



**List of Courses Focus on Employability/ Entrepreneurship/
Skill Development**

Department : Library and Information Science

Programme Name : B. Lib. I. Sc.

Academic Year : 2021-22

List of Courses Focus on Employability/ Entrepreneurship/Skill Development

Sr. No.	Course Code	Name of the Course
01.	C4	Basics of Information and Communication Technology (Theory)
02.	C5	Information Sources ,Systems and Services
03.	GE1	Statistics for Librarianship
04.	GE 2	Digital Library :Fundamental
05.	GE3	Collection Development
06.	C9	Basics of Information and Communication Technology (Practice)
07.	AECC1	Communication skill
08.	SEC1	Information Sources and Services (practice)
09.	DSE 1	School Library and Media Center
10.	DSE 2	Public Library and Information System
11.	DSE 3	Special Library and Information Systems

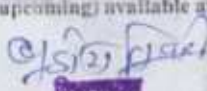
विभागाध्यक्ष
HEAD
पुस्तकालय एवं सूचना विज्ञान विभाग
Deptt. of Library & Info. Science
गुरु घासीदास विश्वविद्यालय,
Guru Ghasidas Vishwavidyalaya,
बिलासपुर (छ.ग.)
Bilaspur (C.G.)



GURU GHASIDAS VISHWAVIDYALAYA, BILASPUR (C.G.)
(A Central University)
BACHELOR OF LIBRARY AND INFORMATION SCIENCE
ONE YEAR (TWO SEMESTERS) GRADUATE DEGREE PROGRAM
CBCS BASED PROGRAMME
Scheme of Examination w.e.f. Session: 2021-2022 Onwards

First Semester					
Courses Code	Title	Credits (L:T:P)	MARKS DISTRIBUTION		
			Continuous Evaluation	Semester End Examination	Total Marks
Core Courses (CC)					
C1	Foundation of Library and Information science	3:1:0	30	70	100
C2	Knowledge Organization - Classification (Theory)	3:1:0	30	70	100
C3	Knowledge Organization - Cataloguing (Theory)	3:1:0	30	70	100
C4	Basics of Information and Communication Technology (Theory)	3:1:0	30	70	100
C5	Information Sources, Systems and Services	3:1:0	30	70	100
Generic Elective (GE)*					
GE1	Statistics for Librarianship	3:1:0	30	70	100
GE2	Digital Library: Fundamentals				
GE3	Collection Development				
TOTAL		24	180	420	600
Second Semester					
Core Courses (CC)					
C6	Library Management	3:1:0	30	70	100
C7	Knowledge Organization - Classification (Practice)	0:1:3	30	70	100
C8	Knowledge Organization - Cataloguing (Practice)	0:1:3	30	70	100
C9	Basics of Information and Communication Technology (Practice)	0:1:3	30	70	100
Ability Enhancement Compulsory Course (AECC)					
AECC1	Communication skill	0:1:1	30	70	100
Skill Enhancement Course (SEC)					
SEC1	Information Sources and Services (practice)	0:1:1	30	70	100
Discipline Specific Elective (DSE)*					
DSE1	School Library and Media Center	3:1:0	30	70	100
DSE2	Public Library and Information System				
DSE3	Special Library and Information System				
Project Work (In lieu of DSE)		4	---	---	100
TOTAL		24	210	490	700

Note: *Any One
* Student may opt any one Course/opt any one Course (current/upcoming) available at SWAYAM and notified by the department.
Note: Practical and Viva-voce will be conducted by internal examiners.


HEAD
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 Deptt. of Library & Info. Science
 गुरु घासीदास विश्वविद्यालय, कोनी, बिलासपुर - 495009



Core Course - C4

Basics of Information and Communication Technology (Theory)
TM 100 (Internal Assessment 30+Theory 70) (Credit-04)

Objectives :

To get the basic knowledge about the Information and Communication Technology and its implication in the Library fields.

