

PUNYASHLOK AHILYADEVJI HOLKAR SOLAPUR UNIVERSITY, SOLAPUR



Name of the Faculty: Interdisciplinary Studies

Syllabus: Library and Information Science

Name of the Course: Bachelor of Library and
Information Science
(B. Lib & Inf. Science)
NEP 2020

With effect from : 2024-2025

NEP Syllabus or PG in LIS

Exit option as: PG Diploma in Library & Information Science (PGDLIS)

(B.Lib.I.Sc.Old) (1years course)

1st year course structure

Sem I 22credits

Mandatory Papers (14 credits) +RM 4 credits)

- | | | |
|---------------------|---|-----------|
| 1. PGDLIS. DSC-I | Foundations of Library & Information Science | 4 credits |
| 2. PGDLIS. DSC- II | Management of Libraries and Information Centers | 4 credits |
| 3. PGDLIS. DSC- III | Research methods in Librarianship | 4 credits |
| 4. PGDLIS. DSC-IV | Knowledge Organization: Classification Theory | 2 credits |
| 5. PGDLIS. DSC- V | Knowledge Organization: Cataloguing Theory | 2 credits |
| 6. PGDLIS. DSC- VI | Fundamentals of IT | 2 credits |

Elective Paper 4 credits (anyone)

4 credits

7. PGDLIS. DSE- A Academic Library System
8. PGDLIS. DSE-B Information Sources in Commerce & Management
9. PGDLIS. DSE-C Information Sources in Science & Technology

Sem II 22 credits

Mandatory Papers (14 credits) +RM 4 credits)

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|--|-----------|
| 1 .PGDLIS. DSC - VII Knowledge Organization: Classification Practical | 4 credits |
| 2. PGDLIS. DSC- VIII Knowledge Organization: Cataloguing Practical | 4 |
| credit 3.PGDLIS. DSC- IX Reference& Information sources & services -Theory | 4 |
| credits | |
| 4.PGDLIS. DSC - X Reference & Information Sources & Services –practice | 2 credits |
| 5.PGDLIS. DSC – XI Internship/Field projects | 4 credits |

Elective Paper 4 credits (anyone)

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|--|-----------|
| 6.PGDLIS. DSE A Public Library System & Services | 4 credits |
| 7. PGDLIS. DSE B Special Libraries | |
| 8. PGDLIS. DSE C Information Sources in Humanities | |

Structure of B.Lib. I.Sc. Programme

SEMESTER - ONE				
Paper Code	Title of the Paper	External Marks	Internal Marks	Credits
DSC-I	Foundations of Library & Information Science	50	50	4
DSC- II	Management of Libraries and Information Centers	50	50	4
DSC-III	Research Methods in Librarianship	50	50	4
DSC-IV	Knowledge Organization: Classification Theory	25	25	2
DSC -V	Knowledge Organization: Cataloguing Theory	25	25	2
DSC -VI	Fundamentals of IT	25	25	2
DSE Any One	Discipline Specific Elective A. Academic Library System B. Information Sources in Commerce & Management C. Information sources in science & Technology	50	50	4
Total		275	275	22

SEMESTER - TWO				
Paper Code	Title of the Paper	External Marks	Internal Marks	Credits
DSC-VII	Knowledge Organization: Classification Practical	50	50	4
DSC-VIII	Knowledge Organization: Cataloguing Practical	50	50	4
DSC-IX	Reference & Information sources & services	50	50	4
DSC-X	Reference & Information Sources & Services (Practical)	25	25	2
DSC-XI	Internship/Field projects	50	50	4
DSE Any One	A) Public Library System & Services B) Special Libraries C) Information Sources in Humanities	50	50	4
Total		275	275	22

B.Lib. I. Sc Work load

I) Theory Papers

Four lectures of 48 minutes per theory paper per week

No. of theory papers= 06

No. of lecture per paper per week=4

Work load of theory papers=6x4=24 lectures

II) Practical Papers

Four lectures of Practical of 48 minutes per practical paper per week

(Note: For Practical papers each batch shall have 15 students.)

No. of Practical Papers = 3

No. of lectures per paper=4

Work load of practical papers=(3x4)x2=24lectures

III) Elective Papers

Four lectures of 48 minutes per theory paper per week

No. of theory papers= 01

No. of lectures per paper per week=2

Work load of theory papers=1x2=2 lectures

- **Medium of Instruction:** English/Marathi
- **Medium of writing in the Examination-**English/Marathi

Standard of Passing:

For passing the B.Lib.I.sc. Examination a candidate shall have to secure:

- a. Minimum 40% marks in each theory paper.
- b. Minimum 50%marks in each practical.
- c. Minimum 50% marks in Ability & Skill Enhancement Course.

Note: Completion of Ability & Skill Enhancement Course will be a pre-condition for the grant of term.

ATKT Rules:

1. An applicant who has passed Semester-I shall be eligible for admission to Semester II by completing an average 20 credits per semester.
2. Re-appearing candidate shall be awarded the actual class based on total marks obtained in the re-examination.

EXAMINATION RULES

(CA=Continuous assessment and ESE (ETE)=End of Semester (Term) Examination)

The system of evaluation will be as follows: Each **CA (Continuous Assessment)** and **ESE (ETE) (End of Semester (Term) Examination)** will be evaluated in terms of marks. The marks for CA and ESE (ETE) will be added to convert into a grade and later a grade point average. There is no grade independently for CA or ESE (ETE).

1. A student cannot appear for semester end examination unless he/she has maintained 75% attendance during the teaching period of that course. If a student fails to maintain attendance up to 75%, at the time of filling of examination forms, an undertaking from the student should be taken stating that he/she will be allowed to appear for examination subject to fulfillment of required attendance criteria during the remaining period of teaching of the course.
2. Each credit will be evaluated for 25 marks.
3. Each course will have
 - A. 50% of marks as semester-end examination of minimum 30 minutes to maximum 45 minutes per credit and
 - B. 50% marks for internal (i.e.in-semester) assessment.
4. To pass a course, the student has to obtain forty percent marks in the semester-end assessment examination and 50% in-semester assessment.
5. If a student misses an internal assessment examination, he/she will have a second chance with the permission of the Head of the department concerned. Such as second chance shall not be the right of the student; it will be the discretion of the Head of the department concerned to give or not to give a second chance to a student to appear for internal assessment.
6. Internal marks will not change. A student cannot repeat internal assessment. In case he/she wants to reappear for the internal assessment he/she can do so only by registering for the said courses during the semesters in which the courses are being conducted.
7. There shall be revaluation of the answer scripts of semester-end examination but not of internal assessment papers as per Ordinance no 134 A and B.
8. While marks will be given for all examinations, they will be converted into grades. The semester end and final grade sheets and transcripts will have only grades and grade points average.
9. Each credit will have an internal (continuous) assessment of 50% of marks and a teacher must select a variety of procedures for examination such as:
 - a. Written Test and/or Mid Term Test (not more than one for each course);

- b. Term Paper;
- c. Journal/Lecture/Library notes;
- d. Seminar presentation;
- e. Group discussion;
- f. Short Quizzes;
- g. Assignments;
- h. Extension Work;
- i. Research Project by individual students or group of students; or
- j. An Open Book Test (with the concerned teacher deciding what books are to be allowed for this purpose.)

