



DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE UNIVERSITY OF DELHI

Syllabus Bachelor of Library and Information Science (BLISc) Semester 1 & 2

(in accordance to NEP 2020)



Options	Type of Course	Nomenclature of Course:	Credits Distribution			Total Credits	Page No.
<u>Bachelor of Library and Information Science</u>			Lecture	Tutorial	Practical		
Semester I							
Core Courses	DSC-1	Library and Information Society	3	1	0	4	1
	DSC-2	Library Classification: Theory	3	1	0	4	4
	DSC-3	Basics of Information Technology Applications in Libraries: Theory	3	1	0	4	6
	DSC-4	*Library Classification: Practical	0	0	4	4	8
Discipline Specific Elective	DSE-1	*Basics of Information Technology Applications in Libraries: Practical	0	0	4	4	10
	DSE-2	Choose any one of the following:					
		Philosophy and Works of Dr. S.R. Ranganathan	3	1	0	4	12
	Collection Development	3	1	0	14		
	Electronic Resource Management	3	1	0	16		
Skill Enhancement Course	SEC-1	Project Work in LIS: (a) Literature Survey, and (b) Field Survey	2	0	2	4	18
			TOTAL CREDITS			28	
General Elective**	GE-1	Choose any one of the following:					
		Universe of Knowledge	3	1	0	4	20
		Community Information Need and Services	3	1	0		22
		Open Educational Resources	3	1	0		24

* Practical papers will have 8 (4x2) classes per week

** General Elective papers are meant for students of the other departments.

Note: New concepts/developments which will take place may be included in the teaching of the course by the concerned teachers.

Options	Type of Course	Nomenclature of Course:	Credits Distribution			Total Credits	Page No.
		<u>Bachelor of Library and Information Science</u>	Lecture	Tutorial	Practical		
Semester II							
Core Courses	DSC-5	Management of Library and Information Centres	3	1	0	4	27
	DSC-6	Information Sources and Services	3	1	0	4	29
	DSC-7	Library Cataloguing: Theory	3	1	0	4	32
	DSC-8	*Library Cataloguing: Practice	0	0	4	4	34
Discipline Specific Elective	DSE-3	Basics of Information Literacy	0	0	4	4	36
	DSE-4	Choose any one of the following:					
		School Library and Information System	3	1	0	4	38
Skill Enhancement Course		Public Library and Information System	3	1	0		40
	SEC-2	Internship Programme	1	0	3		42
TOTAL CREDITS						28	
General Elective**GE-2		Choose any one of the following:					
		Citation Styles and Tools	3	1	0	4	44
		Personality Development and Communication Skills	3	1	0		47
		Soft Skills in Librarianship	3	1	0		49

* Practical paper will have 8 (4x2) classes per week

** General Elective papers are meant for students of the other departments.

Note: New concepts/developments which will take place may be included in the teaching of the course by the concerned teachers.

BLISc

Semester-I

DSC 1: Library and Information Society

60 Hours
(45hrs Lect. + 15hrs Tut.)

Course Title & Code	Credits	Credit Distribution of the Course			Eligibility Criteria	Pre-Requisite of the Course (if any)
		Lecture	Tutorial	Practical/ Practice		
DSC 1: Library and Information Society	4	3	1	0	-	-

Course Objectives:

To orient and train students regarding fundamentals and philosophy of librarianship; core concepts of data, information and knowledge; types of libraries and their role, functions and services; role and activities of library associations and organizations, library legislation need and provisions with special reference to Indian states; professional ethics, knowledge society and current trends of libraries and librarianship.

Learning Outcomes:

After completing this course, students will be able to:

- Understand the historical development of libraries; laws of library science and contribution of international and national organizations in library development.
- Learn about types of libraries and their functions and services; role and activities of international and national professional associations.
- Comprehend the concept and features of library legislation with special reference to India.
- Profound knowledge of skills and competencies required for library and information science professionals; communication channels; ethical standards; plagiarism and.

UNIT I: Fundamentals of Librarianship

12 Hours

- Role of Library as a Social Institution
- Historical Development of Libraries in India
- Five Laws of Library Science and its implications
- Role and Contribution of International and National Organizations: UNESCO, IFLA, RRRLF, National Knowledge Commission, National Mission on Libraries (NML), National Education Policy 2020

UNIT II: Types of Libraries, Professional Associations and Organizations

11 Hours

- Types of Libraries: Definition, Objectives, Functions and Services: National, Academic, Public, Special, Digital and Green
- Role and Activities of International Professional Associations: ALA, CILIP, SLA
- Role and Activities of National Professional Associations: ILA, IATLIS and IASLIC

UNIT III: Library Legislation & Laws Relating to Library & Information Centres**11 Hours**

- Library Legislation: Need, Purpose, Objectives and Model Library Act,
- Library Legislation in Indian States: Structure and its Salient Features
- Delivery of Books and Newspapers (Public Libraries) Act, Right to Information Act, IT Act and IPR (Latest)
- The Press and Registration of Periodicals Act, 2023

UNIT IV: Information Communication and Professional Competencies**11 Hours**

- Data, Information, Knowledge, Wisdom in Knowledge Society
- Communication Types, Channels, Models and Barriers
- Professional Skills and Competencies in Digital Environment
- Professional Ethics, Plagiarism

Essential Reading

- AHUJA (VK) and BAISHYA (K). Ed. Research and Publication Ethics. National Law University and Judicial Academy, Assam. 2024.
- AMERICAN LIBRARY ASSOCIATION. <https://www.ala.org/>
- BHATT (RK) and Others. Academic Libraries. KK Publications, Delhi. 2018.
- BHATT (RK). History and Development of Libraries in India. Mittal Publications, Delhi. 1995.
- BHATT (RK). Libraries in India: Collection of Connectivity. Ane Books Pvt. Ltd., Delhi. 2010.
- BHATT (RK). University Libraries. Narendra Publishing House, Delhi. 2019.
- BROPHY (P). The Academic Library. Library Association, London. 2000.
- CILIP – CHARTERED INSTITUTE OF LIBRARY AND INFORMATION PROFESSIONALS. <https://www.cilip.org.uk/>
- GOVERNMENT OF INDIA. The Delivery of Books and Newspapers (Public Libraries) Act, 1954.
https://upload.indiacode.nic.in/viewcasepdf?type=act&id=AC_CEN_27_37_00006_195427_1517807322342
- GOVERNMENT OF INDIA. The Press and Registration of Periodicals Act, 2023.
<https://mib.gov.in/sites/default/files/2024-09/press-and-registration-of-periodicals-act-2023.pdf>
- IFLA and UNESCO. IFLA-UNESCO Public Library Manifesto 2022.
<https://repository.ifla.org/rest/api/core/bitstreams/d414c76e-17ef-4581-9c0f-cc6e250a2743/content>
- INDIAN ASSOCIATION OF SPECIAL LIBRARIES AND INFORMATION CENTRES.
<https://www.iaslic1955.org.in/Default.aspx?PageID=62>
- INDIAN LIBRARY ASSOCIATION. <https://ilaindia.co.in/>
- INFLIBNET CENTRE. University Library.
<http://epgp.inflibnet.ac.in/Home/ViewSubject?catid=21>
- NATIONAL KNOWLEDGE COMMISSION. Report of the National Knowledge Commission.
<https://epsiindia.org/wp-content/uploads/2019/02/Knowledge-Commission-Report-20071.pdf>

NATIONAL LIBRARY OF INDIA. <https://www.nationallibrary.gov.in/>
 NATIONAL LIBRARY POLICY AND LIBRARY LEGISLATION.
<https://egyankosh.ac.in/bitstream/123456789/77059/1/Unit-4.pdf>
 RAJA RAMMOHUN ROY LIBRARY FOUNDATION.
<https://online.rrrlf.gov.in/HomePage>
 RANGANATHAN (SR). Five Laws of Library Science. Ed. 2. Sarada Ranganathan
 Endowment for Library Science, Bangalore. 1989.
 SPECIAL LIBRARIES ASSOCIATION. <https://sla.org/>
 VENKATAPPAIAH (V) and MADHUSUDHAN (M). Public Library Legislation in the New
 Millennium. Bookwell, New Delhi. 2006.

Suggested Readings

CHOWDHURY (GG) and Others. Librarianship: An Introduction. Facet Publishing, London. 2008.
 FEATHER (J). The Information Society: A Study of Continuity and Change. Facet Publishing. 2017. Available at: <https://www.facetpublishing.co.uk/page/detail/the-information-society/?k=9781856049597>
 KAPUR (R). Barriers to Effective Communication. 2018. Available at: https://www.researchgate.net/publication/323794732_Barriers_to_Effective_Communication
 KUMAR (PSG). Information and Communication: Kumar's Curriculum Series in Library and Information Science. B.R. Publishing Corporation, Delhi. 2004.
 LI (S) and Others. Problems and Changes in Digital Libraries in the Age of Big Data from the Perspective of User Services. The Journal of Academic Librarianship, 45(1), 22–30. 2019. Available at: <https://doi.org/10.1016/j.acalib.2018.11.012>
 LIEW (A). Understanding Data, Information, Knowledge and their Interrelationships. Journal of Knowledge Management Practice, 7(2), 1–10. 2007.
 McMURRY (JH). The Etiquette Advantage: Personal Skills for Social Success. Stellar Publications, Wilmington, NC. 2002.
 SINGH (KP) and Others. Flying Colours of Platinum Jubilee Celebrations: A Treatise of Anthology of Tested Knowledge. AKS Publishing House, New Delhi. 2021.
 SINGH (SP) and KUMAR (K). Special Libraries in the Electronic Environment. Bookwell Publications, New Delhi. 2005.

DSC 2: Library Classification: Theory

60 Hours
(45hrs Lect. + 15hrs Tut.)

Course Title & Code	Credits	Credit Distribution of the Course			Eligibility Criteria	Pre-Requisite of the Course (if any)
		Lecture	Tutorial	Practical/ Practice		
DSC 2: Library Classification: Theory	4	3	1	0	-	-

Course Objectives:

- To develop conceptual understanding of the principles, need, and types of library classification systems, enabling students to build a strong theoretical foundation in knowledge organization.
- To enhance analytical skills in applying classification techniques such as facet analysis, notation construction, and use of classification devices for organizing library resources effectively.
- To foster critical thinking and evaluative ability by examining major classification schemes (CC, DDC, UDC) and understanding their structure, development, and applicability in different contexts.
- To promote digital and application-oriented learning by exploring the role of classification in information retrieval and its adaptation in digital and web-based library environments.