Learning Outcomes:

After studying this paper, students shall be able to:

1. Understand the structure of computer and functions of its various units
2. Plan and implement automation in library housekeeping operations and services
3. Evaluate various library management software
4. Identify and state the features of telecommunication channels, modes, media, modulation, standards and protocols
5. Highlight the nature and components of computer networks and their protocols and standards
6. Discuss of Internet, search engines and network security
7. Examine the concept of library networks and highlight their types and importance

Unit 1: Fundamentals of Computers

- Concept, Generations, Types, Hardware
- Units of Computers: Arithmetic and Logic Unit, Control unit, Input and Output Unit, Memory Unit
- Software: System Software; Application Software
- Introduction to Character Recognition

Unit 2: Library Automation

- Definition, Purpose, Historical Development of Library automation software.
- Library Management Software: Proprietary, Free and Open Source Software (FOSS); Evaluation

Unit 3: Telecommunication Technologies

- Transmission Channels, Mode, and Media, ISDN, PSDN, Hubs, Router, Modem
- Wireless Communication: Media, Wi-fi, Li-fi, Satellite Communication, Mobile Communication

Unit 4: Computer Networks & Security

- Computer Networks: Concept, Need, Topologies, Types: LAN, MAN, WAN
- Internet: Web Browsers, WWW, E-mail; Search Engines; Web2.0, Web3.0
- Internet Protocols and standard
- Intranet and Extranet, Internet Security

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Reading list:

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

अभिषेक



Core Course – C5

Information Sources, Systems and Services

TM 100 (Internal Assessment 30 + Theory 70) (Credit-04)

Objectives :

To acquire the concepts of information, its sources, Systems and Services.

Learning Outcomes:

After studying this paper, students shall be able to:

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

Unit 1: Information Sources

- Nature, Characteristics, Types .
- Documentary and Non-Documentary Sources
- Primary, Secondary and Tertiary Sources of Information

Unit 2: Reference Sources and Electronic Information Sources

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

Unit 3: Reference and Information Services

- Reference Service: Concept, Purpose, Types, Theories.
- Documentation Services: Current Awareness Service (CAS), Selective Dissemination of Information (SDI), Translation Services, Indexing and Abstracting Services, Bibliographical Services.
- Document Delivery Services, Inter Library Loan (ILL) Service

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Unit 4: Information Systems and Networks

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

Unit 5: Information Sources & Services on Web

- Web Resources: Concept and Use & types.
- E-resources in Science and Technology, Social Science and Humanities.
- Role of Reference Librarian and Information Officer in Electronic Environment.

Reading list:

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

व्यक्तिगत



Generic Elective - GE1
Statistics for Librarianship

TM 100 (Internal Assessment 30 + Theory 70) (Credit 4)

Objectives :

To know the Implication of statistical techniques and methods for the research purpose in Library science discipline.

Learning Outcomes :

After studying this paper, students shall be able to:

1. Know the use of statistical tools and techniques for data analysis and interpretation of research findings
2. Aware the methods of presenting and reporting research findings

Unit 1: Methods of Data Collection

- Data Collection Techniques: Primary and Secondary Data
- Data Collection Tools: Questionnaires, Schedule, Interview, Observation Scales And Check Lists, Library Records and Reports
- Sampling Techniques

Unit 2: Data Analysis and Interpretation

- Descriptive Statistics: Measures of Central Tendency: Mean, Median and Mode
- Tabulation and Generalization
- Measures of dispersion
- Graphical Presentation of Data-Bar, Pie, Line Graphs, Histograms

Unit 3: Report Preparation

- Research Reporting: Structure, Style, Contents; Style Manuals-Chicago, MLA, APA etc.
- Current Trends in LIS Research
- Codes and Standards
- Selective and Simplified Cataloguing

Unit 4: Measuring Techniques for Library Data

- Statistical Librarianship Librametrics, Bibliometrics, Sociometrics, Informetrics.
- Bibliometrics Analysis, and Laws of Bibliometrics
- Webometrics : Definition and Use

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Reading List :

