mitchell, J. S., & Satija, M. P. (1996), *Dewey Decimal classification: A practical guide*. Albany: Forest Press.
2. Dewey, M., & Beall, J. (2019), *Dewey decimal classification*: Dublin, Ohio: OCLC Online Computer Library Center, Inc.
3. Dewey, M., In Fox, V. B., In Kyrios, A., & OCLC. (2020), *Dewey decimal classification*. Dublin, Ohio : OCLC, Inc.
4. Dewey, M., Mitchell, J. S., Beall, J., Green, R., Martin, G., & Panzer, M. (2011), *Dewey decimal classification and relative index*.
5. Kumar, P. S. G. (2010), *Practical guide to Colon classification*, edition-6. Agra: Associated Pub. House.
6. Raju, A. A. N. (2001), *Colon Classification: Theory and practice: A self-instructional manual*. New Delhi: Ess Ess Publications.
7. Ranganathan, S. R. (2006), *Colon classification*. New Delhi: Ess Ess Publications.
8. Sagar, R. (2003), *New concepts of practical colon classification*. New Delhi: EssEss Publications.
9. Satija, M. P. (2011), *A guide to the theory and practice of colon classification*. New Delhi: Ess Ess Publications.
10. Satija, M. P. (2013), *The theory and practice of the Dewey Decimal Classification system*. Oxford: Chandos Pub.

**LS2CRP02 – KNOWLEDGE ORGANISATION PRACTICE –
CATALOGUING****4 Credits****Course Outcome:****CO1:** Familiarize with the practical awareness about cataloguing (Understand)**O2:** Impart skills in cataloguing documents with AACR II**CO3:** Experiment the process involved in cataloguing**Module 1** Cataloguing of single authored and joint authored books**Module Outcome:***After completion of this module, the student should be able to:***MO1:** Articulate and exemplify the preparation of bibliographic description of books, periodical publications and e-resources as per AACR2 (Understand)**MO1:** Involve in cataloguing of single authored and joint authored books (Analyse)**Module 2** Cataloguing of edited books, multi volume books, and pseudonymous authors
Cataloguing of uniform titles and serial publications**Module Outcome:***After completion of this module, the student should be able to:***MO2:** Involve in cataloguing of edited books, multi volume books, and pseudonymous authors (Analyse)**MO2:** Involve in cataloguing of uniform titles and serial publications (Analyse)**Module 3** Cataloguing of works of corporate authors: Govt. publications, institutional publications, society publications, conference/ seminar proceedings, workshop materials**Module Outcome:***After completion of this module, the student should be able to:***MO3:** Involve in cataloguing of works of corporate authors: Govt. publications, institutional publications, society (Analyse)**Module 4** Cataloguing of non-book materials: cartographic materials, films, CDs/DVDs

Module Outcome:

After completion of this module, the student should be able to:

MO4: Involve in cataloguing of non book materials: cartographic materials, films, CDs/DVDs (Analyse)

Module 5 Cataloguing with MARC 21**Module Outcome:**

After completion of this module, the student should be able to:

MO5: Cataloguing of documents with MARC 21 format.

Activities, Learning Resources and Assessment**Suggested Class Room Activities**

- Assignments
- Discussions
- Practical

Learning Resources

1. Chan, L. M. (2007). *Cataloging and classification: An introduction* (3rd ed.). New York: Scarecrow Press.
2. Gorman, M., & Winkler, P. W. (Eds.). (1988). *Anglo-American cataloguing rules* (2nd ed.). Ottawa: Canadian Library Association.
3. Ranganathan, S. R. (1938). *Theory of library catalogue*. Madras Library Association, Madras.
4. Ranganathan, S. R., & Neelameghan, A. (2006). *Classified catalogue code: With additional rules for dictionary catalogue code*. New Delhi: Ess Ess Pub.
5. Ranganathan, S.R. (1990). *Cataloguing practice* (2nd ed.). Bangalore: Sarada Ranganathan Endowment for Library Science.
6. Sears, M. E. (2018). *Sears list of subject headings* (22nd ed.). HW Wilson.

LS2CRT05 – INFORMATION TECHNOLOGY APPLICATIONS IN LIBRARIES- THEORY**4 Credits****Course Outcomes:**

- CO1:** Understand the need, planning and implementation of library automation, and automated in-house library operations with library management software(Understand)
- CO2:** Understand the design and development of digital libraries and institutional repositories (Understand)
- CO3:** To discuss the adoption of various emerging technologies in libraries and information centres

Module 1 Library Automation

Need for library automation
 Areas of library automation
 Automation of library housekeeping operations
 Selection of hardware and software for automation
 Integrated library management systems: Koha
 OPAC/WebOPAC, Webscale Discovery Services

Module Outcome:

After completion of this module, the student should be able to:

- MO1:** Understand the need and areas of library automation (Understand)
MO1: Learn the selection of hardware and software for library automation (Understand)

Module 2 Digital Libraries

Digital library: definition, scope and characteristics
 Major digital library initiatives in the world and in India
 Digital library technologies-digital representation and compression. Identification of, accessing, processing, storage, delivery and use of digital resources
 Digital library creation - prerequisites; content development
 Metadata development; and search options
 Open source digital library software – GSDL

Module Outcome:

After completion of this module, the student should be able to:

- MO2:** Understand the concept and characteristics of digital libraries (Understand)
MO2: Learn the major digital library initiative in the world and in

India(Understand)

MO2: Understand the creation of digital libraries, its prerequisites and digital library technologies (Understand)

Module 3 Institutional Repositories

Institutional repositories-concepts, characteristics and purpose

Institutional repositories in India

Design and architecture of institutional repositories

Contents and standards of institutional repositories

IR software – DSpace, EPrints, Fedora, Omeka

ROAR, DOAR, SHERPA-ROMIO

Module Outcome:

After completion of this module, the student should be able to:

MO3: Understand the concept, characteristics, design and architecture of institutional repositories (Understand)

MO3: Evaluate different institutional repository software (Evaluate)

Module 4 RFID in Libraries

RFID-characteristics and features

RFID components; how does RFID works

Application of RFID in libraries

Barcode, QR Code, Biometric, Smartcards: features and applications

Module Outcome:

After completion of this module, the student should be able to:

MO4: Understand the characteristics, features and components of RFID (Understand)

MO4: Learn the application of RFID in libraries (Understand)

Module 5 Application of Emerging Technologies in Libraries

Library 2.0/3.0

Application of Artificial Intelligence, Expert Systems, Robotics, Machine Learning, Block Chain technology, Cloud computing,

Virtual Reality and Augmented Reality in libraries

Role of libraries in Research Data Management

Module Outcome:

After completion of this module, the student should be able to:

MO5: Understand the application of emerging technologies like artificial intelligence, expert systems, robotics, machine learning, block chain technology, cloud computing, virtual reality and augmented reality in libraries (Understand)

Activities, Learning Resources and Assessment

Suggested Class Room Activities

- Assignments
- Seminar presentation on selected topics
- Quizzes
- Discussions
- Demonstration

Learning Resources

1. Arms, William Y. (2000). *Digital libraries*. Cambridge, London: MIT Press.
2. Ayo, C. K. (2001). *Information technology: Trends and applications in science and business*. Lagos: Concept Publications Limited.
3. Cohn, John M. (2001). *Planning for integrated systems and technologies: A how to-do-it manual for librarians*. New York: Neal-Schuman.
4. Cooper, M. D. (1996). *Design of library automation systems: File structures, data structures, and tools*. New York: John Wiley & Sons
5. Dickson, G. W., & DeSanctis, G. (2000). *Information technology and the future enterprise: New models for managers*. Prentice Hall.
6. Gallimore, A.(1997). *Developing an IT strategy for your library*. Library Assn Pub Limited.
7. Kimber, R. T., & Boyd, A. H. (1974). *Automation in libraries*. Oxford, New York: Pergamon Press.
8. Lesk, M. (1997). *Practical digital libraries: Books, bytes, and bucks*. Morgan Kaufmann.
9. Ramana, P. V. (2004). *Information technology applications in libraries*. Ess Ess Publications.
10. Ravichandra Rao, I. K. (1990). *Library automation*. New Delhi: Wiley Eastern.
11. Rowley, Jennifer. (1998). *The electronic library*. London: Library Association Publishing.
12. Williams, Brian K., & Sawyer, Stacey C. (2014). *Using information technology: A practical introduction to computers & communications* (11th ed.). McGraw-Hill.

LS2CRP03 – INFORMATION TECHNOLOGY APPLICATIONS IN LIBRARIES – PRACTICE **4 Credits****Course Outcome:**

- CO1:** The students would be able to acquire skills for installation, customization and use of Koha Library Management Software, GSDL and DSpace digital library/institutional repository software
- CO2:** The students would be able to achieve practical knowledge to design and develop library websites/portals
- CO3:** The students would be able to acquire practical knowledge in Zotero reference management software

Module 1 Library automation package – Koha**Module Outcome:**

After completion of this module, the student should be able to:

MO1: To install, customize and use Koha Library Management Software

Module 2 Digital Library/Institutional Repository software – Greenstone/DSpace**Module Outcome:**

After completion of this module, the student should be able to:

MO2: To install, customize and use digital library/Institutional repository with GSDL and DSpace

Module 3 Library website / portal design**Module Outcome:**

After completion of this module, the student should be able to:

MO3: Design and develop library websites/portals

Module 4 Reference management software -- Zotero**Module Outcome:**

After completion of this module, the student should be able to:

MO5: Understand and handle Zotero for reference management

Activities, Learning Resources and Assessment

Suggested Class Room Activities

- Assignments
- Seminar presentation on selected topics
- Demonstration / Hands on training

Learning Resources

1. Brain, A. (2001). *Web Design*. New Delhi: Dreamtech Publications.
2. Digital Library Planning and Implementation. (2020, March 18). <https://www.youtube.com/watch?v=015urPL5FxM&feature=youtu.be>
3. Faruqi K. K. (1995). *Online database searching and retrieval: Strategies, procedures, commands, and problems: A brief Guide*. Bangalore: Sarada Ranganathan endowment.
4. Kumari, N. (2016). Web-based services in library and information science. *International Journal of Next Generation Library and Technologies*, 2(1), 8.
5. Mishar, V. K. (2016). *Basics of library automation: Koha library management software and data migration*. New Delhi: Ess Ess Publications.
6. Poornima G. N. & Girish R. N. (2019). *Creating and Managing Institutional Repository Using DSpace: A Case Study*. Chhattisgarh: Educreation Publishing.
7. Rohith, K. (2001). *HTML 4 U*. New Delhi: APH Publishing Corporation.
8. Sue, Jenkins. (2007). *Web Design: The L Line, the Express Line to Learning*. New Delhi: Wiley India Publication.
9. Tripathi, A., Prasad H. N., & Mishra, R. (2010). *Open Source Library Solutions*. New Delhi: Ess Ess Publications.
10. Uma V, Suseela J. (2017). *Automation of Library integration operation: A how to do manual*. New Delhi: Ess Ess Publications.

OPTIONAL CORE COURSES

Among the following courses, the Department Council can select the optional core courses for different semesters

LS1OCT01 - INFORMATION LITERACY

4 Credits

Course Outcome:

- CO1:** Understand the need, types and models of information literacy (Understand)
- CO2:** Understand different information literacy policies, standards and assessment tools
- CO3:** Understand the different methods to access information (Understand)
- CO4:** Illuminate the role of libraries in information literacy (Understand)

Module 1 Introduction to Information Literacy

Meaning, definition and need for information literacy
 Levels of information literacy: entry level, mid level, high level, and advance level
 Technological component of information literacy
 Digital divide and information literacy
 Barriers of information literacy

Module Outcome:

After completion of this module, the student should be able to:

- MO1:** Understand the need and levels of information literacy (Understand)
- MO1:** Understand the technological components and barriers of information literacy (Understand)

Module 2 Types of Information Literacy

Library literacy, technology literacy, media literacy, computer and digital literacy, resource literacy, research literacy, publishing literacy, meta literacy
 Models of Information literacy: Big6, 8Ws Model, The Research Cycle, PLUS Model, DIALOGUE Model, SCONUL Seven Pillars of Information Literacy, Empowering 8IL Model

Module Outcome:

After completion of this module, the student should be able to:

- MO2:** Understand the different types and models of information literacy (Understand)

Module 3 Information Literacy Policies and Standards

International and national initiatives, policies and guidelines
IFLA, ALA, UNESCO,
Information literacy standards
Information literacy best practices
Information literacy assessment tools

Module Outcome:

After completion of this module, the student should be able to:

MO3: Understand different information literacy policies, standards and assessment tools (Understand)

Module 4 Retrieval of Information

Library catalogues, indexes, OPAC/WebOPAC, Webscale
Discovery
Search strategy, techniques and methods, use of Boolean logic
Search engines, metasearch engines and web directories
Techniques of retrieving relevant information from the Internet
Evaluation of information from the Internet
Ethics of creating and using information

Module Outcome:

After completion of this module, the student should be able to:

MO4: Understand the different methods to access library catalogue (Understand)

MO4: Assess different search strategies and techniques (Analyse)

MO4: Evaluate information accessed from internet (Evaluate)

Module 5 Role of Libraries in Information literacy

Information literacy instructions in different types of libraries and information centers
Study of information literacy programs in the world
Information literacy competencies
Challenges facing information literacy

Module Outcome:

After completion of this module, the student should be able to:

MO5: Understand different information literacy programs take place around the world (Understand)

MO5: Understand various information literacy competencies (Understand)

MO5: Analyse the challenges in information literacy (Analyse)