Learning Outcomes:

After completing this course, students will be able to:

- Understand the fundamental concepts and need for classification in libraries
- Gain the knowledge of different species and devices of library classification.
- Differentiate among major classification systems and understand their components
- Identify the impact of information and communication technology (ICT) on classification and its evolving role in the digital environment

UNIT I: Basics of Library Classification

11 Hours

- Concepts and Definitions
- Need, Purpose and Features of Library Classification
- Species of Library Classification: Enumerative, Faceted, Analytico-Synthetic Schemes
- Normative Principles of Classification: Basic Laws, Canons, and Principles

UNIT II: Notations and Devices of Library Classification

12 Hours

- Postulational Approach and Systems Approach
- Fundamental Categories, Facet Analysis and Facet Sequence
- Notation :Meaning, Qualities and features
- Phase Relation and Common Isolates
- Devices in Library Classification

UNIT III: Schemes of Library Classification**12 Hours**

- Historical Development
- Overview and structure of Major Schemes: CC, DDC& UDC
- Modes of formation of subjects
- Construction of Class Numbers
- Call Number: Class Number, Book Number and Collection Number

UNIT IV: Trends, Evaluation and Digital Application**10 Hours**

- Current Trends in Library Classification
- Role of classification in information retrieval
- Classification in digital environment and web-based systems

Essential Readings

- KRISHAN KUMAR. Theory of classification. Vikas, New Delhi. 1993.
- MANN (M). Introduction to cataloguing and the classification of books. Ed. 2. ALA, Chicago. 1943.
- RANGANATHAN (SR). Descriptive account of the Colon Classification. Sarada Ranganathan Endowment for Library Science, Bangalore. 1990.
- RANGANATHAN (SR). Prolegomena to library classification. Ed. 3. Sarada Ranganathan Endowment for Library Science, Bangalore. 1989.
- SAYERS (WCB). Manual of classification for librarians. Rev. by Arthur Maltby. Ed. 5. Andre Deutsch, London. 1975.
- SAYERS (WCB). Introduction to library classification. Rev. by Arthur Maltby. Ed. 9. Grafton, London. 1958.

Suggested Readings

- BHATT (RK) and others. Colon Classification Scheme: A simple study. Y K Publishers, Agra. 2002.
- SATIJA (MP) and SINGH (KP). Colon Classification (Hindi). Ess Ess Publications, New Delhi. 2010.
- WYNAR (BS). Introduction to cataloguing and classification. Ed. 7. Libraries Unlimited, New York. 1985.

DSC 3: Basics of Information Technology Applications in Libraries: Theory

60 Hours
(45hrs Lect. + 15hrs Tut.)

Course Title & Code	Credits	Credit Distribution of the Course			Eligibility Criteria	Pre-Requisite of the Course (if any)
		Lecture	Tutorial	Practical/ Practice		
DSC 3: Basics of Information Technology Applications in Libraries: Theory	4	3	1	0	-	-

Course Objectives:

The course aims to develop a comprehensive understanding of library automation, including its concepts, planning, and implementation in modern library environments. It equips students with knowledge of Integrated Library Management Software (ILMS), its functional modules, and strategies for effective software selection and maintenance. The course also familiarizes learners with standards, technologies, and interoperability practices essential for efficient information management and resource sharing.

Learning Outcomes:

After completing this course, students will be able to:

- Explain the principles and significance of library automation in the digital era
- Identify and describe key modules and standards used in automated library systems
- Apply knowledge of tools, software, and protocols to design automation plans
- Evaluate and implement library automation software in real-world settings

UNIT I: Foundation of Library Automation

10 Hours

- Library Automation: Definition, Objectives, Scope
- Merits and Barriers of Automation in Libraries
- Planning and Implementation of Library Automation

UNIT II: Software Applications and Implementation Strategies

10 Hours

- Integrated Library Management Software (ILMS)
- Criteria for Software Selection and Evaluation
- Housekeeping Operations
- Maintenance, Troubleshooting, and User Feedback

UNIT III: Functional Modules of Integrated Library Management Software

10 Hours

- Administration Module
- Acquisition Module
- Cataloguing Module
- Circulation Module
- Serials Control Module
- OPAC/Web OPAC

UNIT IV: Standards, Technologies and Interoperability**15 Hours**

- Library and Metadata Standards (**MARC, Dublin Core, etc.**)
- Information Exchange Standards/ Protocols (**Z39.50, OAI-PMH**)
- Communication and Networking Standards in Libraries
- Content Representation Standards (**RDA, AACR2**)
- Metadata Harvesting and Data Migration
- Introduction to Digital Libraries and Institutional Repositories

Essential Readings

BALASUBRAMANIAN (P), AND YOHANNAN (S). Library Automation and Digitization. New Delhi: Ess Ess Publications, 2021.

INFLIBNET CENTRE. Software for university libraries: User manual. Gandhinagar: INFLIBNET Centre. n.d.

JOHANSON (EB). Library automation. Oryson Press. 2023.

ZENG (ML) and QIN (J). Metadata. London: Facet Publishing. 2022.

Suggested Readings

BILAL (D). Library automation: Core concepts and practical systems analysis. Santa Barbara: Libraries Unlimited. 2014.

EVANS (GE) and others. Introduction to technical services. Santa Barbara: Libraries Unlimited. 2021.

HANEEFA (KM). Library automation: Theory and practice. New Delhi: Ess Ess Publications. 2020.

HARAVU (LJ). Library automation: Design, principles and practice. New Delhi: Allied Publishers. 2004.

TRAMULLAS (J) and GARRIDO (P), eds. Library automation and OPAC 2.0: Information access and services in the 2.0 landscape. Hershey: IGI Global. 2013.

MADHUSUDHAN (M) and PANDEY (P). Smart Library Systems: Competencies for Information Professionals. Agra: Social Development Federation. 2026.

DSC 4: Library Classification: Practical

120 Hours
(120hrs Practical)

Course Title & Code	Credits	Credit Distribution of the Course			Eligibility Criteria	Pre-Requisite of the Course (if any)
		Lecture	Tutorial	Practical/ Practice		
DSC 4: Library Classification: Practical	4	0	0	4	-	-

Course Objectives:

This course provides a comprehensive foundation in library classification, focusing on the practical application of Colon Classification (6th Ed.) and Dewey Decimal Classification. Students will master document analysis, subject determination, and the use of complex tables and devices to ensure efficient library organization and retrieval.

Learning Outcomes:

After completing this course, students will be able to:

- Understand and apply the principles of library classification systems, such as Colon Classification (CC) and Dewey Decimal Classification (DDC).
- Classify various types of library materials accurately using standard classification schemes.
- Develop skills to analyze documents and determine appropriate classification numbers for efficient library organization and retrieval.
- Enhance problem-solving abilities related to complex classification scenarios encountered in real-world libraries.

UNIT I: Colon Classification (Ed. 6)

25 Hours

- Introduction, Structure and Organisation
- Steps in Classification
- Classification of Documents: Basic and Compound Subjects

UNIT II: Colon Classification (Ed. 6)

35 Hours

- Use and application of Common Isolates
- Use and application of Phase Relations
- Use and application of Various Devices
- Systems and Specials

UNIT III: Dewey Decimal Classification (Latest Edition)

35 Hours

- Introduction, Structure and Organisation
- Classification of Documents using Standard Subdivisions (Table-1)

UNIT IV: Dewey Decimal Classification (Latest Edition)

25 Hours

- Classification of Documents using Tables 2 to 6

Essential Readings

- DEWEY (Melvil). Dewey Decimal Classification. Ed. 21. Forest Press, Dublin, USA. 1996.
- RANGANATHAN (SR). Colon Classification. Ed. 6. Sarada Ranganathan Endowment for Library Science, Bangalore. 1960.
- RANGANATHAN (SR). Descriptive account of the Colon Classification. Sarada Ranganathan Endowment for Library Science, Bangalore. 1990.
- RANGANATHAN (SR). Elements of library classification. Sarada Ranganathan Endowment for Library Science, Bangalore. 1989.
- RANGANATHAN (SR). Prolegomena to library classification. Ed. 3. Sarada Ranganathan Endowment for Library Science, Bangalore. 1989.
- SAYERS (WCB). Introduction to library classification. Rev. by Arthur Maltby. Ed. 9. Grafton, London. 1958.
- SAYERS (WCB). Manual of classification for librarians. Rev. by Arthur Maltby. Ed. 5. Andre Deutsch, London. 1975.
- WYNAR (BS). Introduction to cataloguing and classification. Ed. 7. Libraries Unlimited, New York. 1985.

Suggested Readings

- BHATT (RK) and others. Colon Classification Scheme: A simple study. Y K Publishers, Agra. 2002.
- KAULA (PN). A treatise on colon classification. Sterling Publishers, New Delhi. 1985.
- KRISHAN KUMAR. Theory of classification. Vikas, New Delhi. 1993.
- MANN (M). Introduction to cataloguing and the classification of books. Ed. 2. ALA, Chicago. 1943.
- SATIJA (MP) and SINGH (KP). Colon Classification (Hindi). Ess Ess Publications, New Delhi. 2010.
- SATIJA (MP). Manual for practical colon classification. Rev. Ed. 3. Sterling Publishers, New Delhi. 1995.
- SATIJA (MP). The theory and practice of the Dewey Decimal Classification system. Chandos Publishing, Oxford. 2007.

DSE 1a: Basics of Information Technology Applications in Libraries: Practical

120 Hours
(120hrs Practical)

Course Title & Code	Credits	Credit Distribution of the Course			Eligibility Criteria	Pre-Requisite of the Course (if any)
		Lecture	Tutorial	Practical/ Practice		
DSE 1a: Basics of Information Technology Applications in Libraries: Practical	4	0	0	4	-	-

Course Objectives:

The course aims to provide hands-on training in library automation using SOUL, enabling students to perform core housekeeping operations such as acquisition, database creation, circulation, and serial control. It also develops competencies in OPAC management and advanced information searching across catalogues, databases, and the internet. The course prepares learners to efficiently manage automated library systems and deliver user-oriented services.

Learning Outcomes:

After completing this course, students will be able to:

- Install and configure SOUL for library automation;
- Manage administration module
- Perform cataloguing, circulation, and reporting using SOUL modules;
- Manage serials using SOUL serial management module

UNIT I: Library Automation Using SOUL

20 Hours

- Installation and configuration of SOUL
- Creation of library, branches and user categories
- System preferences
- Bibliographic framework configuration

UNIT II: Acquisition Module

30 Hours

- Fund Management
- Vendor Management
- Suggestions
- Purchase Order
- Accessioning of Documents

UNIT III: Database Creation, OPAC and Internet Searching

40 Hours

- Database Creation

- Creation of Master Databases
- OPAC configuration and customization
- OPAC Searching: Basic and Advance
- Searching Union Catalogue
- Searching Online Databases (Bibliographic, Full-Text and Citational)
- Internet Searching: Basic and Advance

UNIT IV: Circulation and Serial Control

30 Hours

- Patron Management and Membership Creation
- Circulation of Library Materials
- Subscription of Journals and Databases
- Generation of Reports and Statistics

Essential Readings

BRADLEY (P). Expert Internet searching. Ed. 5. London: Facet Publishing. 2019.
 BREEDING (M). Library technology guides. Chicago: American Library Association. 2016.
 HARAVU (LJ). Library automation: Design, principles and practice. New Delhi: Allied Publishers. 2004.

Suggested Readings

BORGMAN (CL). Scholarship in the digital age: Information, infrastructure, and the Internet. Cambridge: MIT Press. 2007.
 RMS (WY). Digital libraries. Cambridge: MIT Press. 2000.
 INFLIBNET CENTRE. Software for university libraries: User manual. Gandhinagar: INFLIBNET Centre. n.d.