10.A student shall be admitted to the examination for B.Lib.I.Sc. programme if:

- i. He/She has necessary attendance in each semester.
- ii. He/She has satisfactorily completed the prescribed programme of Practical Work, Seminars, Tutorials and assignments.

* A candidate who fails and reappears for the Examination as Ex-Students shall be entitled to have the marks previously assigned to him/her by the Head of the Department of Library and Information Science for the record of practical work. These marks will be carried forward in respect with his/her subsequent performance of the examination. In case, however, the candidate joins the programme again as a regular student, he/she shall have to do the record of Practical work afresh.

* **Internship:** The students shall work in one Library for 15 working days under the supervision of a concerned Librarian. The librarian has to give hands-on training to each section of the library.

* Students are required to complete the internship immediately after the end of Semester IIInd (Last Semester).

* Students have to maintain and submit the internship report duly signed by the concerned supervisor to the department and the grade will be awarded for the completed training.

1. Mechanism of Credit and Grading Systems:

Credit is a kind of weight age given to the contact hours to teach the prescribed syllabus, which is in a modular form. Normally one credit is allotted to 15 contact hours. The paper wise instructional days with a norm of 4 contact hours per week per paper will be of 120 days. That is 60 days or 60 contact hours per paper shall be completed during each semester session. By converting these contact hours into credit at the rate of 15 contact hours for each subject, there will be 4 credits allotted to each paper.

Marks Grade	Grade Points	
80-100	O:Outstanding	10
70-79	A+:Excellent	9
60-69	A:VeryGood	8
55-59	B+:Good	7
50-54	B:AboveAverage	6
45-49	C:Average	5
40-44	P:Pass	4
0-39	F:Fail	0
-	b:Absent	0

(For more detail kindly refer Credit System Handbook of PAH University)

Note-

1. Viva should be conducted under the supervision of Head of the department and subject teacher.
2. Conducting the Viva and the submission of reports and projects is mandatory well before the end of 2nd semester (Last Semester).
3. Study Tour- There shall be an educational study tour where students shall visit to different libraries in and around the city after which they shall submit a report of Educational Tour to the department.
2. **Verification/ Revaluation:** - Students are permitted to apply for Verification, Revaluation and photocopy of answer scripts of theory courses on the payment of prescribed fee to the university within 10 days from the declaration of the examination result. There is no revaluation for practical papers.
3. **Subject wise detail syllabus:-**Enclosed here with
4. **Recommended books:-**list attached

PGDLIS.PALB–111 Foundations of Library & Information Science

Aim of this paper:

To familiarize the students with the philosophy of Librarianship, Laws of Library Science and their implications and importance of service aspect.

Objectives:

1. To make students aware about the concept of Library and objectives, functions of different types of libraries.
2. To understand the purpose, role of libraries in society.
3. To make them aware about five laws of Library Science.
4. To understand Library and Information Science as a Discipline.
5. To introduce the students to Library Legislation in India & Maharashtra in particular.
6. To create awareness about various Library Associations.

Learning Outcome

1. Understand purpose, role and importance of libraries in society
2. Familiarize with development of libraries in general and India in particular.
3. Awareness about the five laws of library science.
4. Know about various types of libraries, their objectives & functions.
5. Know laws and legislation related to libraries.
6. Get awareness about various Library Associations & their role in Professional Development

Unit1:Libraries – Types and Role in Society

- 1.1 Historical Development of Libraries
- 1.2 Types of Libraries and Information Centers: (National, Public, Special, Research and Academic Libraries) Objectives, Features Functions.
- 1.3 Public relations and Extension Activities of Libraries–
- 1.4 Library as Social Institution-Role of Library in Society, in Education, in Culture and in Science and Technology and development
- 1.5 Five Laws of Library Science

Unit2: Information, Knowledge and Society

- 2.1 Data, Information, Knowledge and Wisdom–Meaning and Characteristics
- 2.2 Information Transfer Cycle –Generation ,Transfer and Recipient
- 2.3 Introduction to communication models
- 2.4 Library and Information Science as a Discipline

Unit3: Laws and Legislations related to Libraries

- 3.1 Library Legislation: Need and Features
- 3.2 Library Legislation in India with special reference to Maharashtra Public Library Act 1967 (Salient feature)
- 3.3 The Press and Registration of Books Act
- 3.4 The Delivery of Books and News paper Act
- 3.5 Copyright Act and Intellectual Property Rights
- 3.6 Right to Information Act – Section 4 B Mandatory disclosers
- 3.7 Information Technology Act (latest amendments)

Unit4: Professional Associations and Organizations

- 4.1 Librarianship as a Profession

- 4.2 Professional Ethics
- 4.3 Resource Sharing–Concept and Barriers with introduction to consortia
- 4.4 Knowledge Sharing activities in India
- 4.5 State, National and International Professional Associations–ILA, IASLIC, IATLIS, IFLA, ALA, CILIP, ASLIB and SLA UNESCO, UGC, RRRLF, MUCLA.

Suggested Pedagogy

Pre-reading material for self-study, Classroom discussion along with relevant videos, Expert talk on Maharashtra MPLA 1967, Group discussion, Library Visit.