Activities, Learning Resources and Assessment

Suggested Class Room Activities

- Assignments
- Seminar presentation on selected topics
- Quizzes
- Discussions

Learning Resources

1. Bruce, C. (1997). *The Seven Faces of Information Literacy* (p.110). Adelaide: Auslib Press.
2. Buckingham, D. (2003). *Media Education: Literacy, learning and contemporary*. Cambridge, MA: Polity Press.
3. Cordell, R. M. (Ed.) (2013, June). *Library Reference Services and Information Literacy: Models for Academic Institutions: Models for Academic Institutions*. IGI Global. doi:10.4018/978-1-4666-4241-6
4. Horton Forest Woody, J. (2007). *Understanding Information Literacy:A Primer*;United Nations Educational,Scientific and Cultural Organization.
5. *Media and Information Literacy; Policy and Strategy Guidelines; UNESCO;* (2013). United Nations Educational, Scientific and Cultural Organization. Retrieved from <http://www.unesco.org/new/en/communication-and-information>
6. Potter, W. J. (2004). *Theory of Media Literacy:A Cognitive Approach*. Thousand Oaks,CA: Sage.
7. Radcliff, C. J., Jensen,, M. L., Jr., J. S., Burhanna, K. J., & Gedeon, J. A. (2007). *A Practical Guide to Information Literacy Assessment for Academic Librarians*. Greenwood Publishing Group.
8. Silverstone, R. (2007). *Media and Morality: On the Rise of Mediapolis*. Cambridge: Polity Press. Retrieved from <http://www.polity.co.uk/book.asp?ref=9780745635033>

LS1OCT02– INFORMATION TECHNOLOGY THEORY**4 Credits****Course Outcomes:**

- CO1:** Develop a thorough understanding of the architecture of computer, types of software, various operating systems and programming languages, database and database management systems (Understand)
- CO2:** Understand the fundamentals of telecommunication technology, media, nature and components of networking devices, computer network types and LAN topologies (Understand)
- CO3:** Understand the Internet connectivity, protocols, search engines, and web 2.0/3.0.
- CO4:** Describe the societal Impacts of Information Technology with regard to the privacy, security and integrity of information (Understand)

Module 1 Computer: Architecture and Technology

Introduction to Information Technology
Computer hardware, software and storage devices
Types of software: system software and application software
Operating system-Windows and Linux
Programming languages –object oriented, procedural, high level, scripting, web languages

Module Outcome:

After completion of this module, the student should be able to:

- MO1:** Describe the architecture of computer and the types of software (Understand)
- MO1:** Explain various operating systems and programming languages (Understand)

Module 2 Data Processing

File design, data files, records
File organization: serial, sequential, direct access, indexed sequential and random access file organization
Database: concepts, organization and types
Database Management System (DBMS) - Architecture

Module Outcome:

After completion of this module, the student should be able to:

- MO2:** Describe file design and various file organisation methods (Understand)
- MO2:** Explain database concepts and DBMS architecture (Understand)

Module 3 Computer Networks and Networking

Computer networks - definition and examples
Network media-UTP, Optical fiber, Ethernet, Network Interface Cards, Hubs, Routers, Gateway, ISDN, PSDN
Network types PAN, LAN, MAN, CAN, WAN, SAN
LAN topologies: bus, star, ring, tree, mesh and token ring networks
Wireless Network: WiFi, WiMAX, Bluetooth, LiFi

Module Outcome:

After completion of this module, the student should be able to:

MO3: Understand computer networks, wireless networks, network media, network types, and LAN topologies (Understand)

Module 4 Internet

History and development of the Internet
Internet protocols and standards-HTTP, SHTTP, FTP, SMTP, TCP/IP
Internet applications/services/utilities
Search engines and metasearch engines
Web 2.0/3.0 technologies, Social Media, Invisible Web, Internet of Things (IoT)
Semantic Web, Ontology – tools RDF, RDFS, Protégé,
Social Mobile Analytics Cloud (SMAC) :Linked Data, Open Data and Big Data

Module Outcome:

After completion of this module, the student should be able to:

MO4: Describe the history and development of the Internet (Understand)

MO4: Describe the Internet connectivity, protocols, search engines, Web 2.0/3.0 (Understand)

MO4: Explain Internet of Things, Semantic Web, and ontology (Understand)

Module 5 Societal Impacts of Information Technology

Privacy, security and integrity of information
Computer security, cyber security and cyber crimes
Firewall, proxy server, and cryptographic techniques
Cyber bullying-types, consequences, prevention and law
The Information Technology Act, 2000

Module Outcome:

After completion of this module, the student should be able to:

MO5: Describe the societal impacts of information technology with regard to the privacy, security and integrity of information (Understand)

MO5: Understand the Information Technology Act, 2000(Understand)**Activities, Learning Resources and Assessment****Suggested Class Room Activities**

- Assignments
- Seminar presentation on selected topics
- Quizzes
- Discussions
- Demonstration