DSE 2a: Philosophy and Works of Dr. S. R. Ranganathan

60 Hours
(45hrs Lect. + 15hrs Tut.)

Course Title & Code	Credits	Credit Distribution of the Course			Eligibility Criteria	Pre-Requisite of the Course (if any)
		Lecture	Tutorial	Practical/ Practice		
DSE 2a: Philosophy and Works of Dr. S. R. Ranganathan	4	3	1	0	-	-

Course Objectives:

The course aims to introduce the philosophical foundations and contributions of S. R. Ranganathan to library and information science. It develops an understanding of his core principles, including the Five Laws of Library Science and their contemporary relevance. The course also familiarizes learners with his major works and their impact on modern library practices.

Learning Outcomes:

After completing this course, students will be able to:

- Explain the life and professional journey of Dr. S. R. Ranganathan.
- Understand and apply the Five Laws of Library Science and Colon Classification.
- Analyze Ranganathan's impact on library education, reference service, and library legislation.
- Appreciate Ranganathan's continuing relevance in the digital and knowledge society era.

UNIT I: Life and Legacy of Dr. S. R. Ranganathan

11 Hours

- Early Life, Education, and Career Milestones
- Appointment at Madras University Library
- Influence of Mathematics and Philosophy in his Work
- National and International Recognition
- Vision and Mission for Library Development in India

UNIT II: Major Theories and Contributions

12 Hours

- The Five Laws of Library Science: Interpretation and Application
- Theory of Colon Classification: Structure, Facets, and Notational System
- Chain Procedure for Subject Indexing
- Contribution to Cataloguing: Classified Catalogue Code (CCC)

UNIT III: Contributions to Library Education, Research & Development in India

12 Hours

- Role in Development of Library Education in India
- Pioneering Efforts in Library Legislation (e.g., Madras Public Libraries Act)
- Establishment of Professional Bodies: ILA, DRTC
- Development of Reference Service, Documentation, and Library Management Principles
- Ranganathan's Work in Library Extension and Public Libraries

UNIT IV: Continuing Relevance and Impact**10 Hours**

- Impact on Modern Classification Theory and Practice
- Relevance of Five Laws in the Digital and Electronic Resource Environment
- Influence on Library Automation and Digital Libraries
- Ranganathan's Impact on World Librarianship

Essential Readings

- GIRIJA KUMAR. S.R. Ranganathan, an Intellectual Biography. Delhi, Har-Anand Publications. 1992.
- NEELAMEGHAN (A) and SINGH (S). Dr. S. R. Ranganathan and knowledge organisation in the 21st century. Bangalore, SRELS. 1995.
- RAJAGOPALAN (TS). Ranganathan's Philosophy: Assessment , Impact and Relevance. Vikas Publishing House Pvt Ltd., Uttar Pradesh. 1986.
- RANGANATHAN (SR). The five laws of library science. Madras, Madras Library Association. 1931.
- RANGANATHAN (SR). Library administration. Madras: Madras Library Association. 1935.
- RANGANATHAN (SR). Colon classification. 6th ed. Bangalore, SRELS. 1960.
- RANGANATHAN (SR). Reference service. 2nd ed. Bombay, Asia Publishing House. 1961.
- RANGANATHAN (SR). The classified catalogue code. 5th ed. Bangalore, SRELS. 1964.
- RANGANATHAN (SR). Prolegomena to library classification. Bombay, Asia Publishing House. 1967.
- RANGANATHAN (SR) and KAULA (PN). A Librarian Looks Back: An Autobiography of Dr. S.R. Ranganathan. Delhi, ABC Publishing House. 1992.

Suggested Readings

- SATIJA (MP). S. R. Ranganathan: the father of library science in India. New Delhi, EssEss Publications. 2000.
- SATIJA (MP) and others. SR Ranganathan: Some Select Indian Studies on His life and Work. Today & Tomorrow's Printers and Publishers, New Delhi. 2024.
- SINGH (KP). Playing from the Front: A Story of Unfolded Acts of a Library and Information Science Teacher. AKS Publishing House, Delhi, 2020.
- SINGH (KP). 75 Glorious Years, Department of Library and Information Science: Pioneer in LIS Teaching, Research & Innovation. AKS Publishing House, New Delhi. 2021.
- SRIDHAR (MS). S. R. Ranganathan: a multidimensional study. Bangalore, SRELS. 1992.

DSE 2b: Collection Development

60 Hours
(45hrs Lect. + 15hrs Tut.)

Course Title & Code	Credits	Credit Distribution of the Course			Eligibility Criteria	Pre-Requisite of the Course (if any)
		Lecture	Tutorial	Practical/ Practice		
DSE 2b: Collection Development	4	3	1	0	-	-

Course Objectives:

The course aims to develop an understanding of principles, policies, and practices of collection development and management in libraries. It equips students with skills in selection, acquisition, evaluation, and maintenance of library resources in both print and digital formats. The course also prepares learners to build balanced, user-oriented collections that support the needs of diverse communities.

Learning Outcomes:

After completing this course, students will be able to:

- Learn the fundamental concepts of collection development and management, analyse user needs as well as understand the budgetary considerations in collection development.
- Evaluate, select resources using appropriate criteria and tools and will be able to acquire books, serials, e-resources and non-book materials.
- Gain knowledge about technical processing, evaluation, weeding and preservation of library materials.
- Understand the emerging trends in collection development and management.

UNIT I: Introduction to Collection Development

10 Hours

- Collection Development: Concept, Need and Prerequisites
- Collection Development Policy
- Collection Development: Planning, Budgeting and Allocation of Funds

UNIT II: Selection and Acquisition of Information Sources

12 Hours

- Assessing User Needs and Community Analysis
- Selection Process: Principles of Book Selection
- Selection Criteria and Tools
- Acquisition Process for Books
- Acquisition of Serials, E-resources and non-Book materials

UNIT III: Collection Management

12 Hours

- Collection Management: Concept and Need
- Technical Processing of Information sources
- Preservation and Conservation of Library Materials
- Collection Analysis: Evaluation and Techniques
- Weeding: Reasons and Criteria for Weeding Library Materials

UNIT IV: Trends in Collection Development and Management

11 Hours

- Cooperative Collection Development and Management
- Collection Development in the Digital Environment
- Collection Development and Institutional repositories
- Information Literacy for Promoting Use of the Collection

Essential Readings

CLAYTON (PR) and GORMAN (GE). Managing information resources in libraries: collection management in theory and practice. Facet Publishing, London. 2006.

EVANS (GE) and SAPONARO (MZ). Collection management basics. Ed. 7. Libraries Unlimited Inc., London. 2019.

JOHNSON (P). Fundamentals of collection development and management. Ed. 4. Facet Publishing, London. 2018.

KATZ (WA). Collection development: the selection of materials for libraries. Holt, Rinehart and Winston, New York. 1980.

LISA (KH) and DIANE (LV), eds. Library management: a practical guide. Ed. 2. ALA, Chicago. 2019.

Suggested Readings

EVANS (GE) and SAPONARO (MZ). Developing library and information center collections. Ed. 5. Libraries Unlimited, London. 2005.

KRISHAN KUMAR. Library management in electronic environment. Har-Anand Publications, New Delhi. 2007.

MITTAL (R). Library administration: theory and practice. Ess Ess, New Delhi. 2007.

RANGANATHAN (SR). Library administration. Asia Publishing House, Bombay. 1935.

DSE 2c: Electronic Resource Management

60 Hours
(45hrs Lect. + 15hrs Tut.)

Course Title & Code	Credits	Credit Distribution of the Course			Eligibility Criteria	Pre-Requisite of the Course (if any)
		Lecture	Tutorial	Practical/ Practice		
DSE 2c: Electronic Resource Management	4	3	1	0	-	-

Course Objectives:

The course aims to provide a comprehensive understanding of electronic resources, their life cycle, and their role in different types of libraries. It equips students with skills in selection, acquisition, access management, licensing, and evaluation of e-resources. The course also prepares learners to effectively manage, preserve, and promote electronic resources using appropriate tools, standards, and practices.

Learning Outcomes:

After completing this course, students will be able to:

- The meaning, definition and types of electronic resources.
- The electronic resources and their life cycles.
- About collection development and management of e-resources.
- The access management to electronic resources.

UNIT 1: Electronic Resources

10 Hours

- Electronic Resources: Concept, Definition, Need, Characteristics and Types
- E-Resource Life Cycle
- Role of E-Resources in Academic, Public and Research Libraries

UNIT II: Collection Development

12 Hours

- Selection and Acquisition of E-Resources
- Collection Development Policy
- Subscription Models
- Types of Licenses
- Licensing Agreements

UNIT III: Access Management

11 Hours

- Access Management of E-Resources
- Discovery Tools and Link Resolvers
- E-Resource Publicity
- User Training, Awareness
- Ethical Use of E-Resources

UNIT IV: Management and Evaluation**11 Hours**

- Electronic Resource Management Systems
- Evaluation and Assessment of Electronic Resources
- Standards and Guidelines
- Preservation and Archiving of Electronic Resources
- Future Trends in Electronic Resource Management

Essential Readings

- COLE (J) and others. E-serials collection management: Transition, trends and technicalities. London: CRC Press. 2003.
- FECKO (MB). Electronic resources: Access and issues. London: Bowker-Saur. 1997.
- HANSON (A) and LEVIN (B L). Building a virtual library. Hershey, PA: Information Science Publishing. 2002.
- JONES (W), ed. E-journal access and management. New York: Routledge. 2009.
- KATZ (LS). Collection development policies: New dimension for changing collections. London: Routledge Kegan Paul. 2003.
- KATZ (LS). Managing digital resources in libraries. London: Routledge Kegan Paul. 2005.
- YU (H) and BREIVOLD (S). Electronic resource management in libraries: Research and practice. Hershey, PA: Information Science Reference. 2008.

Suggested Readings

- CONGER (JE). Collaborative electronic resource management: From acquisitions to assessment. Westport: Libraries Unlimited. 2004.
- CURTIS (D). E-journals: How to do it—manual for building, managing and supporting electronic journal collection. London: Facet Publishing. 2005.
- KEMP (R). E-resource evaluation and usage statistics: Selector's choices. Saarbrücken: VDM Verlag. 2008.
- LEE (SD). Building an electronic resource collection: A practical guide. London: Library Association Publishing. 2002.
- LEE (SH). Electronic resources and collection development. London: Routledge Kegan Paul. 2003.
- MITCHELL (AM) and SURRATT (BE). Cataloguing and organizing digital resources: A how-to-do-it manual for librarians. London: Facet Publishing. 2005.
- SHUKULA (S). Electronic resource management: What, why and how. New Delhi: Ess Ess Publication. 2010.

SEC-1: Project Work in LIS: (a) Literature Survey, and (b) Field Survey

Course Title & Code	Credits	Credit Distribution of the Course			Eligibility Criteria	Pre-Requisite of the Course (if any)
		Lecture	Tutorial	Practical/ Practice		
SEC-1: Project Work in LIS: (a) Literature Survey, and (b) Field Survey	4	2	0	2	-	-

Course Objectives:

The objectives of this course are to equip students with the essential research and practical skills required in a professional library setting. Students will undergo comprehensive training in literature searching, mastering the use of both traditional print resources and modern online databases within their specific area of study. This technical foundation is further strengthened by instruction on the systematic preparation of bibliographies and documentation lists. In addition to theoretical knowledge, the curriculum emphasizes practical application by exposing students to the real working environment of a library. By assigning topics centered on actual library operations, the program ensures students understand the complexities of daily management. Finally, students will be trained to synthesize their findings into a professional state-of-the-art report, demonstrating their ability to evaluate and present the current landscape of their assigned research field.