Suggested Assessments

Assignments, Small Project on different libraries, Peer assessment, PPT Presentation, Reflective note

References

1. Burahohm, Alka. Various aspects of librarianship and Information Science. New Delhi: Ess Ess, 2000
2. Chapman, Elizabeth A and Lyden, Frederick C. Advances in Librarianship. 24th Vol. San Diego: Academic Press, 2000
3. Graham P. Cornish; Copyright: Interpreting the law for libraries, archives and information services. Rev. 3rd ed. London: Facet Publishing, 2001.
4. IFLA Standards for Library Services, 2nd Ed. Munich: Verlag, 1977
5. Khanna, J.K. Library and Society, Kurukshetra: Research Publisher, 1987. Kumar, P.S.G. Fundamentals of Information Science. Delhi: S. Chand, 1997
7. Kumar, P.S.G. Indian Library Chronology, Ed. 2 Bombay: Allied 2000.
8. McGarry, K.J. Changing Context of Information, 1993
9. Ranganathan, S.R. The Five Laws of Library Science, Ed. 2 Bangalore: Sarada Ranganathan Endowment for Library Science, 1999
10. Sahai, Srinath. Library and Community. New Delhi: Today & Tomorrow, 1992
11. Sandy Norman. Practical Copyright for Information Professional. London: Facet, 2001.
12. Sharma, Pandey, S.K. Library and Society. Ed. 2 Delhi: Ess Ess, 1992
13. Stella Pilling & Stephanie Kenna (Eds). Co-operation in action: collaborative initiatives in the World of Information.
14. Surendra Singh and Sonal Singh. Ed. Library Information and Science and Society. New Delhi: Ess Ess, 2002
15. Tiwari, P. Organization and Development of Libraries New Delhi, A.P.H. Pub., 2009
16. Vyas, S.D. Library and Society, Jaipur: Panchasheel, 1993

PGDLIS.PALB112 Management of Libraries and Information Centers

Aim of this paper:

This paper intends to prepare students to administer and manage libraries.

Objectives:

1. To make the students aware of the principles & functions of management & their application to librarianship.
2. To train students in the organization of library work & collection development.
3. To familiarize with various library procedures & housekeeping activities.
4. To understand, monitor and evaluate library procedures & practices.

Unit1: Management: History, Concept, Principles & Functions

- 1.1 Management- History, Concept & scope, Management & Administration
- 1.2 Schools of Management Thoughts
- 1.3 Principles of Management-by Taylor, Fayol & Urquhart
- 1.4 Functions of Management-POSDCORB & their application to librarianship
- 1.5 Role of Librarian as a Manager

Unit2: Technical Services, Circulation, Maintenance of Library

2.1 Acquisition of print/non-print books

- Objectives of acquisition section, function of acquisition department
- Book Selection Tools and Principles
- Sources of acquisition of books,
- Collection development policy: concept, need and purpose
- Steps in acquisition,
- Technical Processing-Manual and Machine

2.2 Acquisition of print/ non-print periodicals

- Types of periodicals, selection tools, procurement (direct & through agent): their pros & cons, receipt & recording of periodicals (three card), shelving, routing of periodicals, collation of completed volumes
- Good Offices Committee

2.3. Circulation Methods and Processes

- Definition, importance and activities, registration work, reservation, renewal, overdue reminders etc.
- Pre-requisites of good charging system
- Detail study of Browne, Newark charging system & Machine Charging System

2.4 Maintenance:

- Shelving methods-broken order, parallel arrangement, ethics of shelving, open access v/s closed access
- Stock Verification-definition, need, purpose, advantages & disadvantages, methods
- Stock rectification and Withdrawal policy: concept, need and purpose

- Preservation and Safety Measures- Binding, internal & external causes of deterioration of books, re-formatting, Building Maintenance routine, Opening & Closing routine.

Unit3: Library Finance & Human Resources Management

- 3.1 Library Finance- Sources, Estimation of Library's Financial Requirements
- 3.2 Budgeting- definition, importance, kinds of budget: Line-Item, Formula budget, ZBB, PPBS;
- 3.3 Accounting- financial records and its types; Auditing- types; Cost Effectiveness Analysis; Cost Benefit Analysis; Out sourcing: concept, need, pros & cons, library services to be out sourced
- 3.4 Human Resource Management- concept, need, functions, recruitment & hiring
- 3.5 Staff Manual-concept, need

Unit4: Library Rules and Reports

- 4.1 Library Rules-need, purpose & draft
- 4.2 Library Statistics-purpose, sources & kinds
- 4.3 Annual Report-definition, purpose, contents & its compilation
- 4.4 Library Building and Space Planning-need, factors to be considered while planning, standards, green library building: concept

Suggested Pedagogy

Classroom Lecture and discussion, working in different sections of library during Library hours, Question and Answer, Project on Library Management etc.

Suggested Assessments

Assignments, Surprise test, Peer assessment, Presentation on various topics.

Learning Outcome

1. Training in organization of library work & collection development.
2. Familiarize with various library procedures & library housekeeping activities.
3. Make aware of principles & functions of management & their application to Librarianship.
4. Understand, monitor & evaluate library procedures & practices.

References

1. Brophy, Peter and Courling Kote, Quality Management for Information and Library Managers. Bombay: Jaico, 1997
2. Bryson, J.O. Effective Library and Information. Bombay:Jaico,1996
3. Evans, Edwardg. Ed. Management Information Systems .New Delhi. S. Chand &Co. 1986
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5. Katz,W.A Collection Development Selection of Materials for Libraries. New York; HRW. 1980
6. Krishna Kumar. Library Administration and Management. New Delhi: Vikas, 1987
7. Kumar, P.S.G. Management of Library and Information Centres. New Delhi: B.R. Publishing Corporation. 2003
8. Martino, R.L. Information Management; Dynamics of Management Information Systems. New York. Mc Hill, 1969

9. MeDick Robert G.Et.al. Information Systems for Modern Management. New Delhi: Prentice Hall, 1992
10. Mittal ,R.L Library Administration: Theory and Practice.Ed.4 New Delhi, Metropolitan, 1984
11. Paliwal, P.K Compendium of Library Administration. New Delhi: Ess Ess, 2000
12. Parker, Charles and Café. Thomas. Management Information Systems: Strategy and Action. New York: McGraw Hill, 1993
13. Pearson, R. J Ed. Management Process: Selection of Reading for Librarians. Chicago: ALA, 1983
14. Stuart, Robert. D and Moran, Barbara B. Library and Information Centres Management.Colorado:LibrariesUnlimited,2004

PGDLIS.PALB113 Research Methods in Librarianship

Aim of this paper:

The aim of this paper is to develop research skills in students and enable them to carry out research in Library and Information Science.

Objectives:

1. To give an advanced exposure to the students about research.
2. To develop acquaintance with intensive techniques and skills of the research process.
3. To familiarize the art and style of writing a research report.

Learning Out come

1. Introduce application of Research Methodology in LIS and inculcate research skills among the students.
2. Understand the use of various data collection tools & statistical techniques for Research.
3. Give exposure to current trends of Research in LIS.