Learning Resources

1. Arthur, L. J. & Burns, T. (1994). *UNIX shell programming* (3rd ed). New York: Wiley.
2. Blum, R. (2007). *Professional Linux programming*. John Wiley & Sons.
3. Borgman, C. L. (2015). *Big data, little data, no data: Scholarship in the networked world*. MIT press.
4. Date, C. J. (1987). *A guide to the SQL standard: A user's guide to the standard relational language SQL*. Addison-Wesley Longman Publishing Co., Inc.
5. Date, C. J. (1999). *An introduction to database systems* (7th ed.). MA, USA: Addison-Wesley Longman.
6. Elmasri, R., & Navathe, S. B. (2011). *Fundamentals of database systems* (6th ed.). Boston: Pearson/Addison-Wesley.
7. Godbole, A. & Atul Kahate (2013). *Web technologies: TCP/IP, Web/Java programming, and cloud computing* (3rd ed.). McGraw-Hill.
8. Gosselin, D., Guthrie, R., Lopez, L. A., Sklar, J., Slaybaugh, M., & Soe, L. (2003). *The web warrior guide to web design technologies*. Course Technology.
9. Haravu, L. J. (2007). *Library automation design principles and practice*. New Delhi: Allied Publishers.
10. Hennig, N. (2017). *Keeping up with emerging technologies: Best practices for information professionals*. Santa Barbara, CA: Libraries Unlimited.
11. Joiner, I. A. (2018). *Emerging library technologies: It's not just for Geeks*. Chandos Publishing.
12. Mathew, Neil et al. (2000). *Professional Linux programming*. Apress.
13. Michael, R. K. (2003). *Mastering UNIX shell scripting*. Wiley.
14. Petersen, R. (2007). *Linux: The complete reference*. Tata McGraw-Hill Education.
15. Williams, B. K., Sawyer, S. C., & Hutchinson, S. E. (1999). *Using information technology: A practical introduction to computers and communications* (3rd ed.). New Delhi: Tata McGraw-Hill.

LS1OCT03 - KNOWLEDGE MANAGEMENT**4 Credits****Course Outcomes:**

- CO1:** Articulate and exemplify basics of knowledge management (Understand)
CO2: Distinguish different types of knowledge (Understand)
CO3: Enunciating the concepts of KM Systems, knowledge architecture etc
CO4: Express effectively about Knowledge Management systems, tools and portals
CO5: Articulate basic knowledge about knowledge capturing, codification, transferring and sharing

Module 1 Knowledge Management Basics

Knowledge Management -concepts and definition
 Need for Knowledge Management
 Knowledge Management systems
 Issues in Knowledge Management

Module Outcome:

After completion of this module, the student should be able to:

MO1: Understand the basic concept of knowledge management and knowledge management systems (Understand)

MO1: Analyse issues in knowledge management (Analyse)

Module 2 Types of Knowledge

Characteristics of knowledge
 Subjective and objective view of knowledge
 Procedural vs. Declarative knowledge
 Tacit vs. Explicit knowledge
 General vs. Specific knowledge
 Technically vs. Contextually Specific knowledge

Module Outcome:

After completion of this module, the student should be able to:

MO2: Understand the characteristics and different types of knowledge (Understand)

Module 3 Knowledge Creation & Knowledge Architecture

Knowledge creation, Nonaka's Model of Knowledge Creation & Transformation,
 Knowledge Architecture, acquiring the KM System capturing tacit knowledge – methods
 Knowledge codification – tools and procedures
 Knowledge testing; knowledge transfer

Module Outcome:

After completion of this module, the student should be able to:

MO3: Understand knowledge architecture and grasp the process involved in knowledge creation (Understand)

MO3: Remember the concept of knowledge testing and knowledge transfer (Understand)

Module 4 Knowledge Base

Knowledge mapping

Decision trees, decision tables, frames

Knowledge works

Knowledge markets

Module Outcome:

After completion of this module, the student should be able to:

MO4: Understand the knowledge mapping and describe different types of knowledge mapping (Understand)

Module 5 Knowledge Management System Tools and Portals

Data visualization

Tools and techniques of knowledge management

Knowledge based systems vs expert systems

Neural networks, data mining; managing knowledge workers

Knowledge management in library and information centres

Module Outcome:

After completion of this module, the student should be able to:

MO5: Understand basics of data visualisation (Understand)

MO5: Understand the different tools and techniques used in knowledge management (Understand)

MO5: Application of knowledge management in library and information centres (Remember)

