SadakathullahAppa College

(Autonomous)

(Reaccredited by NAAC at an 'A++' Grade at a CGPA of 3.56. An ISO 9001:2015 Certified Institution)

Rahmath Nagar, Tirunelveli- 11.

Tamil Nadu.

DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE

MY LORD
VOUCHSAFE ME WISDOM

CBCS SYLLABUS

Learning Outcome-based Curriculum Framework for

BACHELOR OF LIBRARY AND INFORMATION SCIENCE (B.Lib.I.Sc.)

(Applicable for the students admitted from June 2024 as per

the Resolutions of the Academic Council Meeting held on 01.06.2024)

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Sl. No.	Course Title	Sub. Code
1	Foundation of Library and Information Science	24UCLS11
2	Library Administration and Management	24UCLS12
3	Information Sources and Services	24UCLS13
4	Knowledge Processing and Retrieval: Classification	24UCLS14
5	Knowledge Processing and Retrieval: Classification - Practical	24UCLS1P
6	Library Automation and Digitisation	24UELS11A
7	School Library System	24UELS11B
8	Public Library System	24UELS11C
6	Communication Skills	24USLS11
10	ICT Applications in Libraries	24UCLS21
11	Knowledge Processing and Retrieval: Cataloguing	24UCLS22
12	Project	24UCLS23
12	ICT Applications in Libraries - Practical	24UCLS2P1
13	Knowledge Processing and Retrieval: Cataloguing - Practical	24UCLS2P2
14	Preservation and Conservation of Library Materials	24UELS21A
15	Information Literacy	24UELS21B
16	Technical Communication, Community Information systems	24UELS21C
17	Skill Enhancement Course : Entrepreneurial Based Course (or) SWAYAM-NPTEL Online Certification Course (or) Naan Mudhalvan: Professional Competency Course	24USLS21

COURSE PATTERN STRUCTURE

Sadakathullah Appa College, Rahmath Nagar, Tirunelveli – 627 011.
Programme Structure & Credits – B.Lib.I.Sc. - 2024 - 2025

Sem	Course Type	Title of the Course		Course Code	H/W	C	Marks
I	Core-I	Foundation of Library and Information Science		24UCLS11	5	4	100
	Core-II	Library Administration and Management		24UCLS12	5	4	100
	Core-III	Information Sources and Services		24UCLS13	5	4	100
	Core-IV	Knowledge Processing and Retrieval: Classification		24UCLS14	5	4	100
	Core-P-I	Knowledge Processing and Retrieval: Classification - Practical		24UCLS1P	4	2	50
	Generic Elective-I/DSE-I	Library Automation and Digitisation		24UELS11A	4	4	100
		School Library System		24UELS11B			
		Public Library System		24UELS11C			
	SEC-I	Communication Skills		24USLS11	2	2	50
	Summer – Internship Industry Training during the vacation – credits be given in the second semester mark statement (60 hours)						
					30	**24**	**600**
II	Core-V	ICT Applications in Libraries		24UCLS21	5	4	100
	Core-VI	Knowledge Processing and Retrieval: Cataloguing		24UCLS22	5	4	100
	Core-VII	Project		24UCLS23	6	4	100
	Core-P-II	ICT Applications in Libraries - Practical		24UCLS2P1	4	2	50
	Core-P-III	Knowledge Processing and Retrieval: Cataloguing - Practical		24UCLS2P2	4	2	50
	EC-II	Preservation and Conservation of Library Materials		24UELS21A	4	4	100
		Information Literacy		24UELS21B			
		Technical Communication, Community Information systems		24UELS21C			
	SEC-II	Skill Enhancement Course : Entrepreneurial Based Course (or) SWAYAM-NPTEL Online Certification Course (or) Naan Mudhalvan: Professional Competency Course		24USLpS21	2	2	50
		Entrepreneurship Development					
		Internship (Credits to be awarded on completion of Internship)			-	2	100
					30	**24**	**650**
					60	**48**	**1250**

* NME Courses offered by Department of Library and Information Science

Department of Library and Information Science
Programme :B.Lib.I.Sc.
Programme Outcomes

PO	Upon completion of B.Lib.I.Sc. Degree Programme, the Graduates will be able to:
PO 1	**Disciplinary knowledge:** Acquire in-depth knowledge of major concepts, theories, laws, and principle of various subject matters.
PO 2	**Critical thinking and Problem Solving skills** Analyse subjects of documents based on various classification schemes; prepare subject headings, abstracting and indexing entries for documents; think critically for solving various problems pertaining to the management of Libraries and Information Centres, while providing reference and other services and formulate search strategies for searching of information
PO 3	**Practical skills/Skilled Professionals:** Classify documents using prominent classification schemes; to catalogue all types of documents using various catalogue codes and metadata standards; to carry out various in-house practices and to provide library and information services by using ICT tools, to search information from Online and electronic databases.
PO 4	**Ethical awareness /Team worker** Work effectively in diverse teams in classrooms, and in Libraries and Information Centers; aware of ethical issues related with Intellectual Property Rights, and publication ethics while providing library services to maintain academic and professional integrity.
PO 5	**Communication Skills and Digital Literacy/Lifelong learning** Enrich Listening, Speaking, Reading and Writing skills for handling users and authorities in verbal and nonverbal forms, in an effective manner; Efficiently use digital technology to communicate, to upgrade knowledge, to do in-house operations, and to search information from various sources to make aware of digital preservation policies. Become self-paced, self-directed and sustained learners aiming at inter and intra personal development.

Programme Specific Outcomes

PSO No	Upon completion of the B.Lib.I.Sc., Degree Programme, the graduates will be able to:	PLOs Mapped
PSO 1	Demonstrate in depth knowledge of the basic concepts, principles, theories and laws related with the broad field of Library and Information Science and its sub-fields such as types of libraries, types of information sources, library management, reference and information services.	1, 3, 5
PSO 2	Demonstrate professional attitude through commitment for fulfilling the five laws of library science enhancing use of reading material and user satisfaction through effective and efficient library services.	1, 3, 4, 5
PSO 3	Apply skills in carrying out professional activities and housekeeping operations using library management software, digitalization of libraries, Architecture, digital library services and web technology.	1, 2, 3, 5
PSO 4	Reveal skills to provide diverse library services such as document circulation, reference and information services, Internet and database searching.	1, 2, 3, 5
PSO 5	Proceed in-house operations, classification, cataloguing and physical processing of information and Determine knowledge, understanding and skills that offer job opportunities as librarians variety of libraries	1, 2, 3, 4, 5

Semester - I	Foundation of Library and	24UCLS11			
Core – I	Information Science	L	T	P	C
Hrs./Week: 5	Hrs./Semester : 75	Marks :100	5	-	-	4

General Objective:

> To know the foundation of data, information, communication, library and society

Learning Objectives

LO	The learners will be able to:
LO-1	Understand the development and role of library and information centers in the Society
LO-2	Understand the meaning, features and other aspects of communication
LO-3	Construct the various legislations related to the Information
LO-4	Advertise Library as Information Institution of different types
LO-5	Facilitate with various Professional Associations and Organizations related to Library and Information Science

Unit-1: Libraries- Types and Roles

Library – origin, History and development, Types of libraries-academic, Public, special and corporate– 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 and its implications- Library and Information Science as a Discipline.

Unit-2: Information and Communication

Information and Information Science: Information – Meaning, Characteristics - Data, Information, Knowledge and wisdom - Information Society: Features and Characteristics Communication– Models, Barriers, Channels – formal and informal, - Information Transfer Cycle: Generation, Storage and Dissemination of information - Library / Information Centre as communication agency

Unit-3: Library Legislation

Library Legislation: Need, Features - Library Legislation in India - The Press and Registration of Books Act; The Delivery of Books and Newspapers Act; Tamil Nadu Public Libraries Act Copyright Act – Library Cess - Right to Information Act; Information Technology Act; Intellectual Property Rights Act- Copyright, Trademark, Patents, Industrial Design, Geographical Indications

Unit-4: Library and Society

Library as Information Institution of different types: Archives, Documentation centers, Information Analysis Centers, Museums and their respective roles and functions – Librarianship: Librarian as different Professional –Women Librarians- Professional Ethics -

Unit-5: Professional Associations and Organizations

International National Professional Associations: ALA, SLA, IFLA, CILIP, ASLIB National Library Association - ILA, IASLIC, IATLIS, MALA - Promotional agencies of Library and Information Services – UNESCO, RRRLF.

Text Books:

- K.S. Deshpande, University Library System in India, Sterling Publisher.
- Chakrabarti, B and Mahapatra, P.K. Library and information Science – an introduction, Calcutta, World Press, 2000.
- Kaula, P.N., Library and information society, Calcutta, World Press, 1993.

Reference Books:

- Ranganathan, S.R, Five Laws of Library Science, 1957.
- Colin Harrison, The Basic of Librarianship, Oxford Publisher.
- Ranganathan, S.R. and Neelameghan, A., Public library legislation: India, Sri Lanka, UK and USA. Comparative library legislation. Bangalore, Savada Ranganathan Endowment for library science, 1972.

