

**25LIS050T : Knowledge Organization : Cataloguing Theory**

**Course Objectives**

1. To explain the basic ideas on catalogue and forms of it
2. To discuss the canons, principles and laws of cataloguing
3. To impart knowledge on different types of subject headings, and methods of cataloguing
4. To explain the conceptual structure of the bibliographic universe
5. To educate students about the major concepts involved in organisation information

**Course Outcomes (COs)**

1. Understand the concept of library catalogue
2. Understand the main and added entries of library catalogue
3. Understand various approaches of deriving subject heading
4. Understand the concept of co-operative and centralized cataloguing
5. Explain the current trends in library cataloguing

**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 : Library Catalogue:**

**12 Hours**

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

**UNIT II : Catalogue Codes and Normative Principles**

**12 Hours**

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

**UNIT III : Subject and Union Catalogue**

**12 Hours**

Subject Catalogue: Meaning, Purpose ; Union Catalogue: Concept, Purpose ; Tools and Techniques for Deriving Subject Headings ; Selective, Simplified, Cooperative and Centralized Cataloguing.

**UNIT IV : Bibliographic Formats**

**12 Hours**

ISBD(International Standard Bibliographic Format), FRBR and Bibframe; CCF(Common Communication Format) ; RDA (Resource Description and Access).

**UNIT V : Current Trends in Cataloguing** **12 Hours**

Metadata: Meaning, Purpose, Types, Uses ; MARC 21, DUBLIN CORE, TEI (Text Encoding Initiative), METS, EAD, VRA Core ,MODES; Standards for Bibliographic Interchange and Communication: ISO 2709, Z39.50 and Z39.71.

**Reference (s) :**

1. Bowman, J. H. (2003). Essential cataloguing. London: Facet Publishing.
2. Brenndorfer, Thomas (2016).RDA Essentials. Chicago, American Library Association.
3. Bristow, Barbara A. (2018). Sears List of subject headings. 22nd ed. New York: Grey House Publishing.
4. Chan, L. M., & Hodges, T. (2007). Cataloging and classification: An introduction.3rd ed. Lanham, Md: Scarecrow Press.
4. Chowdhury, G. G., & Chowdhury, S. (2007). Organizing information: From the shelf to the Web. London: Facet Publishing.
5. Girja Kumar &Krishan Kumar (2011). Theory of cataloguing. 5th ed. Delhi: Vikas Publishing House.
6. Gorman, M., & Winkler, P. (2005). Anglo-American Cataloguing Rules -2R. Chicago: American Library Association.
7. Krishan, G. (2000). Library online cataloguing in digital way. Delhi: Authors press.
8. Lazarinis, Fotis (2014). Cataloguing and classification: An introduction to AACR2, RDA, DDC, LCC, LCSH and MARC 21 Standards. London: Chandos Publishing.
9. Ranganathan, S. R. (1964). Classified catalogue code: With additional rules for dictionary catalogue. 5th (Reprint) ed. New Delhi: EssEss Publications.
- 10 Taylor, A. G. & Miller, D. P (2007). Introduction to cataloging and classification. 10th ed. Westport, Conn: Libraries Unlimited.
- 11 Welsh, A., & Batley, S. (2012). Practical cataloguing: AACR, RDA and MARC 21. London: Facet Publishing.

**Bachelor of Library & Information Science**  
**Semester - II** **L-0 T-0 P-8 C-4**  
**25LIS050P : Knowledge Organization : Cataloging Practice**

## Course Objectives

1. To explain Anglo American Cataloguing Rules
2. To create interest on the preparation of Main entry and added entries for monographs and serial publications
3. To provide skills on preparation of entries on cartographic materials, manuscripts and sound recordings
4. To introduce FRBR, RDA and Dublin Core metadata standards for print and non-book/print material
5. To impart skills in cataloguing documents using AACRII cataloguing rules and MARC 21 tags

## Course Outcomes (COs)

1. Use the catalogue codes and standards
2. Learn the preparation of Main entry and added entries for monographs and serial publications
3. Prepare catalogue entries for various types of information sources
4. Discuss the Steps in practical classification
5. Derive subject headings using various methods and tools

