**25LIS010T : Foundations of Library and Information Science**

**Course Objectives**
1. Discuss the definition of Library Science
2. Explain the definition the Library Science
3. Describe the need of Library
4. Discuss the purpose of Library
5. Explain the functions of Library

**Course Outcomes (COs)**
1. Comprehend the concept of Information and the discipline of Library and Information Science
2. Understand the development of libraries
3. Understand laws related to libraries and information
4. Assess the role of National & International Library Associations and Organizations
5. Classify libraries on the basis of their purpose and functions

**Articulation Matrix**
*(Program Articulation Matrix is formed by the strength of correlation of COs with POs and PSOs. The strength of correlation is indicated as 3 for substantial (high), 2 for moderate (medium) correlation, and 1 for slight (low) correlation)*

| CO/PO/PSO | PO1 | PO2 | PO3 | PO4 | PO5 | PSO1 | PSO2 |
|-----------|-----|-----|-----|-----|-----|------|------|
| CO1 | 3 | 2 | 1 | - | - | - | - |
| CO2 | 3 | 2 | 1 | - | - | - | - |
| CO3 | 1 | 3 | 2 | 1 | 1 | 2 | - |
| CO4 | 1 | 3 | 2 | 1 | 1 | - | - |
| CO5 | 1 | 3 | 2 | 1 | 1 | 2 | 1 |

**High-3 Medium-2 Low-1**

## UNIT I: Information, Knowledge and Society                              12 Hours

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

## UNIT II : Libraries- Types and Roles                              12 Hours

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

## UNIT III : Laws Related to Libraries and Information                              12 Hours

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

## UNIT IV: Professional Associations and Organizations                              12 Hours

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

**UNIT V: Professional Education and Rights**                 **12 Hours**

Professional Education and Research; Press and Registration Act; Intellectual Property Rights

**References(s):**

1. Bawden, D., & Robinson, L. (2013). Introduction to information science. Chicago: Neal Schuman.

2. Davies, D. L. (2013). Library and information science. New Delhi: Random Exports.

3. Hill, M. W. (1998). The impact of information on society. London: Bowker-Saur.

4. Isaac, K. A. (2004). Library legislation in India: A critical and comparative study of state library Acts. New Delhi: EssEss Publications.

5. Leckie, G. J., Given, L. M., & Buschman, J. (2010). Critical theory for library and information science: Exploring the social from across the disciplines. Santa Barbara, Calif: Libraries Unlimited.

6. Mangla, P.B. (1981) (Ed). Library and information science education in India. New Delhi: Macmillan.

7. McIntosh, J. (2011). Library and information science: Parameters and perspectives. Oakville, Ont: Apple Academic Press.

8. Ranganathan, S. R. (1957). The five laws of library science. Bombay: Asia Publishing House.

9. Rout, R. K. (1986). Library legislation in India: Problems and prospects. New Delhi: Reliance Publishing House.

10. Rubin, Richard E. (2013). Foundations of library and information science. 3rd ed. New Delhi: DBS Imprints.

11. Smith, M. M.(1999). Information ethics. London: Bowker-Saur.

12. Stock, W. G., Stock, M., & Becker, P. (2013). Handbook of information science. Berlin; Boston: De Gruyter Saur.

## Bachelor of Library & Information Science
### Semester - I                                    L-4 T-0 P-0 C-4

### 25LIS020T : Library Management

**Course Objectives**
1. Define library management
2. Identify functions of library management
3. List various structural components of a library system
4. To familiarize students with the basic concepts and techniques of management
5. To educate students in management of house-keeping operations

**Course Outcomes (COs)**
1. Understand the concept and history of management
2. Maintain the library statistics and preapre annual report
3. Elobrate principles and functions of management
4. Carry out various operations of library and Information Centers
5. Manage, Preserve and provide access to various print and non print information sources