Course Outcomes

CO	Upon completion of this course, students would have learned to:	PSOs Addressed	Cognitive Level
CO-1	Apply the five laws of Library Science in the different types of library and information centers in the society	1, 2	K3
CO-2	Administer Library and Information centers as communication agencies.	1, 4	K3
CO-3	Analyse the legislations related to Library and Information Science	1, 2	K4
CO-4	Choose librarianship as a profession by identifying the role of libraries in the development of various aspects of society.	1, 2, 5	K6
CO-5	Recommend the role of national and international library associations and organizations.	1, 3	K6

**K1-Remembering; K2 – Understanding; K3 - Applying; K4 - Analyzing;
K5 – Evaluating; K6 – Creating**

Relationship Matrix

Semester	Course Code	Title of the Course		Hours	Credits
I	24UCLS11	Foundation of Library and Information Science		75	4

Course Outcomes (COs)	Programme Outcomes (POs)						Programme Specific Outcomes (PSOs)				
	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5
CO-1	3	2	3	3	3	-	3	1	1	-	-
CO-2	3	3	3	2	3	-	3	2	-	2	-
CO-3	3	2	3	3	3	-	3	3	1	-	-
CO-4	3	3	3	3	3	-	3	2	1	-	2
CO-5	3	3	3	2	3	-	3	1	2	-	-

Prepared by : Dr.M.Fathima Beevi   Checked by: Dr.M.Fathima Beevi

Head of the Department

Semester - I	Library Administration and Management		24UCLS12			
			L	T	P	C
Core – II			5	-	-	4
Hrs./Week: 5	Hrs./Semester : 75	Marks :100				

General Objective:

To introduce the concepts of management thoughts and to familiarize with HRD, TQM and governance of library and information centers

Learning Objectives

LO	The learners will be able to:
LO-1	Understand the principles and functions of management.
LO-2	Express the routines and Maintenance in Library
LO-3	Administer the budgeting types for the library
LO-4	Justify the concept of financial management and human resource management.
LO-5	Produce the library statistics and prepare annual report.

Unit 1: Principles and Functions of Management

Management: Concept, Scope - Schools of Management Thoughts – Principles of Management- Management of Libraries and Information Centres - Functions of Management – POSDCORB ,Systems Analysis and Design

Unit 2: Routines and Maintenance in Library

Library Sections & Routines: Acquisition, Serials, reference, Circulation Techniques- Maintenance: Circulation Maintenance, Records Maintenance, Stock – Verification, Shelf Rectification, Binding, Preservation

Unit 3: Library Finance

Sources of Library Finance, Estimation of Library's Financial Requirements – Budgeting: Types; Cost Effectiveness Analysis and Cost Benefit Analysis

Unit 4: Human Resource Management

Concept, Need and purpose - Methods and techniques of human resource planning – Implementation of 5S Technique in Library - Human resource planning for libraries and information centers - Structure of library staff - Salary structure of the library staff - Methods of recruitment - Job analysis: Uses -. Job description - Job specification - Job rotation - Job evaluation:

Procedure, Merits and demerits, Role of library authority, Total Quality Management (TQM)

Unit 5: Governance of a Library

Governance of a Library – Need, Goals- Library Authority and Committee: Need, Types, Functions and Power - Library Statistics; Annual Report - Library Rules and Regulations - Library Building and Space Management – Furniture and Equipment's

Text Books:
- Manoj Saxena, Library Building Design and Planning
- Mittal,R.L, Library Administration, ESS Publication
- Mahapatra, P.K.: Library Management, World Press, 1997.
- Ranganathan S. R, Library Manual, Saradha Ranghanathan.

Reference Books:
- Kusum Verma, Library and Information Management, Vista Publication
- Jagdish Sharma, Library Organization, Vikas Publishing House Pvt Ltd.
- Dr.Raghunath Pandey, Library Management New Concepts and Practices, Jnanada Prakashan.
- Sharma, Organisation and Administration of College Libraries, S.Chand & Company New Delhi

Course Outcomes

CO	Upon completion of this course, students would have learned to:	PSOs Addressed	Cognitive Level
CO-1	Apply the principles and functions of management in libraries and Information Centers.	1, 2	K3
CO-2	Explain various operations of Library and Information Centers.	3, 5	K4
CO-3	Estimate the financial requirements of the library.	1, 2, 4, 5	K6
CO-4	Justify the concept of human resource management and Total quality management.	1, 5	K6
CO-5	Formulate Library Rules and Regulations and plan for library buildings.	1,2,3	K5

K1-Remembering; K2 – Understanding; K3 - Applying; K4 - Analyzing; K5 – Evaluating; K6 – Creating

Relationship Matrix

Semester	Course Code	Title of the Course		Hours	Credits
I	24UCLS12	Library Administration and Management		75	4

Course Outcomes (COs)	Programme Outcomes (POs)						Programme Specific Outcomes (PSOs)				
	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5
CO-1	3	2	3	3	3	-	3	2	-	-	-
CO-2	3	3	3	3	3	-	-	-	2		2
CO-3	3	3	3	3	3	-	3	2	-	1	1
CO-4	3	3	3	3	3	-	3	-	-	2	1
CO-5	3	3	3	3	3	-	3	2	2	-	-

Prepared by : Dr.M.Fathima Beevi

Checked by: Dr.M.Fathima Beevi

Head of the Department

Semester - I	Library Administration and Management		24UCLS13			
			L	T	P	C
Core – III			5	-	-	4
Hrs./Week: 5	Hrs./Semester : 75	Marks :100				

General Objective:

> To know and categorise various information sources, services and information literacy products

Learning Objectives

LO	The learners will be able to:
LO-1	Remember various types of Information Sources
LO-2	Identify Reference Sources and Electronic Information Sources
LO-3	Choose various types of Library Services
LO-4	Explain the role of Reference Librarian in Electronic Environment
LO-5	Consider the concept of Information Literacy Programmes

Unit 1: Information Sources

Basic Concepts – Definition, Importance, Nature and Characteristics, Types and Formats - Documentary and Non-Documentary Sources - Primary, Secondary and Tertiary Sources of Information - Human Sources of Information; Institutional Sources

Unit 2: Reference Sources and Electronic Information Sources

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

Unit 3: Information Services

Types of Information Services: Documentation Services: Abstracting and Indexing Services – Alerting Services, CAS, SDI, Reprographic Service, Translation Service, Document Delivery and Referral Service, Library Extension Services.

Unit 4: Reference and Referral Services

Reference and Information Services: Reference Service Definition, Need and Types Theory and Functions of Reference and Information Service – Enquiry Techniques – Role of Reference Librarian and Information Officer in Electronic Environment.

Unit 5: Information Literacy Programmes

Concept, Objectives, Initiation of Users – Users and their Information needs: Categories of users, Ascertaining users Information needs, Types of user studies– Information Literacy Products, Definition: Libra metrics, Bibliometric, Scientometrics

Text Books:

➢ Krishna Kumar, Reference Service, Vikas Publishing House Pvt Ltd.

➢ Dr.Pankaj Kumar Sigh, Library Information Services and Systems, Discovery Publishing House

➢ Guha,B.: Documentation and information: Services, techniques & Systems: 2nd rev. ed., World Press, 1983.

➢ Katz W.A.: Introduction to reference work, 8th ed., McGraw-Hill, higher Education, 2002.

Reference Books:

➢ K.G.Rastogi, Reference Services in Library Science, Alfa Publications.

➢ Bhagwatiben Govindbhai Prajapati, Library and Information Science, Discovery Publishing House.

➢ Deepak kumar, Library Indexing and Abstracting, Discovery Publishing House.

➢ Grogan, Denis: Pracical reference work. London, library Association, 1991.

Course Outcomes

CO	Upon completion of this course, students would have learned to:	PSOs Addressed	Cognitive Level
CO-1	Understand, identify and explore the different types of information sources.	1, 5	K2
CO-2	Categorize the various types of users and user studies	1, 2	K3
CO-3	Evaluate Reference Sources and Electronic Information Sources	2, 4	K6
CO-4	Decide among the information services	1, 2, 4	K6
CO-5	Adapt to be Reference Librarian in Electronic Environment	1, 2, 4	K5

K1-Remembering; K2 – Understanding; K3 - Applying; K4 - Analyzing; K5 – Evaluating; K6 – Creating

Relationship Matrix

Semester	Course Code	Title of the Course		Hours	Credits
I	24UCLS13	Information Sources and Services		75	4

Course Outcomes (COs)	Programme Outcomes (POs)						Programme Specific Outcomes (PSOs)				
	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5
CO-1	3	3	3	3	3	-	3	2	-	-	1
CO-2	3	2	3	3	3	-	3	2	-	-	-
CO-3	3	3	3	3	3	-	3	2	1	2	-
CO-4	3	3	3	3	3	-	3	2	1	1	-
CO-5	3	3	3	2	3	-	3	-	1	1	-

Prepared by : Dr.M.Fathima Beevi   Checked by: Dr.M.Fathima Beevi

Head of the Department

Semester - I	Knowledge Processing and Retrieval:	24UCLS14			
Core – IV	Classification	L	T	P	C
Hrs./Week: 5	Hrs./Semester : 75	Marks :100	5	-	-	4

General Objective:

To understand the role of Library classification in knowledge organization, mode of formation of subjects in the universe of knowledge, and various concepts, theories and principles in classification.

Learning Objectives

LO	The learners will be able to:
LO-1	Understand the nature and attributes of universe of knowledge and basic concepts of Library Classification
LO-2	Interpret the meaning, purpose, functions, theories and canons of library classification and elaborate meaning and types of subjects and modes of subject formation.
LO-3	Explain the fundamental categories and devices in library classification
LO-4	Construct Call number with reference to various facet notation.
LO-5	Estimate the characteristics, merits and demerits of different species of library classification schemes with reference to major classification schemes and recent developments in library classification

Unit 1: Library Classification

Universe of Knowledge: Nature, Attributes - Subject: Meaning, Types (Basic, Compound, Complex) Library Classification: Concepts, Terminology, Need Purpose and Functions.

Species of classification Schemes – History and Development of Library Classification - Universe of Knowledge as Mapped in Different Classification Schemes

Unit 2: Theory of Library Classification

General Theory – Descriptive Theories of J. D. Brown, E. C. Richardson, E. W. Hulme, W.C. B. Sayers, H. E. Bliss. Dynamic Theory: S. R. Ranganathan – Normative Principles for various levels – Basic Laws, Fundamental Laws,

Canons, Postulates, Principles of facet sequence, Principles of Helpful Sequence.