## 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

## Cataloguing of Works of Single Authorship, Shared Authorship, Pseudonyms, Mixed Responsibilities.

## UNIT II :

## 12 Hours

## Cataloguing of Editorial Works; Composite Works; Multi-volume Works.

### UNIT III :

## 12 Hours

## Cataloguing of Serial Publications; Uniform Titles.

## UNIT IV:

12 Hours

## Cataloguing of Works of Corporate Authorship

## UNIT V:

12 Hours

Subject Heading: determination, Chain procedure through Colon Classification

**Reference (s) :**

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

**Bachelor of Library & Information Science****Semester - II****L-4 T-0 P-0 C-4****25LIS060T : Information Sources, Systems and Services****Course Objectives**

1. To provide information on documentary and non documentary sources
2. To make them able to understand Indian and British National Bibliographies
3. To impart knowledge on virtual reference service and translation services.
4. To provide in depth knowledge about information services and products
5. To introduce the nature and purpose of reference and other services

**Course Outcomes (COs)**

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

**Articulation Matrix**

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CO/PO/PSO	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2
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High-3 Medium-2 Low-1

**UNIT I: Information Sources****12 Hours**

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

**UNIT II : Reference Sources****12 Hours**

Reference Sources: Characteristics, Types, Usefulness: Bibliographies: National, International, Author, Subject and Trade Bibliographies: Dictionaries, Directories, Biographical Sources and Yearbooks

**UNIT III: Electronic Information Services****12 Hours**

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

**UNIT IV: Reference and Information Services****12 Hours**

Reference Service: Concept, Purpose, Types, Theories: Documentation Services: Current Awareness Service (CAS), Selective Dissemination of Information (SDI), Translation Services,

Indexing and Abstracting Services, Bibliographical Services: Document Delivery Services, Inter Library Loan (ILL) Service: Online Services: Instant Messaging, RSS Feeds, Podcasts, Vodcasts, Ask a Librarian, Mobile Based Library Services and Tools; Collaborative Services: Social Networks, Social Bookmarking; Community Information Services

**UNIT V: Information Systems and Networks** **12 Hours**

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

**Reference (s) :**

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

**25LIS070T : Basics of Information Communication Technology****Course Objectives**

1. To provide knowledge about basics of ICT
2. To introduce the concepts of computer and network technologies
3. To provide information on Operating systems, programming languages and software
4. To enable to learn the Database Management Systems
5. To make the students acquainted with the application of computers in libraries and information centers

**Course Outcomes (COs)**

1. Understand the structure of computer and functions of its various units
2. Plan and implement automation in library housekeeping operations and services
3. Evaluate various library Management Software
4. Discuss of Internet, search engines and network security
5. Examine the concept of library networks and highlight their types and importance

**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)*

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High-3 Medium-2 Low-1

**UNIT I : Fundamentals of Computers****12 Hours**

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

**UNIT II: Library Automation****12 Hours**

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

**UNIT III: Telecommunication Technologies****12 Hours**

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

**UNIT IV: Computer Networks and Library Networks****12 Hours**

Computer Networks: Concept, Need, Topologies, Types: LAN, MAN, WAN: Internet: Web

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

**UNIT V: Computer Media**

**12 Hours**

Multimedia : Introduction, Definition : Hypermedia: Introduction, Definition

**Reference (s)**

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

**25LIS080P Comprehensive Viva Voce**

**Course Objectives**

1. Develop research presentation skills : Effectively communicate research finding and implications
2. Enhance critical thinking: Analyze complex research questions and defend research decisions
3. Improve communication skills : Clearly articulate research goals, methods and outcomes
4. Prepare for academic scrutiny : Anticipate and respond to questions and critiques

**Course Outcomes (COs)**

1. Confidently present research : clearly and effectively communicate research findings
2. Defend research decisions : Justify research methodology and design choices
3. Demonstrate expertise : show in depth knowledge of research topic and field
4. Receive constructive feedback : Engage with examiners and incorporate feedback