**Articulation Matrix**
*(Program Articulation Matrix is formed by the strength of correlation of COs with POs and PSOs. The strength of correlation is indicated as 3 for substantial (high), 2 for moderate (medium) correlation, and 1 for slight (low) correlation)*

| CO/PO/PSO | PO1 | PO2 | PO3 | PO4 | PO5 | PSO1 | PSO2 |
|---|---|---|---|---|---|---|---|
| CO1 | 3 | 2 | 1 | - | - | - | - |
| CO2 | 3 | 2 | 1 | - | - | - | - |
| CO3 | 1 | 3 | 2 | 1 | 1 | 2 | - |
| CO4 | 1 | 3 | 2 | 1 | 1 | - | - |
| CO5 | 1 | 3 | 2 | 1 | 1 | 2 | 1 |

**High-3 Medium-2 Low-1**

### UNIT I : Principles and Functions of Management                    12 Hours
Management: Concept, Scope ; Schools of Management Thoughts; Principles of Management; Functions of Management

### UNIT II : Collection Development and Management                    12 Hours
Acquisition of Books and Subscription of Periodicals; Technical Processing;Circulation Methods and Processes; Maintenance: Stock Verification, Shelf-rectification, Binding, Preservation

### UNIT III: Financial and Human Resource Management                 12 Hours
Sources of Library Finance, Estimation of Library's Financial Requirements; Budgeting, Accounting and Auditing; Cost Effectiveness Analysis and Cost Benefit Analysis; Human Resource Management: Introduction, Staff motivation and quality improvement

### Unit IV : Library Committee, Rules, and Reports                    12 Hours
Library Committee; Library Statistics; Annual Report; Library Rules and Regulations

### Unit V: Library Building and Furniture                            12 Hours
Library Building – Physical Planning; Space Management; Library Furniture: Standards and Specifications

**References(s):**

1.  Beard W. Ian & Holden, Len. (1996). Human Resource Management: A contemporary perspectives. London: Longman.

2.  Bryson, Jo. (1996). Effective library and information management. New Delhi: Jaico Publishing House.

3.  Evans, G. Edward &Layzell, Patricia. (2007). Management basics for information professionals. 2nd ed. London: Libraries Unlimited.

4. Harvey, Poss. (1993). Preservation in libraries: a reader. London: R.R. Bowker.

5.  Johnson, P. (2014). Fundamentals of collection development and management. 3rd ed. Chicago : American Library Association.

6. Koontz, H. &Weihrich, H. (2015). Essentials of management. 10th ed. Chennai, McGraw Hill Inc.

7.  Krishan Kumar, (2007). Library management in electronics environment. New Delhi: Har - Anand Publications.

8.  Mittal, R. (2007). Library administration: Theory and practice. New Delhi: Ess Ess Publications.

9. Narayana, G J. (1991). Library and information management. New Delhi: Prentice Hall of India.

10. Stoner, James A.F. et al. (1996). Management: Global perspectives. 10th ed. New Delhi: McGraw Hill Inc.

11. Stueart, Robert D. & Moran, B. (2007). Library and information centre management, 7th, ed. London: Libraries Unlimited.

# Bachelor of Library & Information Science
## Semester - I                                    L-4 T-0 P-0 C-4

## 25LIS030T: Knowledge Organisation : Classification ( Theory )

## Course Objectives
1. To impart to the  student an understanding of the principles and nature of knowledge classification.
2. To develop  skills in document classification.
3. To acquaint  the student with well-known classification systems\schemes such as DDC and CC.
4. To provide knowledge about the various concepts in library classification  .
5. To introduce the various classification schemes along with their features

## Course Outcomes (COs)
1.  Highlight salient features of major classification schemes
2.  Elaborate meaning and types of subjects and modes of subject formation.
3.  Explain the nature and attributes of universe of knowledge
4. Express the meaninng, purpose, functions, theories, and cannons of library classification
5. Discuss the characteristics, merits and demerits of species of library classification schemes

## Articulation Matrix
*(Program Articulation Matrix is formed by the strength of correlation of COs with POs and PSOs. The strength of correlation is indicated as 3 for substantial (high), 2 for moderate (medium) correlation, and 1 for slight (low) correlation)*

| CO/PO/PSO | PO1 | PO2 | PO3 | PO4 | PO5 | PSO1 | PSO2 |
|-----------|-----|-----|-----|-----|-----|------|------|
| CO1 | 3 | 2 | 1 | - | - | - | - |
| CO2 | 3 | 2 | 1 | - | - | - | - |
| CO3 | 1 | 3 | 2 | 1 | 1 | 2 | - |
| CO4 | 1 | 3 | 2 | 1 | 1 | - | - |
| CO5 | 1 | 3 | 2 | 1 | 1 | 2 | 1 |