Activities, Learning Resources and Assessment**Suggested Class Room Activities**

- Assignments
- Seminar presentation on selected topics
- Quizzes
- Discussions

Learning Resources

1. Alavi, M. and Leidner, D.E. (2001) *Knowledge Management and Knowledge Management Systems: Conceptual Foundations and Research Issues*. MIS Quarterly, 25, 107-136.
<http://dx.doi.org/10.2307/3250961>
2. Becerra-Fernandez, I., & Sabherwal, R. (2014). *Knowledge Management: Systems and Processes*. Routledge
3. D.G. Schwartz, (2006). 538–543. Hershey, PA: Idea Group Publishing
4. Davenport, T. H., & Prusak, L. (1998). *Working knowledge*. Boston, MA: Harvard Business School Press.
5. Desouza, K.C. & Paquette, S. (2011). *Knowledge management: an introduction*, London: Neal Schuman Publishing.
6. Dhiman, A. K., & Sharma, H. (2009). *Knowledge Management for librarians*. New Delhi: Ess Ess Publication.
7. Elliasm, Awad and Hassan M Ghaziei. (2010). *Knowledge management*. 2nd ed. New Delhi: PHI Leans.
8. Gupta, A. (2015). *Application of Knowledge for Management in Digital Era*. New Delhi: Centrum Press.
9. King, W.R.. In “*Knowledge transfer*”: *The encyclopaedia of knowledge management*, ed.
10. Koenig, Michael EP & Srikantalah, T.K. (Eds.). (2008). *Knowledge management lessons learned: what works & what doesn't*. New Delhi, Ess Ess Publications.
11. Liebowitz, J. and Wilcox, L.C. (1997). *Knowledge management and its integrative elements*. USA: CRC Press.
12. Liebowitz, J. (1957). *Knowledge management: lessons learned from knowledge engineering*. US: CRC Press.
13. Management systems: Conceptual foundations and research issues. MIS Quarterly,
14. McInerney, Claire, and Koenig, Michael E. D., (2011). *Knowledge Management (KM) Processes in Organizations: Theoretical Foundations and Practice*, Morgan and Claypool.
15. Michael Earl (2001). *Knowledge Management Strategies: Toward a Taxonomy*, *Journal of Management Information Systems*, 18:1, 215-233, DOI: [10.1080/07421222.2001.11045670](https://doi.org/10.1080/07421222.2001.11045670)
16. Natarajan, M. (2015). *Knowledge management: challenges and applications*. New Delhi: EssEss Publication.
17. Nonaka, I., Takeuchi, H., (1995). “*The Knowledge-Creating Company: How Japanese Companies Create the Dynamics of Innovation*”, Oxford University Press.
18. Rupali Shah. (2013). *Practical knowledge management*. New Delhi: Horizon Press.
19. Sanchez, R. (1996). *Strategic Learning and Knowledge Management*. Chichester: Wiley.
20. Srikantaiah, T. K., Koenig, M., (2000). “*Knowledge Management for the Information Professional*” Information Today, Inc.

Online Sources

21. Knowledge codification(2017).[video] retrievable from <https://www.youtube.com/watch?v=CLxS-jX28mA>
22. Knowledge management system (2017).[video] retrievable from <https://www.youtube.com/watch?v=1K3mUa0-1Js>
23. Knowledge Management. [pdf]. Retrievable, from https://www.tutorialspoint.com/knowledge_management/knowledge_management_tutorial.pdf.
24. Knowledge Management.(2020).[video] Retrievable from <https://www.youtube.com/watch?v=Zaffxj5f5hg>
25. Ponzi, Leonard., & Koenig, M.E.D. (2002). Knowledge Management: Another Management Fad?" Information Research, 8(1). Retrievable from <http://informationr.net/ir/8-1/paper145.html>

LS2OCT04 - DIGITAL LIBRARIES**4 Credits****Course Outcome:**

- CO1:** Articulate and exemplify the concept of digital library (Understand)
CO2: Enlighten with different digital library resources (Understand)
CO3: Familiarize with the processes involved in the digital library creation and use (Understand)
CO4: Understand the rights and issues related to digital information
CO5: Understand the design and development of digital library with GSDL

Module 1 Introduction to Digital Libraries

Digital library: definition, scope and characteristics
 Major digital library initiatives in the world and in India
 Design and organization of digital libraries - architecture, interoperability, and compatibility
 User interfaces, protocols and standards

Module Outcome:

After completion of this module, the student should be able to:

- MO1:** Understand the concept and architecture of digital library (Understand)
MO1: Evaluate the major digital library initiatives in India and world (Evaluate)

Module 2 Digital Library - Resources

Digital collection - nature and scope
 Digital objects, files and file formats
 Identification of, accessing, processing, storage, delivery and use of digital resources
 Digital library user - assessment of user behaviour and needs

Module Outcome:

After completion of this module, the student should be able to:

- MO2:** Understand the nature, scope and formats of digital resources (Understand)
MO2: Evaluate digital library user's needs and behaviours (Evaluate)

Module 3 Digital Library-Creation and Use

Digital library creation - prerequisites; content development
 Digitization - scanning, OCRing and conversion to PDF
 Information access, user behaviour and Interaction
 Metadata development
 Digital preservation and conservation - archiving
 Security and preservation issues

Module Outcome:

After completion of this module, the student should be able to:

MO3: Understand the process involved in digital library creation (Understand)

MO3: Evaluate the techniques used in digital preservation and conservation (Evaluate)

Module 4 Digital Library Technologies

Digital representation and compression

Access control and DRM

Network platforms and server management

Digital information - Intellectual property issues

Rights management

Module Outcome:

After completion of this module, the student should be able to:

MO4: Understand various digital library technologies, and intellectual property issues (Understand)

Module 5 Digital Library Software

Open source software – GSDL

Design and architecture of GSDL

Digital library case studies

Module Outcome:

After completion of this module, the student should be able to:

MO5: Understand the design and development of digital library with GSDL (Understand)

Activities, Learning Resources and Assessment**Suggested Class Room Activities**

- Assignments
- Seminar presentation on selected topics
- Quizzes
- Discussions

Learning Resources

1. Andrews, J. (2010). *Digital libraries*. London: Ashgate.
2. Cornish, G. P. (1990). *Copyright interpreting the law for libraries and archives*. London: Library Association.
3. Dahl, M.V., Banerjee, K., & Spalti, M. (2006). *Digital libraries: Integrating content and systems*. London: Chandos.
4. Fenner, A. (Ed.). (2005). *Managing digital resources in libraries*. New York: Haworth.
5. Gopal, K. (2000). *Digital libraries in electronic information era*. New Delhi: Authors Press.
6. Lesk, M. (1996). *Understanding digital libraries* (2nd ed.). San Francisco: Morgan Kaufmann.
7. Pitkin, G. M. (Ed.). (1996). *The National electronic library: A guide to the future for library managers*. London: Greenwood Press.
8. Tedd, L.A., & Large, A. (2005). *Digital libraries: Principles and practice in a global environment*. Munchen, Germany: K. G. Saur.
9. Arms, W.Y. (2005). *Digital libraries*. New Delhi: Ann Peterson-kemp.
10. Witten, I.H., & Bainbridge, D. (2005). *How to build a digital library*. Amsterdam: Morgan Kaufmann.

LS2OCT05 - ACADEMIC PUBLISHING**4 Credits****Course Outcome:**

- CO1:** Gain basic concepts of academic publishing and its process (Understand)
CO2: Understand predatory publishing and publication ethics (Understand)
CO3: Sensitise the students with a better awareness of open learning and e-content development (Understand)
CO4: Understand different research metrics and academic identity (Understand)
CO5: Equip students with knowledge of intellectual property rights related protection system and their use as a tool for wealth and value creation in a knowledge based economy (Understand)

Module 1 Academic Publishing

Introduction to publishing
Article publishing, book publishing
Understanding the publishing process
Peer reviewing process
Marketing and publicity in publishing

Module Outcome:

After completion of this module, the student should be able to:

- MO1:** Understand academic publishing and publishing process (Understand)
MO1: Understand peer reviewing process (Understand)

Module 2 Predatory Publishing

Introduction to predatory publishing
Predatory journals, cloned journals
Tools for identifying predatory publishers
UGC CARE, Retraction watch
Understanding publication ethics

Module Outcome:

After completion of this module, the student should be able to:

- MO2:** Understand predatory publishing, predatory journals and tools for identifying predatory publishers (Understand)
MO2: Understand publication ethics (Understand)

Module 3 Open Learning and E-content Development

Open learning, Open Access and Open Access Initiatives
Open learning platforms-MOOC, SWAYAM, SWAYAMPBHA
Open Educational Resources
E-content development process and tools

Graphics, images, audio, video, and interactive contents
Content Management Systems

Module Outcome:

After completion of this module, the student should be able to:

MO3: Understand open learning, open learning platforms and e-content development (Understand)

Module 4 Research Metrics

H Index, Impact factor, Cite Score
Google Scholar Citation Metrics
Academic Identity – ORCID ID, ScopusID
Research ID, Microsoft Academic ID
Web of Science Researcher ID, IRINS, Vidwan database

Module Outcome:

After completion of this module, the student should be able to:

MO4: Understand different research metrics and academic identity (Understand)

Module 5 Intellectual Property and Its Management

Intellectual Property and Intellectual Property Rights (IPR),
Fundamentals of patents, copyrights, geographical indicators,
designs and layout, trade secrets, trademarks, Licensing of
technologies, Material transfer agreements, Research
collaboration Agreement, License Agreement, BIS, WIPO, ISO, etc

Module Outcome:

After completion of this module, the student should be able to:

MO5: Understand intellectual property rights and the use of IPR (Understand)

Activities, Learning Resources and Assessment

Suggested Class Room Activities

- Assignments
- Seminar presentation on selected topics
- Quizzes
- Discussions
- Field visit in publishing industries and libraries