1. Busha, CH & Harter, SP: Research Methods in Librarianship: Techniques and Interpretation, New York Academic 1980.
2. Mohsin, SM: Research Methods in behavioural Sciences, Kolkata Orient Longman, 1984.
3. Sharma, RN & Sharma, RK: Research methods in Social Sciences, Bombay, Media Promoters & Publishers Pvt. Ltd., 1987.
4. Sing, Sadhu: Research Methodology in Social Sciences, Bombay, Himalaya Publishing House, 1980.
5. Stevens, RE, Ed: Research Methods in Librarianship, London, Bingley 1971.
6. Wilson, ED: Introduction to scientific Research, New Delhi, Mc- Graw Hill, 1952.
7. Young, PV: Scientific Social Surveys and research, Ed 4, New Delhi, Prentice Hall, 1982.
8. Charles, H. et al.: Research methods in librarianship: Techniques and interpretations, New Delhi: Sage, 1995.
9. Fowler, F.J.: Survey research methods, New Delhi: Sage, 1993. 10. Goale, W.J. and Hatt, P.K.: Methods in social Science research, New Delhi: McGraw Hill, 1986.

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Generic Elective – GE2
Digital Library: Fundamentals
TM 100 (Internal Assessment 30 + Theory 70) (Credit 4)

Objectives :

- To develop skills for handling information sources.
- To provide practical exposure to different information sources.

Learning Outcomes :

After studying this paper, students shall be able to:

1. Understand and work on experience with IT products and services.
2. Get knowledge to work with digital library software and management tool Dspace etc.
3. Gain Overall knowledge of Digital Library and the parts of its operations using different types of software
4. Gain knowledge of both system software and application software related to Digital Library and management.

Unit 1 : Digital Libraries

- Digital Libraries : Concept and definition
- Historical development of Digital Libraries
- Copyright and license issues.

Unit 2: Digitization Process

- Software, hardware and best practices
- Scanners and scanner types
- OCR and OCR software.

Unit 3: ICT Application for DLs

- Open source software
- DSpace, GSDL : Features and comparative study of Dspace, Eprints and Fedora
- Open Standards and File formats, harvesting metadata.

Unit 4: Digital Library Architecture

- Grid architecture. Open URL integration.
- Digital Preservation : Persistent identifiers : DOI and CNRI Handles
- Multilingual digital repositories and Cross-language information retrieval



Readings list:

1. Arms, W. Y. (2005). Digital libraries. New Delhi: Ane Books.
2. Bose, Kausik. (1994). Information Networks in India: Problems and Prospects. New Delhi: Ess-Ess.
3. Chowdury, G.G. (2003). Introduction to Digital Libraries. London: Facet Publishing.
4. Cohn, John M., Kelsey, Ann L., and Fiels, Kefih Micheal. (1998). Planning for Library Automation: A Practical Handbook. London: Library Association.
5. Papy, F. (2013). Digital Libraries. Somerset: Wiley.
6. Pedley, Paul. (2001). The Invisible Web: Searching the hidden parts of the Internet. London: Aslib.
7. Xavier, C. (2000). World Wide Web Design with HTML. New Delhi: TMH

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Generic Elective – GE3
Collection Development

TM 100 (Internal Assessment 30+ Theory 70) (Credit 4)

Objectives : To know the importance and policies of collection development in library -

Learning Outcomes:

After studying this paper, students shall be able to:

1. Understand the various types of collection in library
2. Gain knowledge about different selection procedure, evaluation techniques, preservation processes and policies related to collection development

Unit 1: Basics of Collection Development

- Definition, Need and Function
- Collection Development Policy
- Collection Development Vs Collection Management

Unit 2: Types of Collection

- Collection: Importance of collection in library
- Conventional Documents
- Audio-visual Materials
- Electronic Materials

Unit 3: Document Selections and Acquisition Procedure

- Acquisition Programme: Objectives and Functions
- Material selection: Principles and Selection Aids
- Allocation of Library Funds: Norms and Standards
- Problems in Acquisition of reading Materials
- Good Office Committee