Learning Outcomes:

After completing this course, students will be able to:

- Conduct systematic literature searches using print and electronic sources.
- Prepare bibliographies and documentation lists using standard citation styles.
- Understand library housekeeping operations through practical exposure.
- Prepare state-of-the-art project report based on literature review and field survey.

UNIT I: Literature Search and Information Sources

- Concept and purpose of literature search
- Search techniques: keywords, Boolean operators, filters, etc
- Use of Shodhganga, Shodgangotri, Electronic Databases
- Basic awareness about plagiarism and ethical use of information

UNIT II: Bibliography and Documentation

- Concept, purpose and types of bibliography
- Bibliographic description of books, articles, and web resources
- Citation styles: APA (Latest) and MLA (Latest)
- Literature review: methods and organization
- Preparation of Indices

UNIT III: Field Survey

- Orientation to library housekeeping operations
- Methods of data collection: observation, interview, and questionnaire
- Field visit

UNIT IV: Report Writing

- Structure of the report: introduction, analysis, conclusion, references
 - Academic writing and research ethics
 - Report preparation, presentation, and viva-voce
-

Essential Readings

CHOWDHURY (G G) and CHOWDHURY (Sudatta). Searching CD-ROM and online information sources. 2000. Library Association, London.

BUSHA (C H). Research methods in librarianship. 1990. Academic Press, New York.

POWELL (R R) and SILIPIGNI (C L). Basic research methods for librarians. Ed. 4. 2004. Libraries Unlimited, Westport.

SINGH (S P). Research methods in social sciences: a manual for designing questionnaires. 2002. Kanishka, New Delhi.

Suggested Readings

LANCASTER (F Wilfred). Indexing and abstracting in theory and practice. Ed. 3. 2003. University of Illinois, Urbana.

BROWN (Christopher C.). Librarian's Guide to Online Searching: Cultivating Database Skills for Research and Instruction. Ed 6. 2021. Libraries Unlimited, Westport.

GE 1a: Universe of Knowledge

60 Hours
(45hrs Lect. + 15hrs Tut.)

Course Title & Code	Credits	Credit Distribution of the Course			Eligibility Criteria	Pre-Requisite of the Course (if any)
		Lecture	Tutorial	Practical/ Practice		
GE 1a: Universe of Knowledge	4	3	1	0	-	-

Course Objectives:

The course aims to introduce the concept and evolution of the universe of knowledge and its structural organization across disciplines. It develops an understanding of knowledge classification, mapping, and interdisciplinary relationships. The course also prepares learners to apply these concepts in organizing and retrieving information effectively in library systems.

Learning Outcomes:

After completing this course, students will be able to:

- Explain the concept, scope, and evolution of the universe of knowledge and understand its philosophical foundations.
- Analyze various modes of thinking and methods of knowledge formation across disciplines.
- Examine the structure, organization, and dissemination of knowledge within society and classification systems.
- Evaluate the role of research, scholarship, and libraries in the creation, preservation, and transmission of knowledge.

UNIT I: Concept and Development of Knowledge

12 Hours

- Meaning of the Universe of Knowledge
- Scope of the Universe of Knowledge: Epistemology, Metaphysics, Logic and Education
- Interrelation of Various Subjects

UNIT II: Modes of Thinking and Methods of Knowledge Formation

12 Hours

- Authority-centred Modes of Thinking
- Speculative Modes of Thinking
- Positivist Modes of Thinking
- Modes of Formation of Subjects and Branches of Knowledge

UNIT III: Structure and Organization of Knowledge

11 Hours

- Knowledge and Society
- Mapping of the Universe of Knowledge in Major Classification Schemes
- Dissemination of Knowledge and Information
- Knowledge and its Dynamics: Sources of Knowledge, Pattern of Development of Knowledge, and Advent of a Genius

UNIT IV: Research, Scholarship and Libraries in Knowledge Development 10 Hours

- Role of Research in the Growth of Knowledge: Fundamental and Applied Research
 - Organization of Research
 - Libraries as Centres of Knowledge Preservation, Organisation, and Dissemination
-

Essential Readings

- AGGARWAL (DS). Lectures on universe of knowledge. Delhi, Academic Publications. 1985.
- BATES (MJ). Understanding information: studies in the philosophy of information. Berlin, Springer. 2010.
- BLISS (HE). The organization of knowledge and the system of the sciences. New York, Henry Holt. 1929.
- BROOKES (BC). Fundamentals of information science. London, Harrow. 1980.
- FARRADANE (J). Concepts of information and knowledge. London, ASLIB. 1979.
- MACHLUP (F). The production and distribution of knowledge in the UNITED States. Princeton, Princeton University Press. 1962.
- MUKHERJEE (AK). Librarianship: its philosophy and history. Delhi, Asia Publishing House. 1966.
- PANDEY (SK) and SHARMA (SK). Universe of knowledge and research methodology. Delhi, KEN Publications. 1990.
- RANGANATHAN (SR). Prolegomena to library classification. Bombay, Asia Publishing House. 1967.

Suggested Readings

- KHANNA (JK). Communicating knowledge. Kurukshetra, Research Publications. 1997.
- KHANNA (JK) and VASHISHT (KK). Knowledge: evolution, structure and research methodology. Delhi, Ess Ess Publications. 1985.
- SHERA (JH). Foundations of education for librarianship. New York, Wiley. 1972.
- ZIMAN (J). Public knowledge: the social dimension of science. Cambridge, Cambridge University Press. 1968.

GE 1b: Community Information Need and Services

60 Hours
(45hrs Lect. + 15hrs Tut.)

Course Title & Code	Credits	Credit Distribution of the Course			Eligibility Criteria	Pre-Requisite of the Course (if any)
		Lecture	Tutorial	Practical/ Practice		
GE 1b: Community Information Need and Services	4	3	1	0	-	-

Course Objectives:

The course aims to develop an understanding of community information needs and the role of libraries in supporting community development and empowerment. It equips students with skills to assess diverse information needs, especially of marginalized and underserved groups, and to design effective community information services. The course also prepares learners to address challenges, use ICT tools, and adopt best practices for inclusive and sustainable information service delivery.

Learning Outcomes:

After completing this course, students will be able to:

- know the concept, foundation and significance of community information service for inclusive growth;
- analyse different type of communities and their information needs using appropriate method;
- design and create effective community information services
- understand the challenges and ways to come out of the barrier in access to information and effective delivery

UNIT I: Foundations of Community Information Needs

12 Hours

- Types of Communities and their Information Needs
- Factors Influencing Community Needs
- The Role of Information in Community Development and Empowerment

UNIT II: Community Information Needs Assessment

11 Hours

- Information Needs of Various Groups
- Special Needs of Marginalized, Rural, and Minority Communities
- Digital Divide and Issues of Information Equity
- Methods of Community Needs Assessment

UNIT III: Delivering and Managing Community Information Services

11 Hours

- Community Information Services (CIS): Concept and Objectives
- Models of Community Information Centers
- Role of Public Libraries in Providing Community Information
- Use of ICT and Social Media for Community Engagement

UNIT IV: Challenges and Future Directions

11 Hours

- Barriers to Information Access
- Sustainability and Funding of Community Information Services
- National and International Best Practices
- The Evolving Role of Information Professionals in Community Information Services

Essential Readings

- FISHER (KE) and others, eds. Theories of information behavior. Medford, NJ: Information Today. 2005.
- HERNON (P) and McCLURE (CR). Evaluation and library decision making. Norwood, NJ: Ablex Publishing. 1987.
- KOONTZ (C) and GUBBIN (B), eds. IFLA public library service guidelines. Berlin: De Gruyter Saur. 2010.
- LINE (MB). Draft definitions: Information and library needs, wants, demands and uses. ASLIB Proceedings, 26(2), 87–91. 1974.
- PAISLEY (WJ). Information needs and uses. Annual Review of Information Science and Technology, 3, 1–30. 1968.

Suggested Readings

- CASE (DO) and GIVEN (LM). Looking for information: A survey of research on information seeking, needs, and behavior. Bingley: Emerald Group Publishing. 2016.
- CHATMAN (EA). The impoverished life-world of outsiders. Journal of the American Society for Information Science, 47(3), 193–206. 1996.
- RUBIN (RE) and RUBIN (RG). Foundations of library and information science. Chicago: ALA Neal-Schuman. 2020.
- WILLIAMSON (K) and others. Research methods: Information, systems, and contexts. Cambridge: Chandos Publishing. 2018.
- YU (L). Understanding information inequality: Making sense of the literature of the information and digital divides. Journal of Librarianship and Information Science, 42(4), 229–252. 2010.

GE 1c: Open Educational Resources (OER)

60 Hours
(45hrs Lect. + 15hrs Tut.)

Course Title & Code	Credits	Credit Distribution of the Course			Eligibility Criteria	Pre-Requisite of the Course (if any)
		Lecture	Tutorial	Practical/ Practice		
GE 1c: Open Educational Resources (OER)	4	3	1	0	-	-

Course Objectives:

The course aims to introduce the concept, scope, and significance of Open Educational Resources (OER) in enhancing access to knowledge. It develops skills in identifying, evaluating, creating, and using OER effectively while understanding licensing frameworks such as Creative Commons. The course also prepares learners to integrate OER into teaching, learning, and library services to promote open and inclusive education.

Learning Outcomes:

After completing this course, students will be able to:

- Explain the concept, philosophy, and global development of Open Educational Resources and Open Education movements.
- Identify major OER repositories, platforms, and policies supporting open education in India and internationally.
- Apply open licensing frameworks and copyright principles in the creation and reuse of educational resources.
- Evaluate, create, and manage Open Educational Resources to support teaching, learning, and knowledge dissemination.

UNIT I: Introduction to Open Educational Resources

12 Hours

- Concept, definition, and characteristics of Open Educational Resources
- Historical development of OER and the Open Education movement
- Principles of openness in education
- Role of UNESCO and international organizations in promoting OER
- Benefits and challenges of OER in higher education

UNIT II: OER Platforms, Repositories, and Policies

11 Hours

- OER initiatives: National and International
- Institutional repositories and digital learning platforms
- National education policies supporting OER
- Role of libraries in promoting access to OER

UNIT III: Licensing, Copyright, and Legal Framework

11 Hours

- Copyright issues in educational content
- Creative Commons licenses: types and applications
- Ethical use, attribution, and reuse of OER
- Open access publishing and open knowledge dissemination

UNIT IV: Creation, Evaluation, and Management of OER**11 Hours**

- Methods of creating and adapting OER
- Tools and technologies for developing digital learning resources
- Quality evaluation criteria for OER
- Metadata standards and discovery tools

Essential Readings

- BUTCHER (N). A Basic Guide to Open Educational Resources (OER). Commonwealth of Learning, 2011.
- ATKINS (DE) and others. A Review of the Open Educational Resources (OER) Movement. Hewlett Foundation, 2007.
- WILEY (D). Open Content and Open Educational Resources: Enabling Universal Education. International Review of Research in Open and Distance Learning.
- UNESCO. Guidelines for Open Educational Resources in Higher Education. UNESCO Publishing, Paris, 2012.
- HILTON (J). Open Educational Resources and College Textbook Choices. Educational Technology Research and Development, 2016.