**High-3 Medium-2 Low-1**

## UNIT I :  Universe of Knowledge                                    12 Hours
Universe of Knowledge: Nature, Attributes UNIT II: Theory and Development:  Subject: Meaning, Types (Basic, Compound, Complex) : Modes of Subject Formation : Universe of Knowledge as Mapped in Different Classification Schemes (DDC, UDC, CC, LCC)

## UNIT II :  Library Classification                                    12 Hours
Concept, Purpose, Functions: Canons and Postulates : - Knowledge Classification and Book Classification : - Notation: Meaning, Need, Functions, Types, Qualities, Call number

## UNIT III: Classification Schemes                                    12 Hours
Species of Library Classification Schemes: Dewey Decimal Classification (DDC):Colon Classification (CC); Universal Decimal Classification (UDC):Library of Congress Classification (LCC)

## UNIT IV: Classification Facet and Principles                                    12 Hours
Facet Analysis: Definition, Concept: Phase relation: Types: Helpful Sequence

## UNIT V:Current Trends                                    12 Hours

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

**References(s):**

1. Chan, L. M. and Salaba, Athena (2015). Cataloguing and classification: an introduction. 4th ed. Lanham, MD: Rowman & Littlefield Publishers

2. Dhyani, Pushpa (2000). Theory of library classification. Delhi: VishwaPrakashan.

3. Jennifer, E. R. (1987). Organizing knowledge: an introduction to information retrieval. Aldershot: Gower

4. Joudrey, Daniel N. & Taylor, Arlene G. (2015). Introduction to cataloguing and classification, 11th ed. Santa Barbara: Libraries Unlimited.

5 Krishan Kumar (1993). Theory of classification. New Delhi: Vikas Publishing House.

6.Kumbhar, Rajendra (2011). Library classification trends in 21st century. Oxford:Chandos Publishing.

7 Lazarinis, Fotis (2014). Cataloguing and classification: an introduction to AACR2, RDA, DDC, LCC, LCSH and MARC 21 standards. Oxford: Chandos Publishing.

8 Mann, Margaret (1943). Introduction to cataloguing and the classification of books. 2nd ed. Chicago: American Library Association.

9.Ranganathan, S. R. (2006). Prolegomena to library classification. 3rd ed. New Delhi: EssEss Publications.

10.Rowley, Jennifer & Hartley, Richard (2008). Organizing knowledge: an introduction to managing access to information. 4th ed. London: Routledge.

## Bachelor of Library & Information Science
### Semester - I                    L-0 T-0 P-8 C-4
### 25LIS030P : Knowledge Organisation : Classification Practice

## Course Objectives
1. To impart practical knowledge in classification
2. To get an idea on how to assign class numbers
3. To provide knowledge on tables and schedules
4. To provide practical training about classification of the documents using the 19th edition of Dewey Decimal Classification ( DDC ) scheme
5. To provide practice in the efficient use of DDC

## Course Outcomes (COs)
1. Construct class number for documents with simple, compound and complex subjects
2. Synthesize class numbers by using the standard subdivisions/common isolates/auxiliary tables
3. Compile book numbers and be able to use index of the classification scheme
4. Get the skill regarding assigning the class numbers
5. Develop skill of classification

## Articulation Matrix
*(Program Articulation Matrix is formed by the strength of correlation of COs with POs and PSOs. The strength of correlation is indicated as 3 for substantial (high), 2 for moderate (medium) correlation, and 1 for slight (low) correlation)*

| CO/PO/PSO | PO1 | PO2 | PO3 | PO4 | PO5 | PSO1 | PSO2 |
|-----------|-----|-----|-----|-----|-----|------|------|
| CO1 | 3 | 2 | 1 | - | - | - | - |
| CO2 | 3 | 2 | 1 | - | - | - | - |
| CO3 | 1 | 3 | 2 | 1 | 1 | 2 | - |
| CO4 | 1 | 3 | 2 | 1 | 1 | - | - |
| CO5 | 1 | 3 | 2 | 1 | 1 | 2 | 1 |