Unit-3: Approaches to Library Classification

Postulational Approach and Systems Approach, Fundamental Categories, Facet Analysis and Fact Sequence, Phase Relation and Common Isolates, Devices in Library Classification - Modes of Formation of subjects.

Unit-4: Notation and construction of Classification Number

Notation: Meaning, Need, Functions, Types, Qualities, Call number: Class Number, Book Number and Collection Number, construction of Class Number.

Unit 5: Classification Schemes and Current Trends

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

Current Trends: Simple Knowledge Organization Systems (SKOS) - Automatic Classification, Web Dewey – Taxonomies – Folksonomy - Classification Research Group (CRG)

Text Books:

- S.R. Ranganathan, Prolegomena to Library Classification, Sarada Ranganathan Endowment.
- S.R. Ranganathan, Classification and Communication, Sarada Ranganathan Endowment.
- S.R. Ranganathan, Elements of Library Classification, Sarada Ranganathan Endowment.
- Chakrabati, B, Library Classification theory, Calcutta, World Press.
- Krishan Kumar: Theory of Classification, Vikas Publisher.

Reference Books:

- A.A.N. Raju, Dewey Decimal Classification [DDC-20]: Theory and Practice: A Self Instructional Manual, T.R. Publications.
- M.S. Achdeva, Colon Classifications, Sterling Publisher.
- S. R. Ranganathan, Colon Classification, Asia Publishing House.
- Rowley, Jennifer E. Organizing Knowledge: an introduction to information retrieval 2nd ex. Ashgati, 1992.
- Rajendra Kumbhar, Library Classification Trends in the 21st Century, Chandos Publishing, 2012.

Course Outcomes

CO	Upon completion of this course, students would have learned to:	PSOs Addressed	Cognitive Level
CO-1	Explain the nature and attributes of universe of knowledge.	1	K2
CO-2	Interpret the meaning, purpose, functions, theories and canons of library classification.	1,2	K2
CO-3	Construct different species of library classification schemes and choose among the major classification schemes based on the current developments in library classification	1, 2	K4
CO-4	Express the meaning and types of subjects and modes of subject formation.	5	K5
CO-5	Construct Call number with reference to various facet notation.	1, 4	K5

K1-Remembering; K2 – Understanding; K3 - Applying; K4 - Analyzing;
K5 – Evaluating; K6 – Creating

Relationship Matrix

Semester	Course Code	Title of the Course		Hours	Credits
I	24UCLS14	Knowledge Processing and Retrieval – Classification		75	4

Course Outcomes (COs)	Programme Outcomes (POs)						Programme Specific Outcomes (PSOs)				
	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5
CO-1	3	3	3	2	3	-	3	2	-	-	-
CO-2	3	3	3	3	3	-	3	1	1	-	-
CO-3	3	3	3	3	3	-	3	1	1	-	-
CO-4	3	3	3	3	3	-	3	2	1	-	2
CO-5	3	3	3	2	3	-	3	-	1	2	-

Prepared by : Dr.M.Fathima Beevi   Checked by: Dr.M.Fathima Beevi

Head of the Department

Semester - I	Knowledge Processing and Retrieval:	24UCLS1P			
Core – IP	Classification - Practical	L	T	P	C
Hrs./Week: 4	Hrs./Semester : 60	Marks :50	-	-	4	2

General Objective:

To develop skills for in using classification schemes for classifying various documents.

Learning Objectives

LO	The learners will be able to:
LO-1	Identify the main class from the universe of knowledge
LO-2	Associate the fundamental categories
LO-3	Practice use of common isolates
LO-4	Rate the Index/ auxiliary tables/add notes of classification schemes
LO-5	Decide the class number for the given documents with simple, compound, complex subjects

Classification of documents with simple, compound, complex subjects using standard subdivisions/ common isolates/special isolates/auxiliary tables/add notes from schedules according to

1. Colon Classification (6th Revised Edition)
2. Dewey Decimal Classification: 19th Edition

References

1. Ranganathan, S. R. (2008*). Colon classification.* 6th rev. ed. New Delhi: EssEss Publications.
2. Dewey, Melvil and Mitchell, Joan S. (2011). Dewey *Decimal Classification and Relative Index.* 19th ed. Dublin: OCLC

Course Outcomes

CO	Upon completion of this course, students would have learned to:	PSOs Addressed	Cognitive Level
CO-1	Write use of index of the classification scheme.	4, 5	K3
CO-2	Classify books according to various discipline.	4, 5	K4
CO-3	Compile book numbers.	4, 5	K5
CO-4	Create class numbers by using the standard subdivisions/common isolates/auxiliary tables.	4, 5	K5
CO-5	Create class numbers for documents with simple, compound and complex Subjects.	4, 5	K5

K1-Remembering; K2 – Understanding; K3 - Applying; K4 - Analyzing; K5 – Evaluating; K6 – Creating

Relationship Matrix

Semester	Course Code	Title of the Course			Hours	Credits
I	24UCLS1P	Knowledge Processing and Retrieval: Classification (Practical)			60	2

Course Outcomes (COs)	Programme Outcomes (POs)						Programme Specific Outcomes (PSOs)				
	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5
CO-1	3	3	3	3	3	-	-	-	-	3	3
CO-2	3	3	3	3	3	-	-	-	-	3	3
CO-3	3	3	3	3	3	-	-	-	-	3	3
CO-4	3	3	3	3	3	-	-	-	-	3	3
CO-5	3	3	3	3	3	-	-	-	-	3	3

Prepared by : Dr.M.Fathima Beevi   Checked by: Dr.M.Fathima Beevi

Head of the Department

Semester - I	Library Automation and Digitisation		24UELS11A			
GE – IA (DSE-IA)			L	T	P	C
Hrs./Week: 4	Hrs./Semester : 60	Marks :100	4	-	-	4

General Objective:

To develop skills to plan and implement library automation, to familiarize students with library software's and their evaluation and to introduce the concepts in digitization of libraries

Learning Objectives

LO	The learners will be able to:
LO-1	Identify and implement automation in library housekeeping operations and services.
LO-2	Evaluate various library management software's.
LO-3	Choose the concept of digital library.
LO-4	Compare the challenges in transforming a traditional library into digital library.
LO-5	Plan the infrastructure of the digital library.

Unit-1: Library Automation

Library Automation: Definition, need, purpose and advantages. Automation Vs Mechanization.- Areas of Automation – Acquisition, Cataloguing, Access to Catalogue (OPAC), Circulation and Serial Control. Barcode Technology: Meaning, need, purpose and advantages. Types of barcodes: Dumb / Generic barcode and smart barcode – their application of RFID

Unit-2: Planning for Automation Procedure

Steps in Automation - Standards for Library Automation - Library Software packages: Definition: Commercial (SOUL, AutoLib, ROVAN, LibSys) and open source software (KOHA, PMB, NewGenLib) with examples, Software Packages for differently able Persons (NVSD)

Unit 3: Digital Library and its Management

Digital Libraries: Concept of Digital Libraries - Transition of libraries from traditional to digital: Definitions, Characteristics, Theoretical Fundamentals, merits, demerits and challenges, Digital Library Management - Design and

Organization of Digital Libraries: Architecture, Interoperability, Protocols and Standards; User Interfaces.

Unit-4: Digital Library Initiatives

Digital content creation: organization and Management, files & formats - Overview of Major Digital Library Initiatives- Open Archives Initiative (OAI) and similar developments

Unit-5: Digitization of Resources

Building the digital library - Digitization – process and methods – Planning for Digitization - Institutional Repositories- Open-Source Software for digital libraries: GSDL - DSpace – EPrints, Access to and Use of Digital Libraries; Storage, Archiving and Preserving Digital Collections.

Text Books:

➢ Technology in Digital Library, Ganguli H C, Isha Publishers,
➢ Digital Library Challenges and Prospects, Ganguli H C, Isha Publishers,

Reference Books:

➢ Automation and Networking of Libraries: A Manual of Library, Lakshmikant Mishra (2018).
➢ Ganguli H.C, Technology in Digital Library, ISHA Publishers

Course Outcomes

CO	Upon completion of this course, students would have learned to:	PSOs Addressed	Cognitive Level
CO-1	Apply automation technology in various in-house operations of library	3, 5	K3
CO-2	Compare and choose among various library management softwares.	3, 5	K4
CO-3	Design and organize digital library.	1, 3	K5
CO-4	Create, and organize digital content	3, 5	K5
CO-5	Plan for digitization by choosing appropriate digital library software	1, 3	K5

Relationship Matrix

Semester	Course Code	Title of the Course		Hours	Credits
I	24UELS11A	Library Automation and Digitisation		60	4

Course Outcomes (COs)	Programme Outcomes (POs)						Programme Specific Outcomes (PSOs)				
	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5
CO-1	3	3	3	3	3	-	1	-	3	-	3
CO-2	3	3	3	3	3	-	1	-	3	-	3
CO-3	3	3	3	2	3	-	3	3	3	-	3
CO-4	3	3	3	3	3	-	3	3	3	-	3
CO-5	3	3	3	2	3	-	3	3	3	-	3

Prepared by : Dr.M.Fathima Beevi   Checked by: Dr.M.Fathima Beevi

Head of the Department

Semester - I	School Library System			24UELS11B			
GE – IB (DSE-IB)				L	T	P	C
Hrs./Week: 4	Hrs./Semester : 60	Marks :100		4	-	-	4

General Objective:

To know the basic concepts of school library and media centre, to manage the sources and to provide necessary services.