Unit1: Introduction to Research

- 1.1 Research: Definition, need, purpose, characteristics ,types- pure, applied and action research
- 1.2 Research Design : definition, identification of problem, steps in research
- 1.3 Hypothesis : definition, types
- 1.4 Literature Review: definition, purpose, importance
- 1.5 Designing of Research Proposal : definition, structure

Unit2 : Research Methods and Techniques

- 2.1 Research Methods: Historical, Descriptive, Experimental, Survey, Case Study & future research
- 2.2 Research Techniques & Tools: Questionnaire, Interview, Observation, Sampling definition, purpose, types
- 2.3 Bibliometrics : concept, definition, historical development, laws and its application to librarianship, introduction to Scientometrics, Webometrics, Informetrics
- 2.4 Citation: concept, definition, citation database: concept, examples (Web of Science, Scopus, Google Scholar), Citation analysis, citation network, citation matrix, bibliographic coupling, co-citation analysis, impact factor, H-index: concept
- 2.5 Data analysis : process
- 2.6 Data presentation techniques: tabular, graphic, charts etc.

Unit3: Statistics and its Application

- 3.1. Descriptive Statistics: measures of central tendency, dispersion-range, variation, standard deviation, co-relation
- 3.2. Inferential Statistics : regression: linear and non-linear, Z-T test, chi- square test
- 3.3. Statistical packages

Unit4: Research Reporting

- 4.1 Research reporting: structure, types, contents
- 4.2 Research Ethics
- 4.3 Style manuals (APA, MLA, Chicago), reference management soft ware's (Mendeley, Zotero etc.)

Suggested Pedagogy

Pre-reading material for self-study, Classroom discussion along with relevant videos, PPT Presentation, Short data collection project.

Suggested Assessments

Small project, Assignments, Peer assessment,

References

1. Charles H. Busha & Stephen P. Harter, *Research Methods in Librarianship Techniques and Interpretation*. New York: Academic Press 1980.
2. Gopal (M.H.) *An Introduction to Research Procedure in Social Science* New Delhi, Vikas Pub. House 1992.
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8. Simpson J.L. *Basic Research methods in Social Sciences : The art of empirical investigation*, 1969
9. Stevens Rolland E. *Research Methods in Librarianship* London, Bingley, 1971.

PGDLIS.PALB114 Knowledge Organization: Classification Theory

Aim of this paper:

To emphasize the importance of organization of knowledge and introduce them with the techniques of classification.

Objectives:

1. To understand the role of library classification in knowledge organization.
2. To understand the mode of formation of subjects in the universe of knowledge.
3. To introduce various concepts, theories & principles of classification.
4. To get familiar with select schemes of classification.

Learning Outcome

1. Understand the role of Library classification in knowledge organization.
2. Understand mode of formation of subjects in the universe of knowledge.
3. Know various concepts, theories and principles in classification.
4. Get familiar with select schemes of classification.
5. Explore the current trends in library classification.

Unit1: Universe of knowledge

- 1.1 Structure and a attribute
- 1.2 Subject: meaning, types (simple, compound, complex)
- 1.3 Modes of formation of subjects
- 1.4 Universe of knowledge as mapped in different classification schemes (DDC,UDC & CC)
- 1.5 Library Classification:Concept, need, purpose, functions
- 1.6 Knowledge classification and Book Classification
Knowledge classification: concept, types: Vedic classification, Greek classification & Baconian classification; Book classification-features; Difference between Knowledge classification and Book Classification
- 1.7 Notation: meaning, need, types, qualities, mnemonics
- 1.8 Call Number : structure, various parts & their functions
- 1.9 Approaches to classification : Postulation Approach and Systems Approach
Postulation Approach: canons and postulates
- 1.10 Canons :Canon for characteristics (idea plane),Canon of context (verbal plane), Canon of synonym and homonym (notational plane)
- 1.11. Postulates: fundamental categories, principles for facet sequence, rounds and levels, phase relations, systems and specials Systems Approach

Unit2: Development of Library Classification Schemes

- 2.1 Species of Classification Schemes : Enumerated, Faceted–characteristics and examples
- 2.2 Dewey decimal classification: biographical sketch of Melvil Dewey, origin, basic plan and structure, notation (decimal fraction notation), synthetic devices (seven tables, add instructions), phoenix schedules, relative location, index, versions, revision.
- 2.3 Colon Classification: biographical sketch of Dr. S. R. Ranganathan, origin, structure, versions, notation, features (planes of work), common isolates.
- 2.4 Universal Decimal Classification: Brief history, structure, features, common and special auxiliaries, notation, index, merits and demerits, maintenance & revision.
- 2.5 Simple Knowledge Organization Systems (SKOS)
- 2.6 Automatic Classification

- 2.7. Taxonomies and Ontology
- 2.8. Folksonomies
- 2.9. Semantic Web

Suggested Pedagogy

Pre-reading material for self-study, Classroom Lecture and discussion, Displaying of Videos on Classification, Practical use and handling of classification schema, is working in Classification department of library during Library hours, Question and Answer etc.

Suggested Assessments

Assignments, Surprise test, Peer assessment, Reflective note

References

1. Berwick Sayers, W.C. Introduction to Library Classification. London: Andradauch, 1950.
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32. Svenonious,E: The Intellectual Foundations of Information Organization. Cambridge: MIT
33. Tayllor,Arlem.G: The organization of information. Libraries unlimited, 1999.

PGDLIS.PALB115 Knowledge Organization: Cataloguing Theory

Aim of this Paper:

To emphasize the importance of organization of knowledge and information sources and introduce them to students with the technique of Cataloguing.

Objectives:

1. To impart skills of act of Cataloguing theoretically.
2. To teach the fundamentals, various concepts, theories & principles in cataloguing.

Learning Out come

1. Understand the role of cataloguing for retrieving library materials.
2. Know the fundamentals, various concepts, theories and principles in Cataloguing.
3. Familiarize with the concept of subject cataloguing.
4. Introduce to various standards in cataloguing.

Unit1: Library Catalogue

- 1.1 Introduction to various parts of the Document (How to read a book technically)
- 1.2 Library Catalogue : Definition, Concept, Objectives and Functions
- 1.3 Difference between Catalogue, Bibliography, Publisher's Catalogue/Lists and Accession Register.
- 1.4 Physical Forms of Library Catalogue –Conventional and Non-Conventional
- 1.5 Types of Catalogue : Dictionary Catalogue, Classified Catalogue, Alphabetic Classed Catalogue, Alphabetic Subject Catalogue
- 1.6 Catalogue Codes: History and Development
- 1.7 Normative Principles (Introduce 20 Normative principles)
- 1.8 Catalogue Entries–Types ; Entry According to CCC and AACR(latest editions); Entry Elements; Filing of Entries
- 1.9 Authority Files
- 1.10 Choice and rendering of Headings–Personal Authors, Corporate Authors Western and Indic Names

Unit2: Subject Catalogue and Cataloguing

- 2.1 Subject Catalogue : Meaning and Purpose,
- 2.2 Chain Indexing
- 2.3 Tools and techniques in deriving subject headings
- 2.4 Centralized, Cooperative and Copy Cataloguing
- 2.5 Bibliographic Standards–Introduction ISBD, CCF, RDA, FRBR, Bib Frame
- 2.6 Metadata; Meaning, Purpose, Types and Use
- 2.7 MARC21, Dublin Core, TEI, METS, EAD, VRA Core, MODES
- 2.8 Standards for Bibliographic Interchange and Communication ISO2709, Z39.50 and Z39.71

Suggested Pedagogy

Pre-reading material for self-study, Classroom Lecture and discussion, Displaying of Video on Cataloguing, Practical session of Cataloguing, Working in cataloguing department of library during Library hours, Question and Answer, Group Discussion etc.