**High-3 Medium-2 Low-1**

## UNIT I :                                                      12 Hours
Classification of documents with simple subjects

## UNIT II :                                                     12 Hours
Classification of documents with compound subjects

## UNIT III : Colon Classification (Ed. 6)                       12 Hours
Classification of documents with complex subjects using standard subdivisions/common isolates/special isolates/auxiliary tables/add notes from schedules

## UNIT IV :                                                     12 Hours
Classification of all types of subjects using schemes of Colon Classification and Dewey Decimal Classification

## UNIT V :                                                      12 Hours

Assisgning Book Numbers

**References(s):**

1.British Standards Institute (2006). Universal Decimal Classification. 2 vols. Standard ed. London: BSI.

2.Dewey, Melvil and Mitchell, Joan S. (2011). Dewey Decimal Classification and Relative Index. 23rd ed. Dublin: OCLC

3 Ranganathan, S. R. (2008). Colon Classification. 6th rev. ed. New Delhi: EssEss Publications.

4.Ranganathan, S. R. & Gopinath, M. A. (1989).Colon classification. 7th ed.Vol. 1, schedules for classification. Bangalore, Sarada Ranganathan Endowment for Library Science.

5.Schedules of Library of Congress Classification Schemes.

**Bachelor of Library & Information Science**
**Semester - I**                    **L-8 T-0 P-0 C-4**
**25LIS040T : Information Literacy**

**Course Objectives**
1. To Introduce to the students the concept of information literacy and its importance in contemporary knowledge society.
2. To make the student familiar with the various models of information literacy and their application.
3. To orient student about library resources and services
4. To introduce the students about models, standards, and programs of information literacy
5. To develop information literacy skills

**Course Outcomes (COs)**
1. Explain the concept, need, objectives, and types of information literacy
2. Understand information literacy standards and models
3. Develop innovative information literacy models
4. Impart information literacy skills and competiences

**Articulation Matrix**
*(Program Articulation Matrix is formed by the strength of correlation of COs with POs and PSOs. The strength of correlation is indicated as 3 for substantial (high), 2 for moderate (medium) correlation, and 1 for slight (low) correlation)*

| CO/PO/PSO | PO1 | PO2 | PO3 | PO4 | PO5 | PSO1 | PSO2 |
|-----------|-----|-----|-----|-----|-----|------|------|
| CO1 | 3 | 2 | 1 | - | - | - | - |
| CO2 | 3 | 2 | 1 | - | - | - | - |
| CO3 | 1 | 3 | 2 | 1 | 1 | 2 | - |
| CO4 | 1 | 3 | 2 | 1 | 1 | - | - |
| CO5 | 1 | 3 | 2 | 1 | 1 | 2 | 1 |

**UNIT I  Information Literacy**                              **12 Hours**
Historical Evolution of the concept, Need and objectives and types, Information Literacy skills and competencies, Information Literacy and life long learning, Information Literacy and bridging the digital divide.

**UNIT II :  Information Literacy Standards and Models**                    **12 Hours**
Standards and models : ACRL, IFLA, SCONUL etc, Information Literacy and Best Practices, Information Literacy Programme: National and International Scenario.

**UNIT III : Information Literacy and Libraries**                    **12 Hours**
Information literacy at school, Public and Academic Libraries, Information Literacy Products: Library Brochure, Database Brochure, Web based Access Instructions, Information Bulletin.

**UNIT IV : Designing and Development of Information Literacy Module**        **12 Hours**
Designing and testing of Information Literacy module

**UNIT V :  Types of Information Literacy**                    **12  Hours**
Digital literacy, Digital divide and information literacy, Media literacy, computer literacy.

**References(s):**
1. Kawatra, P.S. Text Book of information Science. A.P.H. Publishing Corporation, New Delhi.2000.
2. Guha, B. Documentation and Information: services, Techniques and Systems. The world press Pvt.Ltd. Kolkatta. 1983.
3. Krishan kumar: Reference service. New Delhi, 1989.
4. Shores, Louies: Basic reference sources. Chicago. 1954.