Learning Objectives

LO	The learners will be able to:
LO-1	Describe the basics of School Library and Media Centre
LO-2	Understand the various information sources available and its management
LO-3	Practice skills as a school librarian
LO-4	Compare the services to be rendered in School Library and Media Centre
LO-5	To plan the library building and to select the resources

Unit 1: Basics of School Library System

School Library: Definition, Objectives, Functions - Development of School Libraries in India

Types of School Library Users: Their Reading Habits and Information Needs - Role of School Library and Media Centre in Inculcating Reading Habits

Unit 2: Collection Development and Management

Print Information Sources: Selection, Acquisition, and Evaluation - Electronic Information Sources: Selection Acquisition, Evaluation - Information Sources for Children: Illustrated Books, Literary Genre, Reference Books, Magazines, Comics, Audio-Video Collection, Internet Resources, Websites, Subject Portals, Digital Library Resources - Organization and Management of Library Collection.

Unit 3: Management of School Library and Media Centre

Financial Management - Skills and Competencies for School Library and Media Centre staff - Library Automation - Resource Sharing and Library Networking.

Unit 4: Services of School Library and Media Centre

Circulation Service - Reference Service - Storytelling, Read Aloud, Summer Reading Programmes - User Orientation.

Unit 5: Planning and Building School Library

Planning for library Building – Structure – Furniture for School Library – Infrastructure Selection Criteria: Resources.

Reference Books:

1. Dickinson, Gail K. & Repman, Judi (2015). School library management, 7th ed. Columbus: Linworth Publishing.

2. Martin, Barbara Stein & Zannier Marco (2009). Fundamentals of school library media management: A how-to-do-it manual. New York: Neal-Schuman Publishers, Inc.

3. Messner, Patricia A. & Brenda S. Copeland (2011). School library management: Just the basics. Westport: Libraries Unlimited.

4. Mohanraj, V. M. (2011). School library: An educational tool. New Delhi: Ess Ess Publications.

5. Ranganathan, S R., (2006). New education and school library, New Delhi: Ess Ess Publications.

Course Outcomes

CO	Upon completion of this course, students would have learned to:	PSOs Addressed	Cognitive Level
CO-1	Understand the role of School Library and Media Centre in Inculcating Reading Habits	1, 2	K2
CO-2	Choose,acquire organize and manage collection of School Library and Media Centre	1, 2, 3	K3
CO-3	Distinguish Skills and Competencies as School Librarian and Media Centre staff	1, 3, 5	K2
CO-4	Collaborate reading among children and young adults through the use of quality literature that reflect and fulfils diverse developmental, cultural, social and linguistic needs of school students	2, 3	K5
CO-5	Propose a design for School library building	1, 2, 3	K5

K1-Remembering; K2 – Understanding; K3 - Applying; K4 - Analyzing; K5 – Evaluating; K6 – Creating

Relationship Matrix

Semester	Course Code	Title of the Course		Hours	Credits
I	24UELS11B	School Library System		60	4

Course Outcomes (COs)	Programme Outcomes (POs)						Programme Specific Outcomes (PSOs)				
	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5
CO-1	3	2	3	3	3	-	3	2	1	-	-
CO-2	3	3	3	3	3	-	3	2	1	2	-
CO-3	3	3	3	3	3	-	3	2	-	2	1
CO-4	3	3	3	3	3	-	3	3	2	-	2
CO-5	3	3	3	3	3	-	3	2	2	2	1

Prepared by : Dr.M.Fathima Beevi   Checked by: Dr.M.Fathima Beevi

Head of the Department

Semester - I	Public Library System		24UELS11C			
GE–IC (DSE-IC)			**L**	**T**	**P**	**C**
Hrs./Week: 4	Hrs./Semester : 60	Marks :100	4	-	-	4

General Objective:

To understand the nature and role of Public Libraries and Information Systems in the society

Learning Objectives

LO	The learners will be able to:
LO-1	Explain the role of government and other agencies in the development of libraries
LO-2	Select, acquire, organize and manage public library collection
LO-3	Recommend the organisational structure of Public Library System
CO-4	Compare various types of library and information services
CO-5	Recommend the importance of Information Technology in Public Library System

Unit 1: Role of Public Library System

Public Library: Definition, Purpose; Development of Public Library System in India - Role of Public Library in Formal and Informal Education - Role of Government and other agencies in the Development of Public Libraries: UNESCO, IFLA, Raja Rammohun Roy Library Foundation and National Mission on Libraries including National Knowledge Commission - Organizational Structure of Public Libraries as depicted in Public Library Acts of States and Union Territories in India

Unit 2: Collection Development and Management

Printed Information Sources: Selection, Acquisition, Evaluation - Electronic Information Sources: Selection, Acquisition, Evaluation - Information Sources for Special Categories of Users: Children, Young Adults, Senior Citizens, Differently Abled People - Organization and Management of Library Collection.

Unit 3: Management of Public Library System

Library Governance: Composition, and Functions of Library Authority/Library Committee in Public Library Acts of States and Union Territories in India - Financial Management: Sources of Finance, Financial Provisions in Public Library Acts; Budgeting Methods - Human Resource Management - Resource Sharing and Library Networking

Unit 4: Services of Public Library Systems

Circulation Service, Reference service, Readers' Advisory Service - Information literacy - Extension Services: Author Talk, Book Clubs, Exhibition, Lectures - Outreach Activities: "Mobile Library" Services (Library on Wheels), Online Services

Unit 5: Application of Information Technology in Public Libraries

Advances in Information Technology–Need, Purpose and Importance of using Information Technology in Public Libraries - Application of ICT in Various House Keeping Operations

Reference Books:

1. Baker, Sharon L. & Wallace, Karen L. (2002). *The Responsive public library.* 2nd ed. Englewood Colo: Libraries Unlimited.
2. Goulding, Anne (2017). *Public libraries in the 21st century: Defining Services and debating the Future.* London: Routledge.
3. Ranganathan, S. R, and Neelameghan, A. (1972). *Public library system.* Bangalore: Sarada Ranganathan Endowment for Library Science.
4. Shaffer, Gary L. (2018). *Creating the sustainable public library: The triple bottom-line approach.* London: Libraries Unlimited.
5. Sharma, P. (1985). *Public libraries in India.* New Delhi: EssEss Publications.
6. Venkatappaiah, Velega. (2007). *Public library legislation in the new millennium.* New Delhi: Bookwell Publications.

Course Outcomes

CO	Upon completion of this course, students would have learned to:	PSOs Addressed	Cognitive Level
CO-1	Understand the Organizational Structure of Public Libraries in India	1, 2	K2
CO-2	Apply ICT skills in various housekeeping operations	1, 2	K3
CO-3	Take part in the Public Library System at various levels	2, 3, 4	K4
CO-4	Evaluate the Information Sources for Special Categories of Users	3, 4, 5	K6
CO-5	Propose various services to the users of Public Library System	3, 4	K5

K1-Remembering; K2 – Understanding; K3 - Applying; K4 - Analyzing; K5 – Evaluating; K6 – Creating

Relationship Matrix

Semester	Course Code	Title of the Course						Hours	Credits
I	24UELS11C	Public Library System						60	4

Course Outcomes (COs)	Programme Outcomes (POs)						Programme Specific Outcomes (PSOs)				
	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5
CO-1	3	2	3	3	3	_	3	2	1	-	-
CO-2	3	2	3	3	3	_	3	2	2	1	-
CO-3	3	3	3	3	3	_	3	2	3	2	1
CO-4	3	3	3	3	3	_	3	3	3	2	3
CO-5	3	3	3	2	3	_	3	3	3	2	3

Prepared by : Dr.M.Fathima Beevi   Checked by: Dr.M.Fathima Beevi

Head of the Department

Semester – I	COMMUNICATION SKILLS		24USLS11			
SEC –I			L	T	P	C
Hrs./Week: 2	Hrs./Semester : 30	Marks :50	2	-	-	2

General Objective:

To discuss the importance of Ethics in English Communication and to develop reading, writing, and vocabulary skills.

Learning Objectives

LO	The learners will be able to:
LO-1	Understand the basic skills and fundamental aspects of language learning.
LO-2	Develop their interest in vocabulary and awareness of the structure of English.
LO-3	Correlate verbal fluency for face-to-face communication.
LO-4	Distinguish the comprehension skills and clear pronunciation.
LO-5	Create confidence to have more professional approach and expose them to suitable employment opportunities, challenges and jobs.

Unit I

Communication Skills: An Overview

Unit II

Basic Grammar: Parts of Speech

Unit III

Listening Skill

Unit IV

Reading and Speaking Skills

Unit V

Letter Writing

TEXTBOOK:

Communication Skills. PG Department of English.

REFERENCE BOOKS:

1. Fowler H.W. Fowler's Modern English Usage. New Delhi: Oxford University Press, 1996.

2. Hornby. A.S.,ed. Oxford Advanced Learner's Dictionary of Current English. New York: Oxford University Press, 2010.

Learning Outcomes

LO	Upon completion of this course, students would have learned to:	PSOs Addressed	Cognitive Level
LO-1	Understand the different methods of communication.	1,2	K2
LO-2	Apply the various techniques and tools for an effective English communication.	1,2, 4	K3
LO-3	Analyze the recent learning techniques for an effective communicator.	2,3	K4
LO-4	Evaluate the importance of non-verbal communication.	3, 4	K6
LO-5	Create an appropriate method and engage themselves with good written communication.	2,4,5	K5

K1-Remembering; K2 – Understanding; K3 - Applying; K4 - Analyzing; K5 – Evaluating; K6 – Creating

Relationship Matrix

Semester	Course Code	Title of the Course					Hours	Credits
I	24USLS11	COMMUNICATION SKILLS					30	2

Course Outcomes (COs)	Programme Outcomes (POs)						Programme Specific Outcomes (PSOs)				
	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5
CO-1	2	2	3	2	3	-	3	2	3	2	1
CO-2	2	2	1	2	3	-	3	1	2	3	2
CO-3	3	1	2	3	2	-	3	2	3	2	1
CO-4	3	2	1	2	3	-	2	3	1	3	2
CO-5	1	3	2	1	3	-	3	2	3	1	3

Prepared by : Dr.M.Fathima Beevi   Checked by: Dr.M.Fathima Beevi

Head of the Department

Semester – II	ICT Applications in Libraries		24UCLS21			
Core – V			L	T	P	C
Hrs./Week: 5	Hrs./Semester : 75	Marks :100	5	-	-	4

General Objective:

1. To introduce the basics of computers and to develop familiarity with networking and Library Networks.

Learning Objectives

LO	The learners will be able to:
LO-1	Understand the structure of computer and functions of its various units and types of software's.
LO-2	Explain the basics of Database Management System (DBMS)
LO-3	Identify components of different computer networking and Library networks
LO-4	Explain about Internet, search engines and network security.
LO-5	Justify the various internet protocols and standards

Unit-1: Introduction to Computer:

Definition - History & Generation of Computer - Application of Computer - Advantages of Computer - Characteristics of Computer - Types of Computer: Memory: Units, Representation, Types - Primary memory: Secondary memory - Components of CPU - Input, Output devices -. Introduction to System Software and Application Software, Genesis of Operating Systems - Word Processing, Spreadsheets, PowerPoint Presentation, Need and purpose of ICT in libraries

Unit 2: Database Management System

Concepts and Components, Database Structures, File Organization and Physical Design, Database Management System: Basic Functions, Potential Uses, RDBMS, Database Management Software.