Suggested Assessments

Poster presentation, Assignments, Surprise test, Peer assessment,

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PGDLIS.PALB116 Fundamentals of IT

Aim of this Paper:

The purpose of this paper is to provide basic knowledge in the field of IT and its applicability in Library and Information Centers.

Objectives:

1. To introduce concepts such as networks, their types and uses in libraries, digital library.
2. To familiarize students with IT and its application in library organization.
3. To develop Skills implement library automation.

Unit1:Introduction to Computers and Library Automation

- 1.1 Concepts, Generation, Types, Hardware
- 1.2 Units of Computers, Arithmetic and Logic Unit, Control Unit, Input and output unit, Memory Unit
- 1.3 Software: System Software, Operating Systems–MS Window, UNIX and Linux.
- 1.4 Application Software, MS Word, MS Excel, MS Power Point and MS Access
- 1.5 Definition, Purpose, Historical Development
- 1.6 Planning and Implementation of Automation in operations like Acquisition, Cataloguing, Circulation, OPAC, Serial Control and Stock verification
- 1.7 Retrospective Conversion
- 1.8 Library Management Software (Proprietary), Free and Open Source Software (FOSS), Their Evaluation – Criteria for Evaluation
- 1.9 Concept of File Organization, Database ,Database Management System Unit

Unit2: Computer Networks

- 2.1 Computer Networks: Concept, need Topologies, Types: LAN, MAN, WAN
- 3.2 Internet services and resources-WWW, Email, FTP, Telnet, Bulletin Board.
- 2.2 Internet Protocols and Standards, HTTP, HTTPS, FTP, SFTP, TCP/IP, URI,URL
- 2.3 Data Security and Network Security :Firewalls, Cryptographic Techniques, Anti-virus software, Anti spyware, Intrusion Detection System,
- 2.4 Data download, Data upload, Data zip and unzip.
- 2.5 Introduction to webpage-importance and background
- 2.6 Website–structure, function and importance.
- 2.7 HTML and XML–Introduction and background
- 2.8 Web server –Host and Clientele. Web hosting services and provider.
- 2.9 Search Engine–Concept, Function and mechanism with example. Web Search and strategy.

Suggested Pedagogy

Classroom Lecture and discussion, Pre-reading material for self-study, Practical session of IT Lab, Working in different sections of the library during Library hours, Question and Answer, Group Discussion, Project on Database Creation etc.

Suggested Assessments

PPT Presentation, Assignments, Classroom Surprise test, Peer assessment.

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DISCIPLINE-SPECIFIC ELECTIVE SUBJECT
ELECTIVE PAPERS 4 CREDITS (ANY ONE)

PGDLIS.PALBELE117A Academic Library System

Aim of this Paper:

To train students to manage effectively and efficiently the Academic Libraries.

Objectives:

1. To produce skilled manpower to develop and manage the academic libraries.
2. Library and to provide effective library services to budding students at various levels of education.
3. To educate students about the nature of academic library
4. To impart skills in managing an academic library system
5. To train students in providing various types of services provided by academic libraries

Learning Outcome:

1. Understand the meaning and functions of academic library
2. Familiarize with the collection of academic libraries.
3. Introduce the services of the academic library.
4. Study the collection development and management of Academic Libraries .

Unit1: Development of Academic Libraries

- 1.1 Academic Libraries: Objectives
- 1.2 Academic Library Services
- 1.3 Functions, Nature, Characteristics, Infrastructure, and Maintenance: School, College, and University Libraries
- 1.4 Role of UGC and Other Bodies in Promoting Libraries in Universities, Colleges, and Other Institutions of Higher Learning
- 1.5 Library Governance

Unit2: Collection Development

- 2.1 Collection Development Policy/Weeding Out Policy
- 2.2 Problems in Collection Organization
- 2.3 Collection Development Programmes

Unit 3 Staffing Pattern and Staff Development for Academic Libraries

- 3.1 Staff development
- 3.2 Norms and Patterns of Staffing

Unit 4 Continuing Education Programs (CEP)

- 4.1. Definition, Meaning and Scope
- 4.2 CEP for Library professionals -need and scope
- 4.3 Role of National and international agencies in CEP for LIS professionals- IFLA, UNESCO etc

Suggested Assessments

- Case Study Project on College, University & School Library, and quiz competition.
- 2 weeks hands on training in any one academic library

Project and Assignment:

1. Case studies of academic libraries (Minimum 2 libraries)
2. Preparing an annotated list of university library books (Classics and New Minimum, English and Marathi 100)
3. Preparing an annotated list of University/College Library websites
4. Preparing annotated list of University/college/school library reference sources

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PGD LIS. PALBELE 117C INFORMATION SOURCES IN COMMERCE AND MANAGEMENT

Objective:

1. Student will able to learn information resources in different Field.

Learning Outcome

1. Comprehend structure and development of Commerce and Management.
2. Explore various disciplines in the field of Commerce and Management
3. Understand information sources, services and systems of Commerce and Management
4. Highlight the role of available data bases in these fields.

