Syllabus for
Library and Information Science
Under State Education Policy (SEP)

Program Structure

Paper Code	Title	Subject category	Teaching hours	Semester-end exam	Internal Assessment	Total marks	Credits	Examination Duration
				III Semester				
LISDSC 3.1A	Library Management (Theory)	Theory	4	80	20	100	3	3 hours
LISDSC 3.1B	Library Management (Practice)	Practice	2	40	10	50	2	3 hours
LISDSE 3.2	Basics of Information and Communication Technology	Theory	3	80	20	100	3	3 hours
				IV Semester				
LISDSC 4.1A	Library Services (Theory)	Theory	4	80	20	100	3	3 hours
LISDSC 4.1B	Library Services (Practice)	Practice	2	40	10	50	2	3 hours
LISDSE 4.2	Open Educational Resources	Theory	3	80	20	100	3	3 hours

III Semester

LISDSC 3.1A: Library Management (Theory)

Objectives

a) To enable students to gain a clear understanding of the functions and principles of management.
b) To provide students with knowledge about various library sections along with their objectives and functions.
c) To develop an understanding of library records management.

Learning Outcomes

After completing the course, students are expected to be able to:

a) Comprehend the functions and principles of scientific management.
b) Identify and explain the objectives and functions of different sections of the library.
c) Demonstrate an understanding of library records management.

Unit 1	Management: Concept, Definition, Functions and 14 Principles of Management. Library Management: Meaning and Definition; Sections.
Unit 2	Acquisition Section: Objectives and Functions; Acquisition of Books: Selection Tools, Ordering Procedures.
Unit 3	Technical Section: Objectives and functions. Technical Processing: Classification and Cataloguing.
Unit 4	Circulation Section: Objectives and Functions; Methods of Circulation: Browne and Newark.
Unit 5	Library Maintenance: Building, Furniture and Equipment, Stock Verification, Weeding, Binding.
Unit 6	Library Records Management: Accession Register, Library rules and regulations, Annual Report, Library Statistics; Library Committee.

Books for Reference

1. Mittal R.L: Library Administration: theory and practice. New Delhi: ESS ESS, 2007.
2. Chandra Prakash: Library Administration & Management, Jaipur, Mangal Publications, 1996

3. Koushik, P P: Management of Library and Information. New Delhi: Anmol Publications, 2006.
4. Krishna Kumar: Library Administration, New Delhi, Vikas
5. Prasher R.G: Developing Library Collection, New Delhi, Medallion Press, 1993
6. Ranganthan, S.R.: Library Administration, Vikas, New Delhi. 2001
7. Krishnakumar: Library Manual, New Delhi, Vikas. 2000.
8. Balakrishnan, S and Paliwal, P.K.: Library Administration and Resources. New Delhi: Anmol, 2001

LISDSC 3.1B. Library Management (Practice)

Unit 1	Preparation of book recommendation and approval form, indent, order, and entry in the accession register.
Unit 2	Preparation of membership card, book card, book pocket, and due date slip.
Unit 3	Preparation of library rules and regulations

LISDSE 3.2: Basics of Information and Communication Technology

Objectives

a) To enable students to develop a clear understanding of the fundamentals of ICT.

b) To provide knowledge about various types of computer hardware and software.

c) To cultivate an understanding of the Internet and its significance.

Learning Outcomes

Upon successful completion of the course, students will be able to:

a) Explain the fundamental concepts of ICT.

b) Identify and describe different types of hardware and software.

c) Demonstrate a sound understanding of the Internet and its services.

Unit 1	Information and Communication Technology: Concept, meaning, Components.
Unit 2	Computer: Concept, meaning, Components: Central Processing Unit (CPU), ALU and Control Unit. Generations of computers.
Unit 3	Computer hardware: Concept, meaning, input devices: keyboard, mouse, touchpad, Barcode Reader, Scanner, touchscreen. Output devices: printer, monitor, speaker.
Unit 4	Memory devices: Concept, meaning, types of memory: ROM and RAM, Secondary memory: Floppy disk, hard disk, CD, DVD and pen drive
Unit 5	Computer software: Concept, meaning. Types of software, System software: Operating system: DOS, different DOS Commands, MS Windows. Application software: MS Word, Excel and PowerPoint.
Unit 6	Internet: meaning, need and importance, and evolution. Web browser: meaning, types: Google Chrome. Search engine: need and importance. Search strategies of Google.