Unit-3: Computer Networks

Networking: Concept, need and advantages. Basic components of network Network Topologies – Star, Ring, Bus, Hierarchical, Tree and Complete.. Types of Networks – LAN, MAN, WAN. Wireless General and Bibliographic.

General – ERNET, NICNET, INFONET. Library Networks: OCLC, INFLIBNET, DELNET

Unit-4: Internet and Web Browser

Internet: Definition & History of Internet – Concept, Features, Services- Uses of Internet , Different types of Internet Connections; Dial up connection, Broad band (ISDL,DSL, Cable), Wireless (Wi-Fi, WiMax, Satellite, Mobile) naming convention, Web Browsers – Purpose, Functions, Facilities available with different Browsers. - Search Engines – Definition of Web-Addressing - URL -Types and applications. Sample Search by using Internet Explorer and Netscape. Internet Security

Unit-5: Internet Protocols

Hypertext, Hyper media: Markup Languages – HTML, XML,– Features. Web: Concept, Usefulness. Content Development / Content Creation for Web. Web Design – Methods Protocols: Definition, Concept. Types – General - TCP / IP, OSI. Other Protocols: SMTP, Telnet, FTP, HTTP, Z39.50. Portals – Social Networking sites – Blogs.

Textbooks:

1. Rajaraman, V. (2001).Fundamentals of Computers (3rd ed.). New Delhi: Prentice-Hall of India Pvt Ltd.
2. World Wide Web Design with HTML, C.Xavier, New Delhi:TMH, 2014.
3. Alexis Leon and Mathews Leon, Database Management System, Tata Mcgraw Hill.

Reference Books:

➢ Internet Standards and Protocols, New Delhi : PHI, 2015.
➢ Moorthy A.L, Information Technology Application in Academic Libraries, Information & Library Network Centre.
➢ Uyless Black, Computer Networks and Protocols, PHI.

Web Resources

www.oclc.org
https://ernet.in
www.nic.in
https://delnet.in
www.inflibnet.ac.in
www.ugc.ac.in

Course Outcomes

CO	Upon completion of this course, students would have learned to:	PSOs Addressed	Cognitive Level
CO-1	Recognize the basics of computers in using the application softwares.	3,5	K3
CO-2	Organize data using MS Access	3,5	K3
CO-3	Analyse and take part in different networks and recommend a suitable one	3, 5	K5
CO-4	Evaluate the internet information sources	3, 4	K5
CO-5	Select which internet protocol and standard can be used in the library	3, 4	K5

K1-Remembering; K2 – Understanding; K3 - Applying; K4 - Analyzing; K5 – Evaluating; K6 – Creating

Relationship Matrix

Semester	Course Code	Title of the Course						Hours	Credits
II	24UCLS21	ICT Applications in Libraries						75	4

Course Outcomes (COs)	Programme Outcomes (POs)						Programme Specific Outcomes (PSOs)				
	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5
CO-1	3	3	3	3	3	-	-	-	3	-	1
CO-2	3	3	3	3	3	-	-	-	3	2	1
CO-3	3	3	3	3	3	-	-	-	3	-	-
CO-4	3	3	3	2	2	-	-	1	3	1	-
CO-5	3	3	3	2	2	-	2	1	3	1	-

Prepared by : Dr.M.Fathima Beevi   Checked by: Dr.M.Fathima Beevi

Head of the Department

Semester – II	Knowledge Processing and Retrieval:		24UCLS22			
	Cataloguing		L	T	P	C
Core – VI						
Hrs./Week: 5	Hrs./Semester : 75	Marks :100	5	-	-	4

General Objective:

1. To introduce various concepts, and theories in library cataloguing and to provide knowledge about standard various standards in document description and bibliographic exchange

Learning Objectives

LO	The learners will be able to:
LO-1	Understand the fundamentals of library catalogues.
LO-2	Understand the normative principles of cataloguing.
LO-3	Infer the main and added entries of library catalogues.
LO-4	Focus on various indexing techniques
LO-5	Choose various vocabulary control devices.

Unit-1: Fundamentals of Library Cataloguing

Concepts of library catalogue – Objectives, Importance and functions, Adjuncts to library catalogue. History and Development of codes for cataloguing since 1930. AACR-II, CCC.

Unit-2: Types and Principles of Cataloguing

Types of catalogues – physical forms and inner forms, Normative principles – Cannons, Laws and Principles.

Unit-3: Catalogue Entries and Standards

Entries - parts of entries, kinds of entries according to Dictionary catalogue and Classified Catalogue, Unit Card System- arrangement of entries. Standardization – ISBD (G) – MARC Format, CCF Format, Dublin Core Standards.

Unit-4: Indexing Techniques

Centralised Cataloguing, Co-operative Cataloguing, Compilation of Union Catalogue.
Indexing systems: Pre Co-ordinate; Chain Indexing, PRECIS, POPSI, Post Co-ordinate: Uniterm indexing, KWIC, KWOC.

Unit-5: Subject Cataloguing

Vocabulary control devices – Thesaurus: Definition, functions, types, Subject Heading Lists – Sear's List of Subject Heading (SLSH), Library of Congress Subject Headings (LCSH).

Text Books:

> Girija Kumar and Krishan Kumar, Theory of Cataloguing, S.Chand & Company New Delhi.

> Krishan Kumar, an Introduction to AACR2, Vikas Publishing House Pvt Ltd.

> Ranganathan S.R.: Classified Catalogue Code with additional rules for dictionary catalogue code, Bangalore, 1989.

> Tripathi, S.M.: Modern Cataloguing: Theory and Practive, Agra, S.L.Agarwala, 1982.

Reference Books:

> Anand Ballabh, Library Classification & Cataloguing, Akansha Publishing House.

> Anglo-American Cataloguing Rules. 2nd ed. London, Library Association, 1988.

Course Outcomes

CO	Upon completion of this course, students would have learned to:	PSOs Addressed	Cognitive Level
CO-1	Associate with the development of library cataloguing	2, 4, 5	K2
CO-2	Develop different forms of library catalogue	2, 4, 5	K3
CO-3	Test for the standards for bibliographic interchange and communications.	2, 4, 5	K4
CO-4	Compile catalogue using suitable indexing system	2, 4, 5	K5
CO-5	Prepare subject headings using various approaches.	2, 4, 5	K5

K1-Remembering; K2 – Understanding; K3 - Applying; K4 - Analyzing;
K5 – Evaluating; K6 – Creating

Relationship Matrix

Semester	Course Code	Title of the Course					Hours	Credits		
II	24UCLS22	Knowledge Processing and Retrieval: Cataloguing					75	4		

Course Outcomes (COs)	Programme Outcomes (POs)						Programme Specific Outcomes (PSOs)				
	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5
CO-1	3	3	3	3	3	-	-	1	2	1	2
CO-2	3	3	3	3	3	-	-	1	2	2	2
CO-3	3	3	3	3	3	-	-	1	2	1	1
CO-4	3	3	3	3	3	-	-	2	3	1	1
CO-5	3	3	3	3	3	-	2	2	3	1	1

Prepared by : Dr.M.Fathima Beevi   Checked by: Dr.M.Fathima Beevi

Head of the Department

Semester – II	PROJECT			24UCLS23		
Core – VII			L	T	P	C
Hrs./Week: 6	Hrs./Semester : 90	Marks :100	-	-	-	4

GUIDELINES:

1. The project may be done individually or in groups not exceeding five per group.

2. The minimum length of the project should be 30 pages in A4 size.

3. Marks for the project report will be 100 divided as 60% for the project and 40% for Viva-Voce Examination.

EVALUATION SCHEME:

The Project will be evaluated by both the Internal and External Examiners. Each Examiner will evaluate for 100 marks. The average mark obtained by the candidate is considered marks for the Project Report. The allocation of marks for Project is as follows:

Scheme of Evaluation:

Project	Internal	External
Word of title / Topic	5	5
Objectives / Formulation including Hypothesis	5	5
Review of Literature	10	10
Methodology / Techniques / Procedures adopted	15	15
Summary / Findings / Summation	10	10
Works Cited / Work Consulted / References / Annexures / Footnotes	10	10
Relevance of project to social needs	5	5
	60	**60**

Semester – II	ICT Applications in Libraries -		24UCLS2P1			
Core – II P	Practical		L	T	P	C
Hrs./Week: 4	Hrs./Semester : 60	Marks :50	-	-	4	2

General Objective:

1. To give hands-on-experience in computer and application to library housekeeping operations and to get familiarise with internet search strategies.