Suggested Readings

- SMITH (MS) and others. The Promise of Open Educational Resources. Change Magazine, 2006.
- JHANGIANI (RS) and BISWAS-DIENER (R). Eds. Open: The Philosophy and Practices that are Revolutionizing Education and Science. Ubiquity Press, 2017.
- MISHRA (S). Open Educational Resources: Policy, Costs and Transformation. Commonwealth of Learning, 2018.
- DOWNES (S). Models for Sustainable Open Educational Resources. Interdisciplinary Journal of Knowledge and Learning Objects, 2007.
- OKADA (A). Open Educational Resources and Social Networks. Scholio Educational Research & Publishing, 2014

BLISc

Semester-II

DSC 5: Management of Library and Information Centres

60 Hours
(45hrs Lect. + 15hrs Tut.)

Course Title & Code	Credits	Credit Distribution of the Course			Eligibility Criteria	Pre-Requisite of the Course (if any)
		Lecture	Tutorial	Practical/ Practice		
DSC 5: Management of Library and Information Centres	4	3	1	0	-	-

Course Objectives:

The course aims to develop an understanding of management principles and their application in library settings, including planning, governance, and quality management. It equips students with essential skills in financial management, human resource management, and collection development. The course also prepares learners to efficiently manage library services and operations while enhancing user engagement and service delivery.

Learning Outcomes:

After completing this course, students will be able to:

- Develop understanding of the principles of management and functions of managing a library and information centre, including planning, organizing, staffing, directing, and controlling.
- Gain the knowledge of financial management in libraries, including budgeting, financial planning, and resource allocation.
- Learn about the management of human resources in a library setting, including staffing, training, and development.
- Acquire the knowledge of library operations, including collection development, technical processing, circulation, and maintenance and learn the provision of library and information services.

UNIT I: Concept and Functions of Management

12 Hours

- Principles of Management and Their Application in Libraries
- Total Quality Management and its application in Libraries
- Library Planning
- Organizational Structure of Libraries
- Library Governance
- Library Statistics and Annual Report

UNIT II: Financial Management and Human Resource Management

11 Hours

- Sources of Library Finance and Resource Allocation
- Library Budget and Budgeting Techniques
- Staffing: Recruitment and Selection
- Staff Development and Motivation
- Performance Appraisal

UNIT III: Collection Development and Management**11 Hours**

- Collection Development policies and procedures
- Selection and Acquisition of Library Materials
- Collection Maintenance and Weeding
- Preservation and Conservation of Library Materials

UNIT IV: Library Services and Operations**11 Hours**

- Circulation Procedures and Services:
- Reference and Information Services
- Online Information Services
- Promoting Library Services

Essential Readings

- EVANS (GE) and ALIRE (CA). Management basics for information professionals. American Library Association, Chicago. 2013.
- MORAN (BB) and others. Library and information center management. Ed. 8. Bloomsbury Academic, United States. 2017.
- CLAYTON (PR) and GORMAN (GE). Managing information resources in libraries: collection management in theory and practice. Facet Publishing, London. 2006.
- KRISHAN KUMAR. Library management in electronic environment. Har-Anand Publications, New Delhi. 2007.
- MATTHEWS (J). Strategic planning and management for library managers. Libraries Unlimited, London. 2005.
- RANGANATHAN (SR). Library administration. New Delhi, Ess Ess Publications, New Delhi. 2006.

Suggested Readings

- LISA (KH) and DIANE (LV), eds. Library management: a practical guide. Ed. 2. ALA, Chicago. 2019.
- EVANS (GE) and SAPONARO (MZ). Developing library and information center collections. Ed. 5. Libraries Unlimited, London. 2005.
- KATZ (W A). Collection development: the selection of materials for libraries. Holt, Rinehart and Winston, New York. 1980.
- MITTAL (R). Library administration: theory and practice. Ess Ess Publications, New Delhi. 2007.
- SEETHARAMA (S). Guidelines for planning libraries and information centres. IASLIC, Calcutta. 1990.

DSC 6: Information Sources and Services

60 Hours
(45hrs Lect. + 15hrs Tut.)

Course Title & Code	Credits	Credit Distribution of the Course			Eligibility Criteria	Pre-Requisite of the Course (if any)
		Lecture	Tutorial	Practical/ Practice		
DSC 6: Information Sources and Services	4	3	1	0	-	-

Course Objectives:

The course aims to familiarize students with various types of information sources and their effective use in meeting diverse user needs. It develops skills in providing reference and information services using both print and digital resources. The course also prepares learners to evaluate, organize, and deliver information efficiently in different library and information service settings.

Learning Outcomes:

After completing this course, students will be able to:

- Use different types of information sources to provide information services to the clientele.
- Evaluate various information sources to provide information services to the clientele.
- Apply various search techniques to retrieve relevant information from the database
- Organise user education and information literacy programmes in library and information centres.

UNIT I: Fundamental Concepts

10 Hours

- Meaning, Definition, Importance, Nature and Characteristics
- Printed and Electronic Information Sources
- Types of Information Sources and Services
- Criteria for Evaluation of Reference Sources (print and Electronic)

UNIT II: Sources of Information (Print and Electronic)

14 Hours

- Primary Information Sources
- Secondary Information Sources
- Tertiary Information Sources
- Evaluation of Multimedia & E-resources; Portals, Subject Gateways; Open Access Resources, databases

UNIT III: Reference and Information Services

11 Hours

- Users and their Information Needs, Users and their Information needs
- Theory and Functions of Reference and Information Service
- Enquiry Techniques: Reference Process, Search Strategies and Searching Techniques
- Information Seeking Behavior of Users
- Role of Librarian and Information Officer in Electronic Environment

UNIT IV: Types of Information Services**10 Hours**

- Documentation Services: Abstracting and Indexing Services
- Alerting Services: CAS, SDI
- Reprographic Service, Translation Service, Document Delivery and Referral Service
- Web Based Library Services
- Information Literacy Products and Programmes

Essential Reading

- CASSELL (Kay Ann) and Hiremath (Uma) • Reference and Information Services: An Introduction. Chicago: American Library Association, 2013
- CHATERJEE (Amitabha). Elements of Information Organization and Dissemination. Chandos publishing, 2017. <https://doi.org/10.1016/B978-0-08-102025-8.00006-5>
- CHENEY (FN) and WILLIAMS (WJ). Fundamental reference sources. Ed. 3. Chicago: ALA. 2000.
- CHOWDHURY (G) and CHOWDHURY (S). Searching CD-ROM and online information sources. London: Facet Publishing. 2001.
- FOSKETT (D J). Information service in libraries. Ed. 2. Connecticut: Archon Books, Hamden. 1967.
- GROGAN (D). Science and technology: An introduction to literature. London: Clive Bingley. 1984.
- GUHA (B.). Documentation and information: services, techniques and. Calcutta: The World Press, 1978
- KATZ (WA). Introduction to reference work. 2 vols. London: Butterworths. 2000.
- RANGANATHAN (SR). Reference service. Ed. 2. Bangalore: Ranganathan Endowment for Library Science. 2006.

Suggested Reading

- ALAN (P) and others. The library and information professional's guide to the World Wide Web. London: Facet Publishing. 1999.
- Bopp (Richard E.) and Smith (Linda C.). Reference and Information Services: An Introduction. Westport: Greenwood Publishing Group, 2013.
- FARMER (L S J), ed. The human side of reference and information services in academic libraries: Adding value in the digital world. Oxford: Chandos Publishing. 2007.
- FOURIE (D) and DOWELL (D). Libraries in the information age. New York: Libraries Unlimited. 2002.
- HURT (CD). Information sources in science and technology. Ed. 3. London: Libraries Unlimited. 1998.
- KRISHAN KUMAR. Reference service. Ed. 3. New Delhi: Vikas Publishing. 1996.
- LESLIE (F). Student guide to research in the digital age: How to locate and evaluate information sources. Santa Barbara: Libraries Unlimited. 2005.
- RAO (IKR). Electronic sources of information. Bangalore: DRTC. 2001.
- ROWLEY (J). The basics of information systems. Ed. 2. London: Library Association. 1996.

- SHARMA (JS) and GROVER (DR). Reference service and sources of information. New Delhi: Ess Ess Publication. 1998.
- SINGH (Gurdev). Information sources, services and systems. Delhi: PHI Learning. 2013.
- SINGH (S). Handbook of international sources on reference and information. New Delhi: Crest Publication. 2001.
- SUBRAMANYAM (K). Scientific and technical information resources. New York: Marcel Dekker. 1981.
- WALFORD (AJ). Guide to reference materials. 2nd edn. 3 vols. London: Library Association. 1992.
- WOODSWORTH (A) and WILLIAMS (JF). Managing the economics of owning, learning and contracting out information services. London: Gower. 1993.

DSC 7: Library Cataloguing: Theory

60 Hours
(45hrs Lect. + 15hrs Tut.)

Course Title & Code	Credits	Credit Distribution of the Course			Eligibility Criteria	Pre-Requisite of the Course (if any)
		Lecture	Tutorial	Practical/ Practice		
DSC 7: Library Cataloguing: Theory	4	3	1	0	-	-

Course Objectives:

The course aims to develop a strong conceptual foundation in library cataloguing, including its principles, types, and evolution, along with skills to organize bibliographic data and apply cataloguing rules. It also familiarizes students with subject cataloguing, indexing techniques, and handling of diverse materials. The course further introduces modern standards and digital tools such as OPAC and web-based catalogues for efficient information retrieval.

Learning Outcomes:

After completing this course, students will be able to:

- To have understanding of basics of Library Cataloguing
- To be acquainted with the technical process of Library Cataloguing
- To understand Bibliographic Formats and Standards and deriving subject headings
- To understand the fundamental principles and standards of library cataloguing, including AACR2, and CCC formats.

UNIT I: Fundamental Concepts and Historical Developments

12 Hours

- Library Catalogue: Definition, Objectives, Purposes and Functions
- History and Development of Library Catalogue Codes
- Normative Principles of Cataloguing: Canons, Laws, Principles
- Physical Forms of Catalogues
- Types of Catalogues

UNIT II: Data Elements, Choice and Rendering of Subject Headings in Cataloguing

12 Hours

- Data Elements in Different Types of Entries
- Filing of Entries in Classified and Alphabetical Catalogues
- Choice and Rendering of Subject Heading: Personal Authors, Corporate Authors Pseudonymous, Anonymous Works and Uniform Titles

UNIT III: Subject Cataloguing and Non Print Material

11 Hours

- Subject Cataloguing: Concept, Purpose and Problems
- Vocabulary Control: Subject Headings Lists and Thesauri
- Chain Indexing
- Basics of Non Print Material

UNIT IV: Trends in Library Cataloguing**10 Hours**

- Resource sharing of Bibliographic Data: Meaning and Importance
 - Bibliographic Standards: ISBD, MARC, CCF, etc.
 - ISBN and ISSN
 - Centralized Cataloguing, Cooperative Cataloguing, Cataloguing at Source, CIP, Prenatal Cataloguing and Union Catalogues
 - OPAC and Web-OPACs
-

Essential Readings

KUMAR (G) and KUMAR (K). Theory of cataloguing. Rev. Ed. 5. South Asia Books, New Delhi. 1993.