Unit1: The Development of Commerce and Management

- 1.1. Scope of the Discipline
- 1.2. Brief historical Review
- 1.3. Research Trend in Commerce and Management

Unit2: Users and their information needs Commerce and Management

- 2.1. Information need of the users
- 2.2. User Studies, Meaning, Importance, Types
- 2.3. Planning and conducting of user survey
- 2.4. Actual methods of services to users

Unit3 Information Sources and Evaluation

- 3.1. Primary, Secondary and Tertiary Resources in the Discipline
- 3.2. Evaluation and Evaluation Criteria for Evaluation of these resources
- 3.3. Print and Electronic Resources in the Discipline

Unit4 Databases and Internet Resources and Services

- 4.1. Databases in the Discipline–Networked and Distributed Databases
- 4.2. Consortia in the Discipline and Subject Gate ways
- 4.3. Internet Resources and Services in the Discipline
- 4.4. Review of Institutes and Professional Organizations

Suggested Pedagogy

Classroom Lecture and discussion, Pre-reading material for self-study, Working in different sections of the library during Library hours, Question and Answer, Group Discussion, etc

Suggested Assessments

PPT Presentation, Assignments, Peer assessment,

References:

1. Ana Cleveland and Donald Cleveland. Introduction to Indexing and Abstracting. 4th ed. Santa Barbara :ABC Clio,2013
2. Bunch:The Basis of Introduction: London:Clive Bingley.1984.
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<https://libguides.uwf.edu/>

PGD LIS. PALBELE 117C INFORMATION SOURCES IN SCIENCE AND TECHNOLOGY

Objective:

1. Student will able to learn information resources indifferent Field.

Learning Outcome

1. Comprehend structure and development of Science and Technology.
2. Explore various disciplines in the field of Science and Technology.
3. Understand information sources, services and systems of Science and Technology
4. Highlight the role of available databases in these fields.

Unit 1:The Development of various subject

- 1.4. Scope of the Discipline
- 1.5. Brief historical Review
- 1.6. Research Trend in Natural Science

Unit 2: Users and their information needs various Subject

- 2.5. Information need of the users
- 2.6. User Studies, Meaning, Importance, Types
- 2.7. Planning and conducting of user survey
- 2.8. Actual methods of services to users

Unit 3: Information Sources and Evaluation

- 3.4. Primary, Secondary and Tertiary Resources in the Discipline
- 3.5. Evaluation and Evaluation Criteria for Evaluation of these resources
- 3.6. Print and Electronic Resources in the Discipline

Unit 4: Databases and Internet Resources and Services

- 4.5. Databases in the Discipline–Networked and Distributed Databases
- 4.6. Consortia in the Discipline and Subject Gateways
- 4.7. Internet Resources and Services in the Discipline
- 4.8. Review of Institutes and Professional Organizations

Suggested Pedagogy

Classroom Lecture and discussion, Pre-reading material for self-study, working in different sections of the library during Library hours, Question and Answer, Group Discussion, etc

Suggested Assessments

PPT Presentation, Assignments, Peer assessment,

References:

1. Ana Cleveland and Donald Cleveland. Introduction to Indexing and Abstracting. 4th ed. Santa Barbara :ABC Clio,2013
2. Bunch:The Basis of Introduction: London: Clive Bingley.1984.
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<https://libguides.uwf.edu/>

❖ SEM II 22credits

PGD LIS.PALB221 Knowledge Organization: Classification Practical

Aim of this paper:

To provide practice in document classification.

Objective:

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

Learning Outcome

1. Develop skills in using classification schemes for classifying various documents.
2. Understanding the subject of the document and its facets.

Unit1: Structure of DDC (Dewey Decimal Classification–19/21/23 Edition)

- 1.1 Main classes, First summary, Second summary, Third summary
- 1.2 Classification of simple subjects

Unit2: Classification of documents with compound subjects

- 2.1 Use of seven tables

Unit3: Classification of documents with complex subjects

- 3.1 Using “Add to” instructions

Unit4: Colon Classification (6thRev. Ed.)

- 4.1 Use of PMEST formula: Main class Library Science and Literature.
- 4.2 Use of Common isolates in-periodicals, biographies

Unit5: Assigning book numbers

Suggested Pedagogy

Classroom Lecture and discussion, Pre-reading material for self-study, Hands-on Practical of Schedules, Working in classification section of library during Library hours, Question and Answer, Group Discussion, etc.

Suggested Assessments

Surprise test, searching a book in the library on given call numbers, Assignments, Peer assessment,

References:

1. Dewey, Melvil. Dewey Decimal Classification.Ed.21, Forest Press, Dublin, USA, 1996.
2. KaulaP.N.A treatise on Colon Classification .Sterling Publishers, New Delhi, 1985.
3. Ranganathan S.R. Elements of Library Classification. Sarada Ranganathan Endowment for Library Science, Bangalore, 1989.
4. Ranganathan S.R.Colon Classification .Ed.6.Sarada Ranganathan Endowment for Library Science, Bangalore, 1960
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PGD LIS.PALB222 Knowledge Organization: Cataloguing Practical

Aim of this paper:

The purpose of this paper is to provide practice in library cataloguing.

Objectives:

1. To impart skills in using world known catalogue codes.
2. To develop skills in cataloguing documents using AACR-2 Rand CCC Steps in cataloguing

Learning Outcome

1. Development of skills in cataloguing documents using AACR-2 Rand CCC (Cataloguing Code)
2. Understanding the bibliographic element of the documents.
3. Familiar with bibliographic recording format.

Note: Cataloguing practical According to AACR-2R will carry 40 marks and CCC 10 marks.

1. AACR-2R:(40marks)

Unit1: Cataloguing of Works of

- 1.1. Single and Shared Authorship
- 1.2. Works of Mixed Responsibilities
- 1.3. Pseudonyms

Unit2: Cataloguing of

- 2.1. Editorial Works
- 2.2. Composite Works
- 2.3. Series Publications

Unit3: Cataloguing of

- 3.1. Multi Volume Works
- 3.2. Serial (Periodicals and similar) Publications

Unit4: Cataloguing of

- 4.1. Uniform Titles
- 4.2. Corporate Authors
- 4.3. Non-Book Materials

2. CCC: (10Marks)

Unit1: Structure of Main entry and Added Entry

- 1.1. Authors/Editors
- 1.2. Periodicals

Suggested Pedagogy

Classroom Practical with discussion, Poster presentation of Catalogue Entry, Pre-reading material for self-study, Hands-on training of use of Subject Headings, Group reading of various rules given in Catalogue Code, Working in cataloguing section of library during Library hours, Question and Answer, Group Discussion, etc.

Suggested Assessments

Surprise test, searching a book in the library on given call numbers, Assignments, Peer assessment, Subject Cataloging Competition.

References:

1. American Library Association: Anglo-American Cataloguing rules, RevEd.2, Library Association, London, 1998.

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Science, Bangalore, 1989.

PGDLIS.PALB223 Reference & Information sources & services

Aim of this Paper:

The paper aims to provide in-depth knowledge about information sources, systems and services; their importance and pivotal role in libraries.

Objectives:

1. To familiarize students with different library services and sources.
2. To develop the skills for providing reference and information services.
3. To introduce National and International Information Systems and Centers and their information and knowledge management activities.