Unit 4: Collection Evaluations and Weeding

- Collection Evaluation: Definition, Need, and Utility
- Techniques/Methods of collection evaluation
- Weeding: Need and Safeguards
- Electronic Publication and its collection
- Role of document backup Services in Collection Development

Unit 5: Preservation, Its Impact on Collection Development

- Preservation: Need, Areas, Limitations and Safeguards
- Preservations: Methods and Remedies
- Impact of IT on Collection Development

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Core Course – C9

Basics of Information and Communication Technology (Practice)

TM 100 (Internal Assessment 30+ Theory 70) (Credit-04)

Objectives :

To get the basic practical knowledge about the Information and Communication Technology and its implication in the Library fields.

Learning Outcomes:

After studying this paper, students shall be able to:

1. Create, edit and manage files using Word Processing, Spread Sheet and Power Point Presentation software
2. Carry out library housekeeping operations using library management software
3. Generate different types of report using library management software
4. Search information from internet and databases adopting suitable search strategies
5. Get to know about bibliographic information

Unit 1: Setting of Desktop; Use of Operating System; Use of Word Processing Software, Spread Sheet Management Software and Power Point Presentation Software, MS-Dos & Linux Commands

Unit 2: Use of Library Management Software (all modules); Database management software (MS Access)

Unit 3: Searching information from Internet using Different Search Engines; Searching WebOPAC, WorldCat, IndCat

Unit 4: Searching Databases by adopting various search strategies and filters

Reading list:

1. Brown, Christopher & Bell, Suzanne (2018). *Librarian's guide to online searching: cultivating database skills for research and instruction*. 5th ed. London: Libraries Unlimited
2. Clayton, Marlene (2018). *Managing library automation*. 2nd ed. London: Routledge.
3. Markey, Karen (2019). *Online searching: A guide to finding quality information efficiently and effectively*. 2nd ed. Lanham, Maryland: Rowman & Littlefield Publishers.
4. Marmel, Elaine (2015). *Office 2016 Simplified*. Hoboken, New Jersey: John Wiley & Sons.
5. Mishra, Vinod Kumar (2016). *Basics of library automation, Koha library management software and data migration: Challenges with case studies*. New Delhi: EssEss Publications.

बिजेन्द्र कुमार



Ability Enhancement Compulsory Course - AECCI

Communication Skill

TM 100(Internal Assessment 30 + Project 70) (Credit 2)

Objectives:

To increase the communication ability and to improve the skills to become more effective library professionals.

Learning Outcomes:

After studying this paper, students shall be able to:

1. Get knowledge about the fundamental of communications .
2. Get to know about the work place skills and overall communications skills.

Unit 1 : Communication Fundamentals

- Your Profile
- Introducing the Institution
- The Basics
- Social Skills

Unit 2: Preparing for Job Interview

- The Job Interview
- preparing your resume / Curriculum vitae
- Preparing Your Portfolio
- Your Profile

Unit 3: Workplace Skill

- Body Language
- Group Discussions
- Telephone Skills
- Presentation Skills

Reading List :

1. Gladis, S. D. (1993). Write type, personality types and writing styles. Amherst, Mass : Human Resource Development Press.
2. Gupta, S. (2009). Personality development and communication skills. Jaipur, India: Book Enclave.
3. Karten, N. (2010). Presentation skills for technical professionals achieving excellence. Ely: IT Governance Publications.
4. Masters, L. A., Wallace, H. R., & Harwood, L. (2011). Personal development for life and work (10th ed.). Australia: South-Western Cengage Learning.
5. McMurry, J. H. (2002). The etiquette advantage: personal skills for social success. Wilmington, NC: Stellar Publications.