MILLER (J), ed. Sears list of subject headings. Ed. 15. Wilson, New York. 1994.

RANGANATHAN (SR). Classified catalogue code with additional rules for dictionary catalogue code. Ed. 5 (with amendments). Sarada Ranganathan Endowment for Library Science, Bangalore. 1989.

Suggested Readings

BOWMAN (JH). Essential cataloguing. Facet Publishing, London. 2003.

HUNTER (EJ) and BAKEWELL (KGB). Advanced cataloguing. Clive Bingley, London. 1989.

DSC 8: Library Cataloguing: Practical

**120 Hours
(120hrs Practical)**

Course Title & Code	Credits	Credit Distribution of the Course			Eligibility Criteria	Pre-Requisite of the Course (if any)
		Lecture	Tutorial	Practical/ Practice		
DSC 8: Library Cataloguing: Practical	4	0	0	4	-	-

Course Objectives:

The course aims to develop practical cataloguing skills using standard codes and rules for preparing bibliographic records of various types of documents. It equips students to handle different authorship patterns and create accurate, standardized catalogue entries. The course also enhances analytical ability in cataloguing diverse materials such as serials, multivolume works, and composite books.

Learning Outcomes:

After completing this course, students will be able to:

- Understand the principles and structure of library catalogues and their importance in bibliographic control.
- Develop skills in cataloguing different types of documents (books, serials and Corporate Authors) using standard cataloguing codes, CCC and AACR-II.
- Prepare catalogue entries (main and added entries) according to library standards.
- Develop critical thinking skills to solve cataloguing challenges and improve resource discoverability in libraries.

Cataloguing of books using Classified Catalogue Code, 5th edition (with amendments) and AACR - II along with Sears List of Subject Headings (Latest edition).

UNIT I: Classified Catalogue Code

30 Hours

- Preliminaries to Classified Catalogue Code
- Works of Single and Shared Authorship
- Works of Mixed Responsibilities
- Editorial Publications
- Series Publications
- Multivolume Works
- Pseudonymous

UNIT II: Classified Catalogue Code

30 Hours

- Works of Corporate Authorship
- Works of Conflict of Authorship
- Periodical Publications
- Ordinary and Artificial Composite Books

UNIT III: Anglo American Cataloguing Rules (Latest Edition)**30 Hours**

- Preliminaries to Anglo American Cataloguing Rules
- Works of Single
- Works of Shared Authorship
- Works of Shared Responsibilities
- Editorial Publications

UNIT IV: Anglo American Cataloguing Rules (Latest Edition)**30 Hours**

- Multivolume and Pseudonymous
- Works of Corporate Bodies
- Serial Publications
- Works of Editorial Direction

Essential Readings

- AMERICAN LIBRARY ASSOCIATION. Anglo-American cataloguing rules. Rev. Ed. 2. Library Association, London. 1998.
- BHATT (RK) and others. AACR2 and MARC 21: A practical manual. Segment Books, Delhi. 2020.
- BHATT (RK) and SINGH (MP). Ranganathan's Classified Catalogue Code: A practical manual. Narender Publishing House, Delhi. 2019.
- MILLER (J). Sears list of subject headings. Ed. 15. Wilson, New York. 1994.
- RANGANATHAN (SR). Classified catalogue code with additional rules for dictionary catalogue code. Ed. 5 (with amendments). Sarada Ranganathan Endowment for Library Science, Bangalore. 1989.

Suggested Readings

- HUSSAIN (MS) and SIDDIQUI (JA). Practical cataloguing with AACR-II. Ess Ess Publications, New Delhi, India. 1998.
- NIGAM (D). Cataloguing practice: CCC and AACR-2R. Om Publications, New Delhi, India. 2019.
- LAL (C) and KUMAR (K). Practical cataloguing (AACR-2). Ess Ess Publications, New Delhi, India. 2006.
- KUMAR (PSG). Cataloguing practice. B.R. Publishing Corporation, New Delhi, India. 2003.
- KUMAR (PSG). Knowledge organization, information processing and retrieval: Cataloguing practice. B.R. Publishing Corporation, New Delhi, India. 2004.
- SATIJA (MP). Cataloguing theory and practice. Ess Ess Publications, New Delhi, India. 2017.

DSE 3: Basics of Information Literacy

60 Hours
(45hrs Lect. + 15hrs Tut.)

Course Title & Code	Credits	Credit Distribution of the Course			Eligibility Criteria	Pre-Requisite of the Course (if any)
		Lecture	Tutorial	Practical/ Practice		
DSE 3: Basics of Information Literacy	4	3	1	0	-	-

Course Objectives:

The course aims to develop foundational competencies in information literacy, enabling students to identify, locate, evaluate, and use information effectively. It equips learners with skills to access information from diverse sources, including digital platforms, while promoting ethical use of information. The course also prepares students to become independent, critical, and responsible users of information.

Learning Outcomes:

After completing this course, students will be able to:

- To understand the concept, need, and role of Information Literacy and libraries in promoting lifelong learning.
- To explore national and international IL standards and address the IL needs of diverse user groups.
- To analyze and apply major IL and Information Problem-Solving models in designing effective IL programmes.
- To evaluate IL programmes and understand ethical, legal, and emerging trends in information use.

UNIT I: Introduction to Information Literacy

12 Hours

- Meaning, Definition, Concept, Need and Objectives
- Information literate person: Needs, abilities and Characteristics
- Areas of Information Literacy
- Role of Libraries & Librarian in Information Literacy
- Information Literacy and Lifelong Learning

UNIT II: Information Literacy Standards, and IL for Users Groups

11 Hours

- National Information Literacy standards/Frameworks: National Education Policy 2020 and Digital India programme, etc
- Introduction to Information Literacy standards: IL Standards for School Libraries (AASL, USA)
- Information Literacy for Users
- Information Literacy for Professionals
- Information Literacy for Persons with Disabilities

UNIT III: Information Problem Solving Models and Application of IL Programmes in Libraries 11 Hours

- Information Literacy Models
- Needs assessment for Information Literacy Training
- Information Literacy instruction Modes and Materials
- Information Literacy Instructional Methods

UNIT IV: Evaluation, Legal, and Trends in Information Literacy 11 Hours

- Evaluation of Information Literacy Programmes
- Academic Integrity and Plagiarism Prevention
- Copyright and Intellectual Property Rights in Information Use
- Role of Libraries in Promoting Ethical Information Practices
- Trends in Information Literacy Programmes

Essential Readings

- ASSOCIATION OF COLLEGE AND RESEARCH LIBRARIES. Information literacy competency standards for higher education. Chicago: American Library Association.2000. Available at: <http://www.ala.org/acrl/sites/ala.org.acrl/files/content/standards/standards.pdf>
- HORTON (FW). Understanding information literacy: A primer. UNESCO. Available at: <https://unesdoc.unesco.org/ark:/48223/pf0000155210>
- KISHOR (J). Model of information literacy. Ahmedabad: INFLIBNET Centre. 2018.
- LANNING (S). Concise guide to information literacy. Santa Barbara: Libraries Unlimited.2017.
- LEUNG (BTH) and Others. Transferring InformationLiteracy Practices. Singapore: Springer. 2019
- MISHRA (R). Information literacy: Essential skills for the information seekers in the digital age. New Delhi: Kaveri Books. 2018.
- UNESCO. Information literacy. Available at: <https://www.unesco.org/en/ifap/information>

Suggested Readings

- DESHMUKH (V R) and KHARADE (M). Information literacy in the digital age: a resource guide for Indian libraries. New Delhi: Knowledge World. 2020.
- GAUR (R), ARORA (AK), SINGH (S), WADHAWA (V) and KADYAN (S). Information literacy: frameworks and practices. Ed. 1. New Delhi: Y K Publisher. 2025.
- MADHUSUDHAN (M). Information literacy programmes in select university libraries in Delhi: a study. Journal of Indian Library Association 48(4), pp. 10–24. 2012.
- SANTAMARÍA (M). Information literacy and social media: empowered student engagement with the ACRL framework. Chicago: American Library Association. 2025.
- UNESCO. Media and information literacy. Available at: <https://www.unesco.org/>
- ZHANG (C) and MAGERKO (B). Generative AI literacy: a comprehensive framework for literacy and responsible use. arXiv. 2025.

DSE 4a: School Library and Information System

60 Hours
(45hrs Lect. + 15hrs Tut.)

Course Title & Code	Credits	Credit Distribution of the Course			Eligibility Criteria	Pre-Requisite of the Course (if any)
		Lecture	Tutorial	Practical/ Practice		
DSE 4a: School Library and Information System	4	3	1	0	-	-

Course Objectives:

To understand the organization and management of the school library and its collection, activities and services. Explore library associations at both national and international levels and understand the activities, services, standards and guidelines for school libraries set by these associations with regard to collection, services, reading habits and role and responsibilities of the librarian. Provide hands-on experiences in the integration of ICT to enhance the learning process in school libraries.

Learning Outcomes:

After completing this course, students will be able to:

- To learn about school education; need, objectives of school library along-with guidelines and recommendations of library organizations
- To acquaint students with sources of information and library collection and services for fostering reading habits
- To understand the ICT application for library management and effective services
- To learn about sources of library budget along-with librarian role and responsibilities

UNIT I: Education System and School Libraries

11 Hours

- School Education and NEP 2020
- Laws of Library Science
- Role of Library in School: Need, Purpose, Objectives and Functions
- Guidelines/Manifesto/Standards/Recommendations of Library Associations/ Organizations

UNIT II: Information Sources and Services

12 Hours

- Sources of Information: Print and Digital
- Collection Development: Policy and Strategy
- Library and Information Services
- Inculcating Reading Habits
- Ethical Use of Information Sources

UNIT III: Application of ICT in Library

11 Hours

- Application and Use of ICT in School Libraries
- Automation of School Libraries
- ICT-based Library Services

UNIT IV: Financial and Human Resource Management**11 Hours**

- Finance, Manpower and Space Management
- Library Building, Furniture and other Amenities
- Librarian Responsibilities and Duties, Competency Development

Essential Readings

AMERICAN ASSOCIATION OF SCHOOL LIBRARIES. <https://www.ala.org/tools/standards-and-guidelines/by-unit#AASL>

ARCH (X) and GILMAN (I). Academic Library Services for First-Generation Students. Bloomsbury Publishing, UK. 2020.

AUSTRALIAN LIBRARY AND INFORMATION ASSOCIATION. ALIA-ASLA Standards of Professional Excellence for Teacher Librarians. <https://read.alia.org.au/alia-asla-standards-professional-excellence-teacher-librarians>

BALLARD (SD) and JOHNS (SK). Elevating the School Library: Building Positive Perceptions through Brand Behaviour. American Library Association. 2019.

EVERHART (N). Evaluating the School Library: Analysis, Techniques, and Research Practices. Bloomsbury Publishing, UK. 2020.

FARMER (LSJ). Reference and Information Sources and Services for Children and Young Adults. Bloomsbury Publishing, UK. 2022.

FELDGES (T). Ed. Philosophy and the Study of Education: New Perspectives on a Complex Relationship. Routledge, New York. 2019.

HARVEY (CA) and CHURCH (AP). Eds. School Library Management. 8th ed. Libraries Unlimited. 2022.