Learning Outcome

1. Familiarize with nature & organization of reference service in libraries.
2. Familiarize with various reference and information sources, types, contents and their use for answering reference questions of different types.
3. Develop the skills for providing reference and information services.
3. Familiarization with various national and global Information systems.
4. Acquaint with concept of information users.

Unit1: Information Sources

- 1.1 Fundamental concepts: Meaning, Definition and Importance
- 1.2 Documentary and Non Documentary Sources (print, non-print & electronic sources etc.)
- 1.3 Primary, Secondary and Tertiary Sources of Information (with details)
- 1.4 Human and Institutional Sources of Information.

Unit2: Reference Source and Electronic Information Sources

- 2.1 Reference Sources: Characteristics, Types, Usefulness
- 2.2 Electronic Sources: Online, Offline, E Books, E Journals, E Databases, ETD etc.
- 2.3 Subject Gateways, Web Portals, Bulletin Boards, Discussion Groups/Forums, Multimedia Resources, Databases, Institutional Repositories
- 2.4 Evaluation of Reference Sources and Electronic Information Sources

Unit3: Reference and Information Services

- 3.1 Users and Information Needs, Orientation Programme
- 3.2 Reference Service: definition, needs, scope and objectives. (Origin and development of reference service from the beginning to the internet era.
- 3.3 Theories of Reference Service: James I.Wyer and Samuel Rothstein
- 3.4 Ready, Short and Long range reference service, Referral Service.
- 3.5 Documentation and Information Services – Current Awareness Service (CAS), Selective Dissemination of Information (SDI), Translation Services, Indexing and Abstracting Services, Bibliographic Services, etc.
- 3.6 Document Delivery Service & Inter-Library Loan Service
- 3.7 Reprographic Services–Photocopying, Scanning, Printing, etc.
- 3.8 Online Services– E-Mail, Instant Messaging, RSS Feeds, Podcasts, Vodcasts, Aska Librarian, Mobile Based Library Services and Tools, Collaborative services : Social networks, Social Bookmarking; Community Information Service

Unit4: Information Systems and Networks

- 4.1 Information and Knowledge Management–Concept and activities
- 4.2 Information Systems– Meaning, characteristics and functions

4.3 National Information Systems and Networks: NISCAIR (NIScPR), NASSDOC, DESIDOC, SENDOC, National Knowledge Network, INFLIBNET, etc with current examples

4.4 Global Information Systems and Networks: MEDLARS, AGRIS, INIS, INSPEC, BIOSIS, ERIC, Patents Information System, BIS etc. with current examples

4.5 User Education: definition, need, objectives, methods and Information Literacy

Suggested Pedagogy

Classroom Lecture and discussion, Practical use of different sources from the library, Online Access and use of E-resources, working in reference service department of library during Library hours, Mock reference interview, Question and Answer etc.

Suggested Assessments

Project and submission of reference diary, Assignments, surprise test, Peer assessment, Presentation on various topics.

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23. www.infolibrarian.com
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35. Varma. AK. Trends in subject indexing. Delhi: Mittal,1984.

PGD LIS.PALB224 Reference & Information sources & services practice

Aim of this paper:

This is a rigorous programme to be conducted throughout the academic year. The purpose is to imbibe necessary Bibliographic and Library Skills by involving students in various activities listed below:

Unit1: Ability & Skill Enhancement Courses

- 1.1 Management Practical
- 1.2. Compiling bibliography
- 1.3 Reference diary
- 1.4 Preparing and arranging catalogue cards
- 1.5 News paper clippings project
- 1.6 Study tour report
- 1.7 Internship Report
- 1.8 Information Sources-Oral

Unit2: Communication skills

- 2.1 Reading skills :vocabulary, pronunciation, fluency
- 2.2 Listening skills: types, importance
- 2.3 Speaking skills: pronunciation, grammar, vocabulary, fluency, comprehension
- 2.4 Writing skills: internal and external correspondence
- 2.5 Notes making skills:methods,5R'of note taking

PALB225 Internship/Field projects

Objectives:

1. Student will be able to understand in literature searching using print and online sources on assigned area of study.
2. To learn the student in preparing bibliography and documentation list on the assigned area of study.
3. To expose the student with real working environment of library by assigning them a topic related with the library operation.
4. Student will able to learn them in preparing the state of the art report on the assign area of study.
5. To train them in preparing the Internship report in a prescribed format based on their practical training and learning.

Unit1:Literature Review

Unit2:Field Survey

Unit3:Report on Internship Program

Unit4:Viva-Voce

❖ ELECTIVE PAPERS 4 CREDIT (ANY ONE)

PGDLIS.PALBELE117B PUBLIC LIBRARY SYSTEM AND SERVICES

Objectives:-

1. To familiarize students with the public library system.
2. To impart skills in managing public libraries and their services

Learning Outcomes:

After studying this paper, students shall be able to:

1. Understand public library system and its users.
2. Develop collection suitable to the users of public library.
3. Manages finances for public library.
4. Understand the recommendations of the various associations, organizations for public libraries and implements them

Unit1: Public library system: Introduction

- 1.1. Meaning
- 1.2. Objectives and functions
- 1.3. Role in formal and informal mass education.
- 1.4. Users (Features of all types of users) and their needs

Unit2: Collection Development and Processing of books

- 2.1. Features collections
- 2.2. Selection and acquisition
- 2.3. Classification (local requirements and how they can be fulfilled)
- 2.4. Requirements of key words for fiction and non-fiction collection and its fulfillment

Unit3: Financial management and services

- 3.1. Sources of public library finance (State government, RRRLF, other)
- 3.2. Routine services, Services to the specific types of users (children, senior citizens, etc.)
- 3.3. Readers' Advisory service
- 3.4. Extension and publicity (exhibition, book talks, book clubs, authors talk, etc.), Outreach activities- Mobile and branch library services

Unit4: Associations and their roles in the development of public libraries

- 1.1. UNESCO Manifesto
- 1.2. IFLA's role
- 1.3. RRRLF
- 1.4. NKC

Suggested Pedagogy:

Lectures, discussions, debates, brainstorming sessions, case studies, internship.

Suggested Assessments:

Written examinations, seminar presentations, assignments, tutorials, project reports, viva-voce, quiz, open-book tests.