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Skill Enhancement Course – SECI

Information Sources and Services (Practice)

TM 100 (Internal Assessment 30 + Practical 70) (Credit-02)

Objectives:

- To understand the practical knowledge of information sources.
- To study documentary and non-documentary sources of information.
- To familiarize students with Print and Electronic versions of information sources
- To understand the Primary, secondary and tertiary information sources

Learning Outcomes:

After studying this paper, students shall be able to:

1. Understand the basic concept, importance, characteristics, functions, and evolutions of both print and non-print sources of information.
2. Gain the knowledge of primary, secondary and tertiary sources of information
3. Know the categories of information like documentary and non – documentary sources as well as the human and institutional sources of both print sources and e-resources.
4. Clearly understand the major print and electronic resources related to primary sources of information.
5. Understand the important secondary sources of both print & electronic versions information sources.
6. Trace the relevant tertiary sources of both print & electronic sources of information
7. Know the different non-documentary sources of human and institutional sources of information

- A. Evaluation of Various Reference Sources
- B. Visit to various Library & Information Centers and Evaluate Library Services at College, University, and Special Library Level.
- C. Preparation of Current Awareness List, Press Clippings: Local, National and International Newspapers and Content List

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Annexure - I

Suggested List of Reference/Information sources for Evaluation and Information Queries

(A) Encyclopedias

1. New Encyclopaedia Britannica
2. Encyclopaedia Americana
3. International Encyclopaedia of Social Sciences
4. McGraw Hill Encyclopaedia of Science and Technology
5. Encyclopaedia of Library and Information Science

(B) Dictionaries

1. Webster's Third New International Dictionary of English Language
2. The Oxford English Dictionary
3. Funk and Wagnall Dictionary

(C) Year Books and Almanacs

1. Statement's Year Book
2. Europe Year Book
3. India: A Reference Annual
4. Manorma Year Book
5. World Almanac and Book of Facts

(D) Directories

1. World of Learning
2. University Handbook
3. Directory of Scientific Research Institutions in India

(E) Biographical Sources

1. International Who's who
2. India's who's who
3. Directory of National Biography

(F) Geographical Sources

1. Chamber's World Gazetteers and Geographical Dictionary
2. Webster's Geographical Dictionary
3. Gazetteer of India: India Union
4. Fodor's India/India Handbook
5. Britannica Atlas

(G) Serial Reference Sources

1. Ulrich's International periodical Directory
2. Keeping's Record of World Events
3. Asian news digest
4. Index India
5. Guide to Indian Periodical Literature

(H) Bibliographies

1. Indian National Bibliography
2. British National Bibliography
3. National Bibliography of Indian Literature
4. Cumulative Book Index
5. Books in Print
6. Indian. Books in Print

(I) Hindi Sources

1. Hindi Vishwakosh
2. Bhartiya Kahavut Sangraha

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Reading list :

- 1 Dhiman A.K. & Rani Y. (2005). Reference Sources and Services. New Delhi: Ess Ess Publications.
- 2 Guha, B. (1983). Documentation and information: Services, techniques and systems. Calcutta: World Press.
- 3 Gupta, B. M, et al. (1991). Handbook of libraries, archives, information centres in India. New Delhi: Aditya Prakashan.
- 4 Katz, W A (1992). Introduction to Reference Work. New York: McGraw- Hill.
- 5 Krishan Kumar. (1990). Reference service. New Delhi: Vikas.
- 6 Neelamegham, A. & Prasad, K. N. (Eds.). (2005). Information systems and services in India. Bangalore: SRELS.
- 7 Ranganathan, S.R. (1992). Reference Service. Bangalore: SRELS.
- 8 Rowley, J E & Turner. (1987). Reference Service and sources of Information. New Delhi: EssEss.
- 9 Sharma, J S. & Grover, D. R. (1992). Reference Service and Sources of Information. New Delhi: EssEss publications.
- 10 Singh G (2013). Information Sources, Services and Systems. Delhi: PHI learning Pvt. Ltd.
- 11 Singh, S. (1997). International Manual of Reference and Information Services. Delhi: Beacon.
- 12 Subramanyam, K/ (2001). Scientific and Technical Information Resources, New Delhi: Anmol.
- 13 Sunitha, A. (1998). Documentation services in India: A review of some selected documentation centres. New Delhi: Academic Publications.
- 14 Vickery, B. C. (1987). Information systems. London: Butterworths.
- 15 Walford, A.J. (1990). Guide to Reference Materials, London: Library Association.