IFLA–UNESCO. School Library Manifesto. 2025. <https://repository.ifla.org/items/e1234cf2-57e5-4cae-a0d1-da730c536bb3>

KERBY (M). An Introduction to Collection Development for School Librarians. Ed. 2. American Library Association. 2019.

Suggested Readings

KIZEL (A). Ed. Philosophy with Children and Teacher Education: Global Perspectives on Critical, Creative and Caring Thinking. Routledge, New York. 2023.

MARDIS (MA). The Collection Program in Schools: Concepts and Practices. Bloomsbury Publishing, USA. 2021.

RIEDLING (AM) and HOUSTON (C). Reference Skills for the School Librarian: Tools and Tips. 4th ed. Bloomsbury Publishing. 2019.

SCHULTZ-JONES (B) and OBERG (D). Eds. Global Action on School Library Education and Training. De Gruyter Saur, Berlin. 2019.

SPINA (C). Creating Inclusive Libraries by Applying Universal Design: A Guide. Rowman and Littlefield Publishers. 2021. <https://doi.org/10.1080/19322909.2022.2116967>

DSE 4b: Public Library and Information System

60 Hours
(45hrs Lect. + 15hrs Tut.)

Course Title & Code	Credits	Credit Distribution of the Course			Eligibility Criteria	Pre-Requisite of the Course (if any)
		Lecture	Tutorial	Practical/ Practice		
DSE 4b: Public Library and Information System	4	3	1	0	-	-

Course Objectives:

The course aims to develop an understanding of the structure, functions, and significance of public library and information systems in society. It equips students with knowledge of public library services, governance, and their role in community development. The course also prepares learners to manage and promote inclusive and user-oriented public library services.

Learning Outcomes:

After completing this course, students will be able to:

- Demonstrate a comprehensive understanding of the definition, mission, and roles of public libraries and information systems, with particular emphasis on their development in India.
- Apply principles of library organisation and management, including the development of effective organisational structures, utilisation of library statistics, adherence to standards, and implementation of sound financial management and budgeting methods.
- Demonstrate an understanding of human resource management principles as applied to public libraries and gain knowledge about the role of various agencies in the development of public libraries.
- Develop and manage the diverse library collections, as well as organise various types of library and information services including extension and outreach services to different categories of users and design library programmes with resources and services that are aligned with the public library's mission.

UNIT I: Introduction to Public Library and Information System

12 Hours

- Public library: Definition, mission and its Role in society
- Development of public libraries with special reference to India
- Organization structure: Organization structure of public libraries in existing public library acts of India
- Library governance: Composition, nature and functions of library authority/library committee in existing public library acts of India

UNIT II: Management of Public Libraries**11 Hours**

- Collection development and management
- Processing of reading material
- Financial management
- Human resources management
- Library Statistics and Standards

UNIT III: Libraries and Information Services of Public Libraries**11 Hours**

- Services to the specific categories of users (children, senior citizens, etc.)
- Readers' Advisory service and Information Literacy Programmes
- Extension and publicity (exhibition, book talks, book clubs, authors talk, etc.)
- Outreach activities- Mobile and branch library services

UNIT IV: Role of various agencies in the development of public libraries**11 Hours**

- UNESCO
- IFLA
- Raja Rammohan Roy Library Foundation
- National Knowledge Commission

Reading List

- GOULDING (A). Public libraries in the 21st century: Defining services and debating the future. London: Routledge. 2017.
- GOULDING (A). Public libraries in the 21st century. Aldershot: Ashgate. 2006.
- KOONTZ (C) and GUBBIN (B). IFLA public library service guidelines. Ed. 2 (revised). Berlin: Walter de Gruyter. 2010.
- MATTHEWS (JR). Measuring for results: The dimensions of public library effectiveness. London: Libraries Unlimited. 2005.
- MCMENEMY (D). Public library. London: Facet Publishing. 2009.
- MCCOOK (K). Introduction to public librarianship. New York: Neal-Schuman Publication. 2011.
- PATEMAN (J) and WILLIMEN (K). Developing community-led public libraries: Evidence from the UK and Canada. London: Routledge. 2017.
- RANGANATHAN (SR) and NEELAMEGHAN (A). Public library system. Bangalore: Sarada Ranganathan Endowment for Library Science. 1972.
- SHAFFER (GL). Creating the sustainable public library: The triple bottom line approach. London: Libraries Unlimited. 2018.
- VENKTAPPAIAH (V). Public library legislation in the new millennium. New Delhi: Bookwell Publications. 2007.
- VENKTAPPAIAH (V). Model library legislation. New Delhi: Concept Publishing Company. 1994.

SEC-2: Internship Programme

Course Title & Code	Credits	Credit Distribution of the Course			Eligibility Criteria	Pre-Requisite of the Course (if any)
		Lecture	Tutorial	Practical/ Practice		
SEC-2: Internship Programme	4	1	0	3	-	-

Course Objectives:

The course aims to train students through practical learning of library sections, functions, activities and services helping them gain hands-on experience. It also instills the necessary skills and competencies required to shoulder job responsibilities in different types of libraries. Finally, it provides real time experience to students with the opportunity to learn under the guidance of experienced librarians and to prepare an internship report based on their learning experience.

Learning Outcomes:

After completing this course, students will be able to:

- Become more confident and skilled to do work in a library.
- Practical learning and hands on training of Library Management Software(s) and Anti Plagiarism Software(s).
- Become skilled and competent professional with better understanding of theoretical knowledge and effective practical learning experience.

Note: Each student shall have to undergo an Internship Programme at a library under the supervision of a faculty member, selected by the Department for a period of one month, immediately after the Second Semester Examination.

The student will have to submit a certificate of successful completion issued by the concerned Librarian / Library in-charge along with the report about what S/he learnt along with the skills acquired during the training.

Internship Programme consists of:

- (a) Report on Internship Programme.
- (b) Viva-Voce (Based on Internship Programme).

UNIT I: Acquaintance and Practical Training of varied Library Sections

- Introduction and learning of functions and activities of various library sections viz. Acquisition section, Technical section, Circulation section, Periodical section, Reference section, etc.

UNIT II: Collection Development and Evaluation of Library Resources

- Budgetary Provisions and Selection of Library Resources.
- Evaluation of Print and Electronic Resources.

UNIT III: Training of ICT and Library Management Software(s)

- Introduction and Hands on training of Library Management Software(s) and their modules.
- Introduction and Hands on training of Anti Plagiarism Software.

UNIT IV: Report Writing

- **Components of internship documentation**
 - **Daily Work Diary**
 - **Library Profile**
 - **Section-wise work report**
- **Preparation of Internship Report and viva-voce**

Essential Readings

- AGGARWAL (DS). Management of Academic Libraries in the Digital Era. Ess Ess Publications, New Delhi. 2015.
- ANDERSON (CB) and FISHER (DH). Artificial Intelligence for Academic Libraries. Routledge, London. 2025.
- BAKER (D). Ed. Resource Management in Academic Libraries. Library Association, London. 1997.
- BHATT (RK) and others. Academic Libraries. KK Publications, Delhi. 2018.
- BHATT (RK). University Libraries. Narendra Publishing House, Delhi. 2019.
- INFLIBNET CENTRE. Software for University Libraries: User Manual. INFLIBNET Centre, Gandhinagar. n.d.
- KATZ (LS). Collection Development Policies: New Dimension for Changing Collections. Routledge Kegan Paul, London. 2003.

Suggested Readings

- BALASUBRAMANIAN (P) and YOHANNAN (S). Library Automation and Digitization. Ess Ess Publications, New Delhi. 2021.
- BREEDING (M). Library Technology Guides. American Library Association, Chicago. 2016.
- BROPHY (P). The Academic Library. Library Association, London. 2000.
- CHOI (Y) and YI (H). Artificial Intelligence in Libraries: Applications and Challenges. Journal of Academic Librarianship. 2021.
- INTERNATIONAL FEDERATION OF LIBRARY ASSOCIATIONS AND INSTITUTIONS (IFLA). Artificial Intelligence and Libraries. IFLA, The Hague. 2020.
- JONES (R). AI and Machine Learning for Librarians. ALA Editions, Chicago. 2022.
- KATZ (LS). Managing Digital Resources in Libraries. Routledge Kegan Paul, London. 2005.
- KHAMIS (I). Applications of Artificial Intelligence in Libraries. IGI Global Scientific Publishing, Hershey. 2024.

GE 2a: Citation Styles and Tools

75 Hours
(45hrs Lect. + 30 hrs Pactical)

Course Title & Code	Credits	Credit Distribution of the Course			Eligibility Criteria	Pre-Requisite of the Course (if any)
		Lecture	Tutorial	Practical/ Practice		
GE 2a: Citation Styles and Tools	4	3	-	1	-	-

Course Objectives:

The course aims to develop a clear understanding of citation and referencing principles, including ethics and academic integrity. It equips students with skills to apply major citation styles and accurately cite a variety of information sources. The course also prepares learners to use citation management and web-based tools for efficient and error-free referencing.

Learning Outcomes:

After completing this course, students will be able to:

- Explain the purpose, components, and ethical considerations of citations and apply fair use and academic integrity principles in scholarly writing
- Identify and differentiate major national and international citation styles and select appropriate styles for different subject disciplines.
- Create accurate in-text citations and reference lists for various source types in multiple citation styles and evaluate them for accuracy and consistency.
- Use reference management software and AI-driven citation tools to generate, convert, and manage citations efficiently in multiple styles.

UNIT I: Fundamentals of Citation and Referencing

10 Hours

- Definition, meaning, and purpose, Components and Importance of citation.
- Difference between citation, reference, bibliography, and footnote.
- Academic integrity regulations in India
- Citation ethics and avoiding plagiarism.

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UNIT II: Major Citation Styles

11 Hours

- American Psychological Association Style (APA Style). Latest Edition.
- Modern Language Association of America Style (MLA Style). Latest Edition.
- Indian Standard: Information and Documentation – Bibliographic References (IS:IDBR, IS 2381)
- Chicago Manual of Style – notes and bibliography vs author-date systems
- Selection criteria for citation styles in different disciplines

UNIT III: Application of Citation Styles**12 Hours**

- Formatting in-text citations and reference lists in APA, MLA, IS:IDBR, Chicago, and Harvard styles
- Citing books, book chapters, journal articles, theses, reports, websites, e-resources, government documents, and conference papers.
- Handling multiple authors, no author, corporate authors, and anonymous works.
- Special cases: translated works, interviews, audio-visual materials, and social media citations.
- Cross-referencing and hyperlinking in digital documents.
- Common citation errors and how to avoid them.
- Evaluation of reference lists and citation accuracy

UNIT IV: Citation Management Tools and Web -based Citation Tools**12 Hours**

- Introduction to reference management tools
- Features and benefits of citation management tools.
- Importing/exporting references from databases and OPACs.
- Introduction to Web-based Citation Creation Tools
- Generating citations in different styles using Web-based Citation tools.

Essential Reading

AMERICAN PSYCHOLOGICAL ASSOCIATION. APA style. Available at: <https://apastyle.apa.org/>. 2025.

ENDNOTE. EndNote – The best citation and reference management tool. Available at: <https://endnote.com/>. 2025.