Recommended Books:-

1. Goulding, Anne (2017). Public Libraries in the 21st Century: Defining Services and Debating the Future. London, Routledge.
2. Koontz, Christie & Gubbin, Barbara. (2010). IFLA Public Library Service Guidelines. 2nd Revised edition. Berlin, Walter de Gruyter & Co.
3. Kumar P.S.G. (2007). Library Movement and Libraries Development in Maharashtra and Goa. New Delhi, B.R. Publishing Corporation

4. Mahajan S G (1984). History of the public library movements in Maharashtra, Pune, Shubhada Sarwaswat.
5. Matthews, JosephR. (2005).Measuring for results: the dimensions of public library effectiveness. London, Libraries Unlimited,
6. Mcmenemy,David(2009).Public library. London, Facet publishing.
7. Nicholson,Kirstie (2017).Innovation in public libraries: learning from international library practice. London, Chandos publishing.
8. Pateman, John &Willimen, Ken(2017).Developing Community-Led Public Libraries: Evidence from the UK and Canada. London, Routledge.
9. Shaffer, Gary L. (2018). Creating the Sustainable Public Library: The Triple Bottom Line Approach. London, Libraries Unlimited.
10. VenkatappaiahVelega.(2007)Public Library Legislation in the New Millennium. New Delhi, Bookwell Publications.
11. Verma, Sahib Singh, (2004). Public Libraries and Literacy Movement in India. New Delhi, Gyan Publishing House.
12. Wallace,KarenL.(2002). Responsive public library: how to develop and market a winning Publication, Distribution, etc. Englewood, Libraries Unlimited.

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PGDLIS.PALBELE117 B SPECIAL LIBRARIES

Objectives:-

1. To familiarize students with the Special Libraries.
2. To impart skills in managing Special Libraries and their services

Learning Outcomes:

After studying this paper, students shall be able to:

- 1 Understand Special Libraries and its users.
- 2 Develop collection suitable to the users of Special Libraries.
- 3 To study the Special Library associations at national and international level

Unit 1: Special Libraries: Introduction

- 1.1 Definitions
- 1.2 Brief History
- 1.3 Meaning and purpose
- 1.4 Features and functions

Unit 2: Collection Development

- 2.1 Processing and organization
- 2.2 Services

Unit 3: Evolution of Information centers

- 3.1 Characteristics of Special libraries and Information centers
- 3.2 Types of Information centers

Unit 4: Special Library Associations

- 4.1 International – SLA
- 4.2 National – IASLIC

References:

1. Ahrenfield, J.L. [et al]. (1981). Special Libraries: A Guide for Management. New York: Special Library Association.
2. Gates J.K. (1968). Introduction to Librarianship. New York: Mc-Graw-Hill.
3. Harvey, Joan M. (1976). Specialist Information Centres. London: Clive Bingley:
4. Kent, Allen (et.al) (ed.) (1980). Encyclopaedia of Library and Information Science, Vol.28. pp.386-97: New York: Marcel Dekkar.
5. Silve, Manil (1970). Special Libraries: Andre Deutsch (Grfton Basic Texts): London.
6. Strauss, L.J. (et.al) (1964). Scientific and Technical Libraries: Their Organisation and Administration. New York: Inter Science Publication.
7. Weisman, Herman M. (1972). Information Systems, Services and Centres. New York: Beck Br and Hayes.

PGD LIS.PALBELE226 B Information sources in Humanities

Objectives:

1. Understand information sources, services and systems of Literature and Humanities
2. Highlight the role of available databases in these fields.

Learning Outcome

1. Comprehend structure and development of Literature and Humanities.
2. Explore various disciplines in the field of Literature and Humanities.

Unit1–TheDevelopment of Humanities as subject

- 1.1 Scope of the Discipline, Brief Historical Review
- 1.2 Research Trends in Literature and Humanities

Unit2–Users and their information in Humanities

- 2.1 Information Needs of the Users
- 2.2 User Studies, Meaning, Importance, Types
- 2.3 Planning and conducting of User Surveys
- 2.4 Actual methods of services to users

Unit3 Information Sources and Evaluation

- 3.1 Primary, Secondary and Tertiary Resources in the Discipline
- 3.2 Evaluation and Evaluation Criteria for Evaluation of these resources
- 3.3 Print and Electronic Resources in the Discipline

Unit4 Databases and Internet Resources and Services

- 4.1 Databases in the Discipline–Networked and Distributed Databases
- 4.2 Consortia in the Discipline and Subject Gateways
- 4.3 Internet Resources and Services in the Discipline
- 4.4 Review of Institutes and Professional Organization

Suggested Pedagogy

Classroom Lecture and discussion, Pre-reading material for self-study, Working in different sections of the library during Library hours, Question and Answer, Group Discussion, etc

Suggested Assessments

PPT Presentation, Assignments, Peer assessment.

References:

1. Ana Cleveland and Donald Cleveland. Introduction to Indexing and Abstracting. 4th ed. Santa Barbara :ABC Clio,2013
2. Bunch:The Basis of Introduction: London:CliveBinglery.1984.
3. Chowdhury,G.G.,&Chowdhury,S. Information users and usability in the digital age. New York: Neal-Schuman Publishers, Inc., 2011.
4. Dobрева,M.User studies for digital Library development. S.I. :Facet Publishing, 2012
5. Gurudev Singh, Information sources services and systems.Delhi:PHI.2013.
6. Galuin: Supplementary Readings: how to Select and Use Them. New York RandomHouse, 1969
7. Gopinath,M.A.: Information Sources and Communication Media. DRTC Annual Seminar, Bangalore -1984.
8. Grogan, Dennis: Science &Technology: An Introduction to Literature. London, Clive Bingley, 1982.
9. Higgins,Printed Reference Materials. New Delhi Oxford & IBH Publishing Co,1980
10. Kim,C.H.,&Little,R.D. Public Library users and uses: a market research handbook. Metuchen, N.J.: Scarecrow Press, 1987.

11. Kopycinski, D., & Sando, K. User surveys in college Libraries. Chicago: College Library Information Packet Committee, College Libraries Section, Association of College and Research Libraries, 2007.
 12. Krishnakumar: Reference Service, Ed.3. New Delhi, Vikas, 1992.
 13. Karz, W.A.: Introduction to Reference Work. London, Butterworths, 1989, 2V.
 14. Rao, L.K.R.: Electronic Sources of Information. DRTC Annual Seminar, Bangalore, 2000.
 15. Sengupta, B. Indian Reference and Information Sources. Calcutta: World press, 1981.
 16. Sharma J.S. & Grover, D.R.: Reference Service and Sources of Information. New Delhi: EssEss, 1987.
 17. Sridhar, M.S. Library use and user research: with twenty case studies. New Delhi: Concept Pub. Co., 2002
 18. Subramanaya, K: Scientific and Technical Information Resources, New York, Marcel Dekkar, 1981.
 19. Teague, S. John: Microforms, Video and Electronic media Librarianship, London, Butterworths. 1985.
 20. Walford, A.J.: Guide to Reference Materials. London, Library Association, 1990, 3V.
- <https://libguides.gwu.edu/literaturedatabases>