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Discipline Specific Elective – DSE1
School Library and Media Centre

TM 100 (Internal Assessment 30+ Theory 70) (Credit 04)

Objectives :

To know how the Library services run in the school structure along with the importance and implication of Media Centers.

Learning Outcomes:

After studying this paper, the students shall be able to:

1. Understand the nature and functions of School Library and Media Centre.
2. Highlight the role of School Library and Media Centre in inculcating reading habit among school students.
3. Select, acquire organize and manage collection of School Library and Media Centre.
4. Promote reading among children and young adults through the use of quality literature that reflect and fulfils diverse developmental, cultural, social and linguistic needs of school students.
5. Provide various types of library services to school students.
6. Organize library orientation program for school students.

Unit 1: Basics of School Library and Media Centre

- School Library: Definition, Objectives, Functions.
- Development of School Libraries in India.
- Types of School Library Users: Their Reading Habits and Information Needs.
- Role of School Library and Media Centre in Inculcating Reading Habits.

Unit 2: Collection Development and Management

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

Unit 3: Management of School Library and Media Centre

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

Dr. Jyoti Singh



Unit 4 : Services of School Library and Media Centre

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

Unit 5 Library Management

- Library Classification and Cataloging
- Financial Management of School Libraries
- File and Registered Management in School Library
- Library Orientation

Reading list:

1. Barr, Catherine & Gillespie, John T. (2009). *Best books for high school readers: Grades 9-12*. 2nd ed. Westport: Libraries Unlimited.
2. Craver, Kathleen W. (2002). *Creating cyber libraries: An instructional guide for school library media specialists*. Santa Barbara: Libraries Unlimited.
3. Dickinson, Gail K. & Repman, Judi (2015). *School library management*. 7th ed. Columbus: Linworth Publishing.
4. Harper, Meghan (2018). *Reference sources and services for youth*. Chicago: American Library Association.
5. Martin, Barbara Stein & Zannier Marco (2009). *Fundamentals of school library media management: A how-to-do-it manual*. New York: Neal-Schuman Publishers, Inc.
6. Messner, Patricia A. & Brenda S. Copeland (2011). *School library management: Just the basics*. Westport: Libraries Unlimited.
7. Mohanraj, V. M. (2011). *School library: An educational tool*. New Delhi: EssEssPublications.
8. Preddy, Leslie B. (2007). *SSR with intervention: A school library action research project*. Santa Barbara: Libraries Unlimited.
9. Ranganathan, S R., (2006). *New education and school library*. New Delhi: EssEssPublications.
10. Repman, Judi & Dickinson, Gail K. (2007). *School library management*. 6th ed. Columbus: Linworth Publishing.
11. United States Office of Education (2018). *Public, society, and school libraries*. (Classic Reprint). London: Forgotten Books.
12. Vardell Sylvia M. (2014). *Children's literature in action: A librarian's guide*, 2nd ed. Santa Barbara: Libraries Unlimited
13. Wilson, Martha (2013). *School library management*. Charleston: Nabu Press.

जोसेफ़िनी



Discipline Specific Elective – DSE2
Public Library and Information System
TM 100 (Internal Assessment 30* + Theory 70) (Credit 04)

Objectives :

To know the impact of Public Library and information system toward the society.

Learning Outcomes:

After studying this paper, the students shall be able to:

1. Understand the nature and role of Public Libraries and Information Systems
2. Explain the role of government and other agencies in the development of libraries
3. Perceive the role of public library in the promotion of formal and informal education
4. Select, acquire, organize and manage public library collection
5. Provide various types of library and information services
6. Offer extension and outreach services to different categories of users
7. Organize information literacy programmes

Unit 1: Role of Public Library and Information System

- Public Library: Definition, Purpose & Organizational Structure
- Development of Public Library System with special reference to India
- Public Library manifesto of IFLA & UNESCO
- National Library Policy & Library Legislation in India