Learning Objectives

LO	The learners will be able to:
LO-1	Visualize and format files using word processing, Spread Sheet and Presentation software
LO-2	Describe library housekeeping operations using library management software
LO-3	Complete different types of report using library management softwares
LO-4	Prioritize and Search information from internet using suitable search strategies
LO-5	Compile bibliographic information from WebOPAC

1. Microsoft Office
2. MS EXCEL
3. MS Power Point
4. Different Search Engines
5. Search strategies and filters
6. Installation and use of KOHA Library Management Software (all modules)
7. Installation and use of DSpace Digital Repository Software (all modules)

Course Outcomes

CO	Upon completion of this course, students would have learned to:	PSOs Addressed	Cognitive Level
CO-1	Create and format files using Word Processing Software, Spread Sheet Management Software and Power Point Presentation Software	3, 4	K5
CO-2	Facilitate library housekeeping operations using Koha and DSpace	3, 4, 5	K5
CO-3	Create different types of report using Koha and DSpace	3, 4	K5
CO-4	Plan and Search information from internet using suitable search strategies	3, 4	K5
CO-5	Compile bibliographic information from WebOPAC	3, 4, 5	K5

K1-Remembering; K2 – Understanding; K3 - Applying; K4 - Analyzing; K5 – Evaluating; K6 – Creating

Relationship Matrix

Semester	Course Code	Title of the Course	Hours	Credits
II	24UCLS2P1	ICT Applications in Libraries -Practical	60	2

Course Outcomes (COs)	Programme Outcomes (POs)						Programme Specific Outcomes (PSOs)				
	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5
CO-1	3	3	3	2	3	-	-	-	3	3	-
CO-2	3	3	3	3	3	-	-	-	3	3	2
CO-3	3	3	3	2	3	-	-	-	3	3	-
CO-4	3	3	3	2	3	-	-	1	3	3	-
CO-5	3	3	3	3	3	-	2	1	3	3	2

Prepared by : Dr.M.Fathima Beevi   Checked by: Dr.M.Fathima Beevi

Head of the Department

Semester – II	Knowledge Processing and Retrieval:		24UCLS2P2			
Core – III P	Cataloguing - Practical		L	T	P	C
Hrs./Week: 4	Hrs./Semester : 60	Marks :50	-	-	4	2

General Objective:

> To impart skills in cataloguing documents using AACRII and CCC

Learning Objectives

LO	The learners will be able to:
LO-1	Describe the catalogue codes.
LO-2	Group catalogue entries for various types of information sources.
LO-3	Choose catalogues according to the catalogue codes for non-printing materials.
LO-4	Select catalogue cards for documents with various perspectives.
LO-5	Distinguish main entry into different added entries.

Cataloguing using

1. Classified Catalogue Code, Ed.5
2. Anglo-American Cataloguing Rules – II (1978).

Works of Single Authorship, Shared Authorship, Pseudonyms, Mixed Responsibilities, Editorial Works, Composite Works, Multi-volume Works, Serial Publications, Uniform Titles, Works of Corporate Authorship

Reference Books:

➢ Ranganathan S.R.: Classified Catalogue Code with additional rules for dictionary catalogue code, Bangalore, 1989.

➢ Anglo-American Cataloguing Rules. 2nd ed. London, Library Association, 1988.

Course Outcomes

CO	Upon completion of this course, students would have learned to:	PSOs Addressed	Cognitive Level
CO-1	Apply the catalogue codes.	2, 4, 5	K3
CO-2	Interpret main entry into different added entries.	2, 4, 5	K6
CO-3	Choose catalogue entries for various types of information sources.	2, 4, 5	K6
CO-4	Compose catalogues according to the catalogue codes for non-printing materials.	2, 4, 5	K5
CO-5	Create catalogue cards for documents with various perspectives.	2, 4, 5	K5

K1-Remembering; K2 – Understanding; K3 - Applying; K4 - Analyzing; K5 – Evaluating; K6 – Creating

Relationship Matrix

Semester	Course Code	Title of the Course	Hours	Credits
II	24UCLS2P2	Knowledge Processing and Retrieval: Cataloguing - Practical	60	2

Course Outcomes (COs)	Programme Outcomes (POs)						Programme Specific Outcomes (PSOs)				
	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5
CO-1	3	3	3	3	3	-	3	2	1	2	3
CO-2	3	3	3	3	3	-	3	2	1	2	3
CO-3	3	3	3	3	3	-	3	2	1	2	3
CO-4	3	3	3	3	3	-	3	2	1	2	3
CO-5	3	3	3	3	3	-	3	2	1	2	3

Prepared by : Dr.M.Fathima Beevi   Checked by: Dr.M.Fathima Beevi

Head of the Department

Semester – II EC –IIA (DSE-IIA)	Preservation and Conservation of Library Materials		24UELS21A			
			L	T	P	C
Hrs./Week: 4	Hrs./Semester : 60	Marks :100	4	-	-	2

General Objective:

To create awareness about the different hazards which affect the library and information materials and to preserve and conserve them.

Learning Objectives

LO	The learners will be able to:
LO-1	Know the type of library and information materials
LO-2	Identify various factors of deterioration of library materials
LO-3	Be aware of various preservation and conservation techniques for different library and information materials
LO-4	Recognize the preservation techniques for non-book materials
LO-5	Understand the concept of digital preservation

Unit 1: Preservation of Information Materials

Preservation and Conservation – Meaning, Need and Importance, Evolution of Library materials- Clay tablets to Electronic form, Responsibility of the Librarian, Elements of preservation – Libary materials: Types; Durable and Perishable writing materials.- Preservation in Ancient Times - Preservation of Palm Leaves and Leather Bound materials

Unit 2: Hazards to Library and Information Materials and Control Measures

Factors influencing library and Information materials - Environmental factors, Biological factors, Chemical factors - human being as an enemy of library materials – Disaster management.

Unit3: Preservation and Conservation techniques

Methods of Preservation and Conservation; Physical methods - Binding, Mending, Restoration & Guarding; Lamination, Leaf casting, Encapsulation- Chemical methods ; Fumigation; De-acidification- Preservation and Conservation of Library building

Unit 4: Preservation of non-book materials

Types of non-book materials, physical environment for storing non-book materials, Care and handling - Use of Micrography and Reprography as a means of Preservation.

Unit 5: Digital Preservation

Digital preservation – Concept, Strategies of Digital preservation, Encapsulation - Digital preservation: Issues and challenges, Role of International and National Organisations (NDIIPP, DPC, Internet Archives, etc.), Indian initiatives towards digital preservation – IGNCA, NDPP.

Textbook:

1. Chakraborthi, M. L. Bibliography in theory and practice. Second edition. Calcutta: World Press, 1975.
2. Prajapathi, Bhagwatiben Govindhbai, Preservation of Library Collections, Discovery Publishing House Pvt. Ltd.

References:

1. P.K.Mahapatra and B.Chakrabarti, Preservation in Libraries: Perspectives, Principles and Practices, Ess Ess Publications, New Delhi, 2003.
2. L.S.Ramaiah and G.Sujatha, Preservation of Library Archival and Digital Documents, Ess Ess Publications, New Delhi, 2008
3. Nelly Balloffet and Jenny Hille, Preservation and Conservation for Libraries and Archives, Ess Ess Publications, New Delhi, 2009.
4. Deegan, Marilyn and Tanner, Simon, Digital Futures: Strategies for the Information Age. London: Library Association Publishing, 2002.
5. Mukherjee, B. B. Preservation of Library Materials, Archives and Documents. Calcutta: World Press.1975.
6. Mittal. R. L. Library Administration: Theory and Practice.
7. Petherbridge, G. Conservation of Library and Archive materials and the graphic art. London: Butterworth. 1987.
8. Ranganathan, S. R. Physical Bibliography for Librarians. Second edition. Bombay: Asia Publishing House or Bangalore: Sarada Ranganathan Endowment for Library Science,1974.

9. Vijay Kiran, A. and Ramesh Babu, B. Digital Preservation. In: National Workshop on Recent Trends in Digitization: Course Material, edited by B. Ramesh Babu and S. Gopalakrishnan. Tirupati: TTD & FIC. 2005

Course Outcomes

CO	Upon completion of this course, students would have learned to:	PSOs Addressed	Cognitive Level
CO-1	To identify the preservation methods for different library and Information materials	1, 2	K3
CO-2	Design effective security and disaster planning program	3, 5	K5
CO-3	To choose an appropriate method for preserving and conserving library and Information materials	1, 5	K6
CO-4	To select an appropriate technique to preserve the non-book material	3, 5	K6
CO-5	To demonstrate the role of various organizations in digital preservation	2, 3	K2

K1-Remembering; K2 – Understanding; K3 - Applying; K4 - Analyzing; K5 – Evaluating; K6 – Creating

Relationship Matrix

Semester	Course Code	Title of the Course						Hours	Credits
II	24UELS21A	Preservation and Conservation of Library Materials						60	4

Course Outcomes (COs)	Programme Outcomes (POs)						Programme Specific Outcomes (PSOs)				
	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5
CO-1	3	2	3	3	3	-	3	1	1	-	-
CO-2	3	3	3	3	3	-	3	2	2	1	-
CO-3	3	3	3	3	3	-	3	3	2	1	1
CO-4	3	3	3	3	3	-	3	3	2	1	-
CO-5	3	3	3	3	3	-	3	3	2	1	1

Prepared by : Dr.M.Fathima Beevi   Checked by: Dr.M.Fathima Beevi

Head of the Department

Semester – II	INFORMATION LITERACY		24UELS21B			
EC –IIB (DSE-IIB)			L	T	P	C
Hrs./Week: 4	Hrs./Semester : 60	Marks :100	4	-	-	2

General Objective:

Student should known the basic concept of literacy

Learning Objectives

LO	The learners will be able to:
LO-1	Enables learners to master content and extend their investigations, become more self-directed, and assume greater control over their own learning
LO-2	Develop self learning skills among the users.
LO-3	Use the information found ethically to satisfy the information need
LO-4	Understand Ethical Use of Information literacy
LO-5	At the end of completing this course, students will have knowledge on Information literacy skills

Unit:1 - Information Literacy

Information Literacy; Meaning and Definition- Need , Evolution of the concept – Historical Perspective of Information Literacy.