Books for Reference:

1. Zorkoczy, P (2005). Information Technology: An Introduction, London: Pitman.
2. Lucy, AT (2005). An Introduction to a Computer-Based Library System. 3rd ed. Chichester: Wiley.
3. Kumar PSG (2004). Information Technology: Applications (Theory and Practice). Delhi: BR Publications.
4. Andrew ST & David JW (2011). Computer Networks: Boston: Pearson Prentice Hall.
5. Balakrishnan, S (2000). Networking and the future of Libraries. New Delhi: ESS, ESS
6. Bose, K (1994). Information Networks in India: Problems and Prospects. New Delhi: ESS, ESS.
7. Jeanne, FM (2006). A Librarian's Guide to the Internet: A Guide to Searching and Evaluating Information. Oxford: Chandos Publishing.

IV Semester

LISDSC 4.1A: Library Services (Theory)

Objectives

a) To enable students to develop a comprehensive understanding of information services.

b) To provide knowledge of the various types of information services.

c) To foster an understanding of user studies and user education.

Learning Outcomes

On successful completion of the course, students will demonstrate the ability to:

a) Explain the fundamental concepts of information services.

b) Identify and discuss different types of information services.

c) Demonstrate a clear understanding of user studies and user education.

Unit 1	Library Service: Concept, meaning, Need and Importance.
Unit 2	Types of Library Services: Reference Services- Short range and long range, Referral Service, Newspaper Clipping Service and Reprographic Service. Bibliographic service.
Unit 3	Alerting services: Meaning, Definitions, Methods; Current Awareness Service (CAS); Selective Dissemination of Information (SDI) Service; Document Delivery Service.
Unit 4	National information centres: NISCPR, DESIDOC, NIC: Objectives, functions and activities
Unit 5	International information centres: UNESCO, IFLA: Objectives, functions and activities
Unit 6	User Study: Meaning, Need, Methods and techniques; User Education: Need and importance

Books for Reference

1. Ranganathan, S.R.: Reference Service, Ed 2, Bangalore: Sarada Ranganathan Endowment for Library Science, 1992.
2. Kaushik, P: Library Information Services and Systems, New Delhi: Anmol Publications, 2006.
3. Chonny: Fundamentals of Reference Service & Sources, Chicago, ALA, 1981
4. Guha, B: Documentation & Information Services Techniques and Systems, Calcutta, World Press, 1982.
5. Khanna, J.K: Handbook of Library Information Systems & Services, New Deacon Books, 1998
6. Khanna, J.K.: Advances in Librarianship, New Delhi, JKK; Publications, 1992
7. Krishan Kumar: Reference Service Ed. 3, Delhi, Vikas, 1987.
8. Sewa Singh: Handbook of Reference and Information Services, New Delhi, ESS, 1987
9. Sharma J.S. & Grover, D.R.: Reference Service and Sources of Information, New Delhi, ESS, 1987. Kumar, Krishan. (1990) Reference service, New Delhi, Vikas.
10. Lucas, Amy, Ed. (1989). Encyclopaedia of Information systems and services. Detroit: Gale Research.
11. Neelameghan, A., and Prasad, K.N. Eds. (2005). Information Systems and Services in India. Bangalore: SRELS.

LISDSC 4.1B: Library Services (Practice)

Unit 1	Preparation of newspaper clippings
Unit 2	Preparation of Journal Table of Contents (ToC) bulletin
Unit 3	Compilation of bibliographies of books

LISDSE 4.2: Open Educational Resources

Objectives

a) To enable students to acquire a comprehensive understanding of Open Educational Resources (OER).
b) To provide knowledge of the various types of OER.
c) To develop an understanding of SWAYAM and its coordinating institutions.

Learning Outcomes

Upon successful completion of the course, students will be able to:

a) Explain the fundamental concepts and principles of OER.
b) Identify and critically discuss different OER platforms.
c) Demonstrate proficiency in locating, evaluating, and utilising OER.

Unit 1	Open Educational Resources (OER): Concept, Meaning, and Definition; Characteristics of OER; Benefits and Challenges of OER.
Unit 2	Types of OER: Open Courseware, Open Textbooks, Open Journals, MOOCs.
Unit 3	International OER Platforms: MIT OpenCourseWare, Open Yale Courses, MERLOT, DOAB, DOAJ.
Unit 4	National OER Platforms: e-PG Pathshala, e-Gyankosh, NPTEL, NDLI, Vijayi Bhava, Jnana Nidhi.
Unit 5	Massive Open Online Courses (MOOCs): meaning, advantages. SWAYAM: quadrants and national coordinators
Unit 6	Searching and identifying OER: NROER, OER Commons

Sources for Reference:

https://egyankosh.ac.in/bitstream/123456789/46306/1/Unit-7.pdf

https://www.education.gov.in/sites/upload_files/mhrd/files/upload_document/20130808_CSFConceptPaper_OER_MHRDConference_v0.7.pdfmj

https://library.educause.edu/topics/teaching-and-learning/open-educational-resources-oer