Learning Resources

1. Fink, A. (2014). *Conducting research literature reviews: from the Internet to paper*. Los Angeles, Calif.: Sage.
2. Hartley, J. (2010). *Academic writing and publishing: a practical handbook*. London: Routledge.
3. Hyland, K. (2015). *Academic publishing: issues and challenges in the construction of knowledge*. Oxford: Oxford University Press.
4. Kjeld, P. E. (2012). *EndNote: reference management software, bibliography, Thomson Reuters*. Beau Bassin: Chrono Press.
5. Lampert, L. (2008). *Combating Student Plagiarism*. Elsevier, Inc.
6. Macgilchrist, F. (2014). *Academic Writing*. Paderborn: UTB.
7. Mann, T. (1989). *A guide to library research methods*. New York: Oxford University Press.
8. Peltier-Davis, C. A., & King, D. L. (2015). *The cybrarian's web 2: an A-Z guide to free social media tools, apps, and other resources*. Medford, NJ: Information Today, Inc.
9. Raubenheimer, J. (2014). *Mendeley: crowd-sourced reference and citation management in the information era*. Bloemfontein: True Insight Publishing.
10. Walton, G., & Pope, A. (2011). *Information literacy: infiltrating the agenda, challenging minds*. Oxford: Chandos Publishing.

LS2OCT06 - PERSONALITY DEVELOPMENT & COMMUNICATION SKILLS**4 Credits****Course Outcome:**

- CO1:** Gain knowledge to personality development(Understand)
- CO2:** Flourish effective communication skills
- CO3:** Develop attractive technical writing skills
- CO4:** Grasp different techniques of non-verbal communication
- CO5:** Learn how to conduct meetings and negotiation

Module 1 Understanding Self

Personality-definition, elements, types and determinants
 Understanding personal strengths and weakness
 Personal grooming-personal hygiene and social effectiveness
 Emotional intelligence and competence

Module Outcome:

After completion of this module, the student should be able to:

- MO1:** Understand the elements and determinants of personality (Understand)
- MO1:** Recognize personal strengths and weakness(Understand)

Module 2 Communication Skills

Effective speaking
 Improving vocabulary and grammar
 Elements of effective speaking
 Types of speaking - briefings, teaching lectures, speeches and others
 Understanding the audience, audience analysis
 subject gathering materials, evaluating materials
 Presenting a talk, and other process

Module Outcome:

After completion of this module, the student should be able to:

- MO2:** Develop an effective speaking skill (Understand)
- MO2:** Understand the audience (Evaluate)

Module 3 Writing skills

Principles of presentation of ideas
 Techniques, skills and tools for effective writing
 Writing process, paragraph organization, writing style
 Types of writing – technical, creative and scientific writing

Module Outcome:

After completion of this module, the student should be able to:

MO3: Understand the techniques, tools and skills needed for effective writing (Understand)

MO3: Discuss the process involved in technical writing (Understand)

MO3: Distinguish different types of writing (Evaluate)

Module 4 Non Verbal Communication

Types of nonverbal communication, KOPPACT

Body language

Leadership and working in teams

Working collaboratively

Working and sharing knowledge and experience

Team development

Module Outcome:

After completion of this module, the student should be able to:

MO4: Establish effective non-verbal communication skills (Understand)

Module 5 Meetings and Negotiation Skills

Different types of meetings

Conducting a meeting

Getting the best out of negotiation

Negotiation strategies

Module Outcome:

After completion of this module, the student should be able to:

MO5: Distinguish different types of meetings (Understand)

MO5: Learn how to conduct an effective meeting and negotiation (Understand)

Activities, Learning Resources and Assessment**Suggested Class Room Activities**

- Assignments
- Seminar presentation on selected topics
- Quizzes
- Discussions

Learning Resources

1. Barker, Alan (2002). *Improve your communication skills*. Kogan
2. Berger, A. A. (1993). *Improving Writing Skills: Memos, Letters, Reports, and Proposals*. SAGE Publications.
3. Brad Jackson, Collinson, David L. Collinson, Keith Grint. (1997). *Leadership*. Oxford University Press.
4. Cloninger, Susan C. (1996). *Personality Description: Dynamics and Development*. W.H. Freeman And Company.
5. Kouzes, James M, Posner, Barry Z. *Learning leadership: the five fundamentals of becoming an exemplary leader*. Vanity Books International
6. Krishna Mohan and Meera Banerji. (1997). *Developing communication skills*. Macmillan India Limited.
7. Mary L. Connerley, Paul B. Pedersen. (2005). *Leadership in a diverse and multicultural environment*. Sage Publications.
8. McRae, Brad (1998). *Negotiating and influencing skills*. Sage Publications
9. Nahavandi, Afsanesh (2006). *Art and science of leadership*. Pearson.
10. Wright, Chrissie. (1999). *Handbook of practical communication skills*. Jaico Publishing House.