Unit:2 - Types of information Literacy

Types of information Literacy; Technology literacy, Media literacy, digital and computer literacy etc - Life long learning and its components.

Unit:3 - Models of Information Literacy

Models of Information Literacy: SCONUL model and CAUL (Australian) model. Partners of information literacy - Information literacy instructions of different types of library/ information centres.

Unit:4 - Information Literacy Standards

Information literacy standards: ALA, IFLA, ACRL. Task forces and forums. Information Literacy and Libraries: Information Literacy and Higher Education, Role of Libraries in Information literacy.

Unit:5 - Trends in Information Literacy

Information Literacy skills and Competencies: Challenges of Information literacy Programs. Information literacy initiatives in global perspective-Trends in Information Literacy: Current trends in Information literacy. Information Literacy and Lifelong learning, Information literacy in India.

Textbooks:

1. Ercegovac, Zorana (2008),Information Literacy: Search Strategies, tools & resources for high school students and college freshman, California: ABC-CLIO.

Reference Books:

1. Ercegovac, Zorana (2008),Information Literacy: Search Strategies, tools & resources for high school students and college freshman, California: ABC-CLIO.

2. Barker, K. and Londsale, R. Ed. (1994). Skills for life: the value and meaning of literacy. London: Taylor Graham.

3. Eisenberg, Michael B., Lowe, Carrie, A. and Spitzer, Kathleen L.(2004). Information literacy: Essential Skills for Information Age. London: Libraries Unlimited.

4. Meadows, A.J. Ed. (1991). Knowledge and communication: essays on the information chain. London : Library Association Publishing

Course Outcomes

CO	Upon completion of this course, students would have learned to:	PSOs Addressed	Cognitive Level
CO-1	To identify major and related concepts of their information need	1,3,5	K1
CO-2	To understand the economic, legal, and social issues surrounding the use of information, and access and use information ethically and legally"	1,2,5	K2
CO-3	To access the needed information effectively and efficiently	1,3,5	K3
CO-4	To select which finding aid would be appropriate for locating particular types of resources.	1,3,4	K4
CO-5	To evaluate information and its sources critically; Incorporate selected information into one's knowledge base	1,2,4,	K5

K1-Remembering; K2 – Understanding; K3 - Applying; K4 - Analyzing;
K5 – Evaluating; K6 – Creating

Relationship Matrix

Semester	Course Code	Title of the Course		Hours	Credits
II	24UELS21B	INFORMATION LITERACY		60	4
Course Outcomes (COs)	Programme Outcomes (POs)						Programme Specific Outcomes (PSOs)				
	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PSO 1	PSO 2	PSO 3	PS O 4	PSO 5
CO-1	3	3	3	3	3	-	3	3	2	-	1
CO-2	3	3	3	3	2	-	3	3	2	-	1
CO-3	3	2	3	3	3	-	3	3	3	2	1
CO-4	3	3	3	3	3	-	3	3	3	2	-
CO-5	3	3	2	3	3	-	3	3	3	2	-

Prepared by : Dr.M.Fathima Beevi   Checked by: Dr.M.Fathima Beevi

Head of the Department

Semester – II	Technical Communication,	24UELS21C			
EC –IIC (DSE-IIC)	Community Information Systems	L	T	P	C
Hrs./Week: 4	Hrs./Semester : 60 Marks :100	4	-	-	2

General Objective:

Knowledge of writing, editing and presentation

Learning Objectives

LO	The learners will be able to:
LO-1	To equip the learner with the knowledge of technical documents and reports
LO-2	To enhance ability of writing, editing and presentation of research proposals and reports
LO-3	To Enhance Visual Communication Proficiency
LO-4	To Utilize Digital Tools and Platforms
LO-5	At the end of completing this course, students will have knowledge on technical writing on Library and Information Science.

Unit:1 - Technical Communication

Definition, purpose, characteristics-Audience-Centered communication, Description and effectiveness-Legal and ethical communication, Description and importance-Implicit and explicit rules of communication

Unit:2 - Technical Documents

Types of technical documents-Prewriting: Determining purpose, Analyzing audience, choosing channels of communications, writing tone and voice, word choice, language, paragraph structure, Effective visual design-Editing: corrections, proof readers and revision techniques-Role of editors.

Unit:3 - Elements of Technical Documents

Title, Heading, Summary, Abstract, definition, description, conclusion, glossary, Usability testing-Participant recruiting, Roles of testing, Test planning.

Unit:4 - Technical Reports

Types in informal, formal-Business reports and proposals-Business correspondence-Technical resumes and letters.

Unit:5 - Technical Instructions

Technical Methods- Methods of writing proposals.

Textbooks:

1. Sajitha Jayaprakesh, Technical writing: Management Perspective
2. Raj Mohan Joshi, Writing skills for Technical Purposes, Isha Book, Delhi, 2006
3. Seetharaman S, Guidelines for Technical Writing for Librarians & Information Professionals, Ess Ess, New Delhi, 2015
4. Daniel G. Riordan and Steven E Pauley, Technical Report writing Today, Biztantra, New Delhi, 2004
5. Sharon J Gerson and Steven M. Gerson, Technical Writing, Pearson Education, New Delhi, 2009.

Reference Books:

1. Michael H Markel and Mike Markel, Technical Communication, Ill.Ed. St Martins Publisher, Bedford , 2012
2. Meenakshi Raman and Sangeetha Sharma, Technical Communication: Principles and Practice, 3rd ED, Oxford University Press, London, 2015

Course Outcomes

CO	Upon completion of this course, students would have learned to:	PSOs Addressed	Cognitive Level
CO-1	To know the need, purpose, nature of audience of technical commendation	1,3,4	K1
CO-2	To understand various types of technical documents and pre-writng and editing methods	1,2,3	K2
CO-3	To apply the standards and formats in preparing testing the technical documents	2,3,5	K3
CO-4	To build the ability of preparing proposals and correspondence	2,4,5	K4
CO-5	To design the technical manuals and draft the methods of writing proposals	2,4	K6

**K1-Remembering; K2 – Understanding; K3 - Applying; K4 - Analyzing;
K5 – Evaluating; K6 – Creating**

Relationship Matrix

Semester	Course Code	Title of the Course		Hours	Credits
II	24UELS21C	Technical Communication, Community Information Systems		60	4

Course Outcomes (COs)	Programme Outcomes (POs)						Programme Specific Outcomes (PSOs)				
	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5
CO-1	3	2	3	3	3	-	3	3	2	-	-
CO-2	3	3	3	3	3	-	3	3	3	2	-
CO-3	3	3	3	3	3	-	3	3	3	2	-
CO-4	3	3	3	3	3	-	3	3	3	2	-
CO-5	3	3	2	3	3	-	3	3	3	2	-

Prepared by : Dr.M.Fathima Beevi   Checked by: Dr.M.Fathima Beevi

Head of the Department

Semester – II	Entrepreneurship Development		24USLS21			
SEC – II			L	T	P	C
Hrs./Week: 2	Hrs./Semester : 30	Marks :50	2	-	-	2

Learning Objectives

LO	The learners will be able to:
LO1	To impart knowledge on the concept of Entrepreneur and Entrepreneurship.
LO2	To know the various ideas and implementation of business plan.
LO3	To throw light on importance of the Business analysis and evaluation.
LO4	To discuss the role of Government in developing entrepreneurship.
LO5	To understand the problems and remedies of Entrepreneurial failure.

Unit – I

Entrepreneur- Meaning & definition, Types of entrepreneurs, traits of Entrepreneurs. Entrepreneurship- Meaning & definition, Factors affecting entrepreneurship, Difference between entrepreneur and entrepreneurship.

Unit – II

Generating innovative ideas of business- Brainstorming, focus group, survey, customer advisory boards. Creativity and selection of Products. Capital budgeting, Project profile preparation, matching entrepreneur with the project,. Introduction of Patent and Trademarks.

Unit – III

Business Plan Development- Feasibility study and evaluation of projects -Market analysis, technical analysis, cost-benefit analysis,. Project formulation, assessment of business models-Dealing with basic and initial problems of setting up of enterprises.

Unit – IV

Awareness of various government schemes for start-up business- Start-up India, Stand-up India, Aatmanirbhar Bharat mission, 'Make in India' Program, ASPIRE, MUDRA.

 Role of Women Entrepreneurs in Economic development.-Schemes for Women entrepreneurs- Annapurna scheme, Dena shakti scheme, Mudra loan for women, Stree Shakti scheme.

Unit – V

Problems and remedies of sick industries, Causes of Industrial sickness, Preventive and remedial measures of Sick industries. Preventive and rehabilitation of business.