INDIAN STANDARD INFORMATION AND DOCUMENTATION – BIBLIOGRAPHIC REFERENCES (IS: IDBR). Available at: <https://archive.org/details/gov.in.is.2381.1.2009.2014>.

IS: IDBR. Available at: <https://law.resource.org/pub/in/bis/S07/is.2381.2.2009.pdf>. 2009.

MENDELEY. Mendeley – Reference management software. Available at: <https://www.mendeley.com/>. 2025.

MODERN LANGUAGE ASSOCIATION. MLA style. Available at: <https://www.mla.org/MLA-Style>. 2025.

MISAO (P) and MADHUSUDHAN (M). Online citation tools: a comparative study. World Digital Libraries,10(2),113-131.2017.

UNIVERSITY OF NORTH FLORIDA. Citation styles: a brief guide to APA, MLA and Turabian. Available at: <https://libguides.unf.edu/c.php?g=177030&p=1164278>

ZOTERO. Zotero – Your personal research assistant. Available at: <https://www.zotero.org/>. 2025.

Suggested Reading

HUNTER (J). The importance of citation. Available at: <http://web.grinnell.edu/Dean/Tutorial/EUS/IC.pdf>. 2006.

ONLINE INDIAN CITATION GENERATION TOOL [computer software]. Available at: <https://oicgt.vercel.app/>. 2026.

PAPERPAL. AI academic writing tool – Online English language check. Available at: <https://paperpal.com/>. 2025.

PETAL. Document analysis platform. Available at: <https://www.petal.org/>. 2025.

SCISPACE. SciSpace. Available at: <https://scispace.com/>. 2025.

- SEMANTIC SCHOLAR. Semantic Scholar – AI-powered research tool. Available at: <https://www.semanticscholar.org/>. 2025.
- AMERICAN PSYCHOLOGICAL ASSOCIATION. APA style. Available at: <https://apastyle.apa.org/>. 2025.
- ENDNOTE. EndNote – The best citation and reference management tool. Available at: <https://endnote.com/>. 2025.
- HUNTER (J). The importance of citation. Available at: <http://web.grinnell.edu/Dean/Tutorial/EUS/IC.pdf>. 2006.
- INDIAN STANDARD INFORMATION AND DOCUMENTATION – BIBLIOGRAPHIC REFERENCES (IS: IDBR). Available at: <https://archive.org/details/gov.in.is.2381.1.2009>. 2014.
- IS: IDBR. Available at: <https://law.resource.org/pub/in/bis/S07/is.2381.2.2009.pdf>. 2009.
- MENDELEY. Mendeley – Reference management software. Available at: <https://www.mendeley.com/>. 2025.
- MODERN LANGUAGE ASSOCIATION. MLA style. Available at: <https://www.mla.org/MLA-Style>. 2025.
- PAPERPAL. AI academic writing tool – Online English language check. Available at: <https://paperpal.com/>. 2025.
- PETAL. Document analysis platform. Available at: <https://www.petal.org/>. 2025.
- SCISPACE. SciSpace. Available at: <https://scispace.com/>. 2025.
- SEMANTIC SCHOLAR. Semantic Scholar – AI-powered research tool. Available at: <https://www.semanticscholar.org/>. 2025.
- ZOTERO. Zotero – Your personal research assistant. Available at: <https://www.zotero.org/>. 2025.

GE 2b: Personality Development and Communication Skills

60 Hours
(45hrs Lect. + 15hrs Tut.)

Course Title & Code	Credits	Credit Distribution of the Course			Eligibility Criteria	Pre-Requisite of the Course (if any)
		Lecture	Tutorial	Practical/ Practice		
GE 2b: Personality Development and Communication Skills	4	3	1	0	-	-

Course Objective

To orient and train students regarding day to day and professional communication, instil them with communication skills, confidence, self-esteem and personality development for effective communicator, orient about communication barriers and ways to overcome for better job, personality, living and performance along-with marketing skills.

Learning Outcomes:

After completing this course, students will be able to:

- Explain the concept of personality, its development factors, and its role in professional and personal success.
- Demonstrate effective communication: verbal, non-verbal, and written.
- Apply soft skills, emotional intelligence, and interpersonal effectiveness in team and leadership settings.
- Prepare and perform effectively in interviews, group discussions, and professional presentations with confidence and ethics.

UNIT I: Foundations of Personality Development

12 Hours

- Definition and Components of Personality
- Heredity, Environment, and Situational Influences on Personality
- Self-Awareness and Self-Image
- Building Self-Confidence and Self-Discipline
- Stress and Time Management

UNIT II: Communication Skills

12 Hours

- Importance of Communication in Personality Development
- Verbal and Non-Verbal Communication
- Listening Skills and Feedback Techniques
- Body Language, Eye Contact, Posture, and Gestures
- Public Speaking and Presentation Skills

UNIT III: Soft Skills and Interpersonal Effectiveness

10 Hours

- Emotional Intelligence and Empathy
- Conflict Resolution and Assertiveness
- Teamwork and Collaboration
- Leadership Qualities and Decision-Making
- Professional Ethics and Workplace Etiquette

UNIT IV: Interview Skills and Career Preparedness

11 Hours

- Understanding the Job Interview Process
- Types of Interviews (HR, Technical, Stress, Telephonic, Online)
- Resume and Cover Letter Writing
- Group Discussions: Purpose and Techniques
- Mock Interviews and Self-Evaluation
- Dressing and Grooming for Interviews

Essential Readings

- BRADBERRY (T) and GREAVES (J). Emotional intelligence 2.0. San Diego, TalentSmart. 2009.
- CARNEGIE (D). How to win friends and influence people. New York, Simon & Schuster. 1936.
- COVEY (SR). The 7 habits of highly effective people. New York, Free Press. 1989.
- GOLEMAN (D). Emotional intelligence: why it can matter more than IQ. New York, Bantam Books. 1995.
- LUCAS (SE). The art of public speaking. 13th ed. New York, McGraw-Hill Education. 2019.
- ROBBINS (A). Awaken the giant within. New York, Simon & Schuster. 1991.
- TRACY (B). Eat that frog!: 21 great ways to stop procrastinating and get more done in less time. San Francisco, Berrett-Koehler Publishers. 2007.

Suggested Readings

- CARNEGIE (D). The quick and easy way to effective speaking. New York, Pocket Books. 1962.
- COVEY (SR). The 8th habit: from effectiveness to greatness. New York, Free Press. 2004.
- HELLER (R). Effective leadership. London, DK Publishing. 1998.
- HILL (N). Think and grow rich. Meriden, The Ralston Society. 1937.
- LOWNDES (L). How to talk to anyone: 92 little tricks for big success in relationships. New York, McGraw-Hill. 2003.
- PANDEY (Bhawna) and Others. A Leaders' Ascent: Prof. K.P. Singh's Journey in the Spotlight. Excel India Publishers, Delhi, 2026.

GE 2c: Soft Skills in Librarianship

60 Hours
(45hrs Lect. + 15hrs Tut.)

Course Title & Code	Credits	Credit Distribution of the Course			Eligibility Criteria	Pre-Requisite of the Course (if any)
		Lecture	Tutorial	Practical/ Practice		
GE 2c: Soft Skills in Librarianship	4	3	1	0	-	-

Course Objectives:

To orient and train students regarding soft skills; inculcate good and effective communication skills, confidence, self esteem and personality development along-with team work attributes and professional behaviour and also prepare them to face the challenges and barriers in professional career with ways and means to achieve success through critical thinking and timely decision making.

Learning Outcomes:

After completing this course, students will be able to:

- Demonstrate effective oral and written communication skills tailored to diverse library settings.
- Apply interpersonal, collaborative, and empathetic skills to enhance user engagement and teamwork.
- Exhibit professional attributes such as adaptability, problem-solving, and ethical decision-making in LIS environments.
- Use soft skills such as leadership, conflict resolution, and time management to contribute to organizational effectiveness and user satisfaction.

UNIT I: Foundations of Soft Skills in Librarianship

12 Hours

- Concept of Soft Skills in LIS: Definition and Importance
- Distinction between Soft Skills and Hard/Technical Skills
- Role of Soft Skills in Library Services and User Satisfaction
- Interpersonal Communication and Rapport Building
- Attitude, Empathy, Patience, and Cultural Competence

UNIT 2: Communication and Interpersonal Skills

12 Hours

- Effective Oral Communication: Clarity, Tone, Language Choice
- Active Listening and Feedback Strategies
- Written Communication: Emails, Memos, Notices, Reports
- Body Language and Non-Verbal Cues in User Interaction
- Public Relations and Customer Service Excellence

UNIT 3: Teamwork, Leadership, and Professional Behaviour

11 Hours

- Teamwork Dynamics and Collaborative Problem-Solving
- Leadership Styles and Decision-Making in Libraries
- Conflict Management and Negotiation Skills
- Professional etiquette and workplace conduct
- Time Management and Prioritization in LIS Tasks

UNIT 4: Adaptability, Critical Thinking, and Career Skills**10 Hours**

- Adaptability and Flexibility in Changing LIS Environments
- Critical and Creative Thinking Skills for Service Innovation
- Stress Management and Emotional Intelligence
- Networking, Presentation Skills, and Professional Growth
- Career Preparedness: Resume Writing, Interviews, and Continuing Education

Essential Readings

- BARIL (K) and DONLEY (J). Academic Library Job Descriptions. Association of College and Research Libraries (ACRL). 2021.
- BEJALWAR (SA). Soft Skills for Librarians: Critical Analysis of Soft Skills of Librarians Working in Institutes of Sant Gadge Baba Amravati University, Maharashtra. LAP LAMBERT Academic Publishing. 2022.
- BUCK (TH) and DUFF (S). Guidance for Librarians Transitioning to a New Environment. Routledge, New York. 2021.
- CHIPMAN (SF) and others. Eds. Thinking and Learning Skills: Volume 2: Research and Open Questions. Routledge, New York. 2009.
- FILHO (WL) and BARDI (U). Sustainability on University Campuses: Learning, Skills Building and Best Practices. Springer International Publishing, Germany. 2019.
- KULKARNI (L) and NOORAIN (H). Soft Skills: The Invisible Toolkit. Samvn Publication, Rajasthan. 2025.
- SEIBERT (HL) and others. Eds. The Library Workplace Idea Book: Proactive Steps for Positive Change. ALA Editions. 2020.

Suggested Readings

- McMURRY (JH). The Etiquette Advantage: Personal Skills for Social Success. Stellar Publications, Wilmington, NC. 2002.
- RIMMER (H). The Kind Librarian: Cultivating a Culture of Kindness and Wellbeing in Libraries. Facet Publishing. 2024.
- ROBBINS (SP) and JUDGE (TA). Organizational Behavior. Ed. 15. Pearson, Boston. 2013.
- SAUNDERS (L) and BAJJALY (S). The Importance of Soft Skills to LIS Education. <https://files.eric.ed.gov/fulltext/EJ1343492.pdf>
- SINGH (KP). The Player: Beyond the Canvas, Breaking Boundaries. Excel India Publishers, New Delhi. 2026.
- WALLACE (HR) and Others. Personal Development for Life and Work. 8th ed. South Western Cengage Learning. 2000.
- ZIMA (B). Mindsets and Skill Sets for Learning: A Framework for Building Student Agency. Marzano Resources, United States. 2021.