Textbook

1. Sangeeta Sharma, Entrepreneurship Development, PHI Learning Pvt. Ltd., 2016.

2. Kuratko/rao, Entrepreneurship: a south asian perspective.- Cengage, New Delhi.

3. Leach/Melicher, Entrepreneurial Finance – Cengage.

K.Sundar – Entrepreneurship Development – Vijay Nicole Imprints private

4. Limited Reddy, Entrepreneurship: Text & Cases - Cengage, New Delhi, New Delhi.

5. Khanka S.S., Entrepreneurial Development, S.Chand & Co. Ltd., New Delhi, 2001.

References Books

1. Barringer, B., Entrepreneurship: Successfully Launching New Ventures, 3rd Edition, Pearson, 2011.

2. The Lean Startup: How Today's Entrepreneurs Use Continuous Innovation to Create Radically Successful Businesses by Eric Ries

3. http://www.simplynotes.in/role-of-government-in-promoting-entrepreneurship/

4. Innovation and Entrepreneurship: Practice and Principles by Peter F Drucker

5. Desai, V., Small Scale Industries and Entrepreneurship, Himalaya Publishing House, 2011.

6. Nagendra and Manjunath, V.S., Entrepreneurship and Management, Pearson, 2010

7. Stokes, D., and Wilson, N., Small Business Management and entrepreneurship, 6th Edition, Cengage Learning, 2010

Web Resources

1. https://www.iare.ac.in/sites/default/files/lecture_notes/IARE_Entrepreneurial_Development_NOTES.pdf

2. https://www.hit.ac.in/download/LectureNote/MBA/2ndSem/MBA%202nd%20Sem%20Entrepreneurship%20Developement.pdf

3. https://www.hhrc.ac.in/ePortal/Commerce/I%20M.Com.%20-%2018PCO1%20-%20Dr.%20R.%20Sathru%20Sangara%20Velsamy%20&%20Dr.%20P.%20Sailaja.pdf

4. http://sdeuoc.ac.in/sites/default/files/sde_videos/ENTREPRENEURSHIP%20DEVELOPMENT.pdf

Course Outcomes

COs.	Upon completion of this course, students would have learned to:	PSOs Addressed	Cognitive Level
CO1	Understand the concepts of Entrepreneurship development.	PO1,PO2	K2
CO2	Apply knowledge in the business plans and implementation.	PO1, PO2,PO3	K3
CO3	Analyze the various analyses of business in setting up of enterprises.	PO2,PO4, PO5	K4
CO4	Create the awareness about various schemes and subsidies of government for entrepreneurial development.	PO3,PO4, PO5,	K6
CO5	Evaluate and assess the various problems and remedies of entrepreneurship	PO1,PO2,PO3,	K5

K1-Remembering; K2 – Understanding; K3 - Applying; K4 - Analyzing;
K5 – Evaluating; K6 – Creating

Relationship Matrix

Semester	Course Code	Title of the Course		Hours	Credits
II	**24USLS21**	**Entrepreneurship Development**		**30**	**2**

Course Outcomes (COs)	Programme Outcomes (POs)						Programme Specific Outcomes (PSOs)				
	PO 1	**PO 2**	**PO 3**	**PO 4**	**PO 5**	**PO 6**	**PSO 1**	**PSO 2**	**PSO 3**	**PSO 4**	**PSO 5**
CO-1	2	3	2	3	3	3	3	3	3	3	3
CO-2	3	3	2	3	3	3	3	3	3	2	3
CO-3	3	3	2	3	3	3	3	2	3	3	3
CO-4	3	3	2	3	3	2	3	3	3	3	3
CO-5	2	3	2	3	2	3	3	3	3	3	2

Prepared by : Dr.M.Fathima Beevi   Checked by: Dr.M.Fathima Beevi

Head of the Department

Semester – I	Information Sources in Libraries		24UNLS11			
SEC –I (NME)			L	T	P	C
Hrs./Week: 2	Hrs./Semester : 30	Marks :50	2	-	-	2

General Objective:

To know and categorise various information sources, services and information literacy products

Learning Objectives

LO	The learners will be able to:
LO-1	Remember various types of Information Sources
LO-2	Identify Reference Sources and Electronic Information Sources
LO-3	Choose various types of Library Services
LO-4	Explain the role of Reference Librarian in Electronic Environment
LO-5	Consider the concept of Information Literacy Programmes

Unit 1: Information Sources:

Basic Concepts: Definition, Importance, Nature and Characteristics, Types and Formats: Documentary Sources, Non-Documentary Sources

Unit 2: Information Categories:

Primary Sources of Information, Secondary Sources of Information, Tertiary Sources of Information, Human Sources of Information, Institutional Sources

Unit 3: Reference and Electronic Information Sources:

Reference Sources: Characteristics, Types, Usefulness, Electronic Information Sources:

E-books, E-Journals, ETDs, Subject Gateways, Web Portals, Bulletin Boards, Discussion Groups/Forums, Multimedia Resources, Databases, Institutional Repositories

Unit 4: Evaluation of Information Sources:

Evaluation of Reference Sources, Evaluation of Electronic Information Sources

Unit 5: Information Services:

Types of Information Services: Documentation Services, Abstracting Services, Indexing Services.

Text Books:
- Krishna Kumar, Reference Service, Vikas Publishing House Pvt Ltd.
- Dr.Pankaj Kumar Sigh, Library Information Services and Systems, Discovery Publishing House
- Guha,B.: Documentation and information: Services, techniques & Systems: 2nd rev. ed., World Press, 1983.
- Katz W.A.: Introduction to reference work, 8th ed., McGraw-Hill, higher Education, 2002.

Reference Books:
- K.G.Rastogi, Reference Services in Library Science, Alfa Publications.
- Bhagwatiben Govindbhai Prajapati, Library and Information Science, Discovery Publishing House.
- Deepak kumar, Library Indexing and Abstracting, Discovery Publishing House.
- Grogan, Denis: Pracical reference work. London, library Association, 1991.

Course Outcomes

CO	Upon completion of this course, students would have learned to:	PSOs Addressed	Cognitive Level
CO-1	Understand, identify and explore the different types of information sources.	1, 5	K2
CO-2	Categorize the various types of users and user studies	1, 2	K3
CO-3	Evaluate Reference Sources and Electronic Information Sources	2, 4	K6
CO-4	Decide among the information services	1, 2, 4	K6
CO-5	Adapt to be Reference Librarian in Electronic Environment	1, 2, 4	K5

K1-Remembering; K2 – Understanding; K3 - Applying; K4 - Analyzing;
K5 – Evaluating; K6 – Creating

Relationship Matrix

Semester	Course Code	Title of the Course		Hours	Credits
I	24UNLS11	Information Sources and Services		30	2

Course Outcomes (COs)	Programme Outcomes (POs)						Programme Specific Outcomes (PSOs)				
	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5
CO-1	3	3	3	3	3	-	2	-	-	-	2
CO-2	3	2	3	3	3	-	2	3	-	-	-
CO-3	3	3	3	3	3	-	2	3	-	2	-
CO-4	3	3	3	3	3	-	2	3	-	3	-
CO-5	3	3	3	2	3	-	2	-	-	3	-

Prepared by : Dr.M.Fathima Beevi   Checked by: Dr.M.Fathima Beevi

Head of the Department

Semester – II	Information Services in Libraries		24UNLS21			
SEC –II (NME)			L	T	P	C
Hrs./Week: 2	Hrs./Semester : 30	Marks :50	2	-	-	2

General Objective:

To know and categorise various information sources, services and information literacy products

Learning Objectives

LO	The learners will be able to:
LO-1	Remember various types of Information Sources
LO-2	Identify Reference Sources and Electronic Information Sources
LO-3	Choose various types of Library Services
LO-4	Explain the role of Reference Librarian in Electronic Environment
LO-5	Consider the concept of Information Literacy Programmes

Unit 1: Core Information Services:
Alerting Services, Current Awareness Services (CAS), Selective Dissemination of Information (SDI), Reprographic, Translation, and Document Delivery Services, Referral and Library Extension Services

Unit 2: Reference and User Assistance Services:
Reference and Information Services, Definition, Need, and Types, Theory and Functions, Enquiry Techniques, Roles in the Digital Age, Reference Librarian,Information Officer

Unit 3: Information Literacy and User Education:
Concepts and Objectives, User Engagement, Categories of Users, Understanding Users' Information Needs, User Studies

Unit 4: Information Literacy Tools and Metrics:
Information Literacy Products, Assessment Metrics, Libra metrics, Bibliometrics, Scientometrics

Unit 5: Specialized Library Services:
Document Delivery Services, Reprographic Services, Translation Services, Library Extension Services

Text Books:

➤ Krishna Kumar, Reference Service, Vikas Publishing House Pvt Ltd.

➤ Dr.Pankaj Kumar Sigh, Library Information Services and Systems, Discovery Publishing House

> Guha,B.: Documentation and information: Services, techniques & Systems: 2nd rev. ed., World Press, 1983.

> Katz W.A.: Introduction to reference work, 8th ed., McGraw-Hill, higher Education, 2002.

Reference Books:

> K.G.Rastogi, Reference Services in Library Science, Alfa Publications.

> Bhagwatiben Govindbhai Prajapati, Library and Information Science, Discovery Publishing House.

> Deepak kumar, Library Indexing and Abstracting, Discovery Publishing House.

> Grogan, Denis: Pracical reference work. London, library Association, 1991.

Course Outcomes

CO	Upon completion of this course, students would have learned to:	PSOs Addressed	Cognitive Level
CO-1	Understand, identify and explore the different types of information sources.	1, 5	K2
CO-2	Categorize the various types of users and user studies	1, 2	K3
CO-3	Evaluate Reference Sources and Electronic Information Sources	2, 4	K6
CO-4	Decide among the information services	1, 2, 4	K6
CO-5	Adapt to be Reference Librarian in Electronic Environment	1, 2, 4	K5

K1-Remembering; K2 – Understanding; K3 - Applying; K4 - Analyzing; K5 – Evaluating; K6 – Creating

Relationship Matrix

Semester	Course Code	Title of the Course		Hours	Credits
II	24UNLS21	Information Sources and Services		30	2

Course Outcomes (COs)	Programme Outcomes (POs)						Programme Specific Outcomes (PSOs)				
	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5
CO-1	3	3	3	3	3	-	3	-	-	-	3
CO-2	3	2	3	3	3	-	3	2	-	-	-
CO-3	3	3	3	3	3	-	-	2	-	3	-
CO-4	3	3	3	3	3	-	3	3	-	2	-
CO-5	3	3	3	2	3	-	3	-	-	2	-

Prepared by : Dr.M.Fathima Beevi

Checked by: Dr.M.Fathima Beevi

Head of the Department