Unit 2: Collection Development and Management

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

Unit 3: Management of Public Library and Information System

- Library Governance: compositions & functions of Library Authority/Committee.
- Financial Management: Sources of Finance ; Budgeting Methods
- Human Resource Management
- Resource Sharing and Library Networking
- Public Library Norms, Standards and Guidelines

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Unit 4: Services of Public Library and Information Systems

- Circulation Service, Reference service, Readers' Advisory Service
- Information literacy
- Extension Services: Author Talk, Book Clubs, Exhibition, Lectures
- Outreach Activities: Mobile Library Services, Online Services
- Extension and Public Activities of Public Library;

Reading list:

1. Baker, Sharon L. & Wallace, Karen L. (2002). *The Responsive public library*. 2nd ed. Englewood Colo: Libraries Unlimited
2. Goulding, Anne (2017). *Public libraries in the 21st century: Defining Services and debating the Future*. London: Routledge.
3. Koontz, Christie & Gubbin, Barbara. (2010). *IFLA public library service guidelines*. 2nd Rev ed. Berlin: Walter de Gruyter & Co.
4. Matthews, Joseph R. (2005). *Measuring for results: The dimensions of public library effectiveness*. London: Libraries Unlimited.
5. Matthews, Joseph R. & Hemon, Peter (2013). *Reflecting on the future of academic and public libraries*. London: Facet Publishing.
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. McCook, Kathieen de la Pena (2011). *Introduction to public librarianship*. New York: Neal Schuman Publication.
9. Pateman, John & Willimen, Ken (2017). *Developing community-led public libraries: Evidence from the UK and Canada*. London: Routledge.
10. Ranganathan, S. R, and Neelameghan, A. (1972). *Public library system*. Bangalore: Sarada Ranganathan Endowment for Library Science.
11. Shaffer, Gary L. (2018). *Creating the sustainable public library: The triple bottom line approach*. London: Libraries Unlimited.
12. Sharma, P. (1985). *Public libraries in India*. New Delhi: EssEss Publications.
13. Venkatappaiah, Velega. (2007). *Public library legislation in the new millennium*. New Delhi: Bookwell Publications.
14. Venkatappaiah, Velaga (1994). *Model library legislation*. New Delhi: Concept Publishing Company.
15. Wallace, Karen L. (2002). *Responsive public library: How to develop and market a winning publication, distribution, etc*. Englewood: Libraries Unlimited.

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Discipline Specific Elective - DSE3

Special Library and Information System

TM 100 (Internal Assessment 30* + Theory 70) (Credit 04)

Objectives :

To get the Information about what makes a Library special and what types of collection is acquired and Services is being provided.

Learning Outcomes :

After studying this paper, the students shall be able to:

1. Understand the nature and role of Special Libraries and Information Systems
2. Explain the role of parent body in the development of Special libraries
3. Perceive the role of Special library in the promotion of formal education.
4. Select, acquire, organize and manage Special library collection
5. Provide various types of library and information services
6. Offer extension and outreach services to Special categories of users.

Unit 1: Special Library

- Special Library : Characteristics and Functions
- History and Development of Special Library;
- Role of Special Libraries in transformation of parent organization into learning organizations
- The emergence of Hybrid Special Library

Unit 2: Resource Development

- Library Authority, Leadership and Decision Making Mechanisms;
- Collection Development Policies
- Preservation management and weeding out collections.
- Circulation Management and Control.

Unit 3 : Management and Organization

- Planning and acquisition of equipment ;
- Management of Technical Services.
- Sources of finance & budgeting techniques
- Special Library Marketing

Unit 4: Special Library Services

- Types of Special Library Services;
- Extension and Special Activities of Special Library;
- Automation of special library operations and services.
- CAS & SDI

ॐ श्री गणेशाय नमः



Reading List:

1. Ashworth, W. (1985). Special librarianship. London: Clive- Bingley.
2. Ashworth, W. (1982).
3. Handbook of special librarianship and information work. London: Aslib. Auger, C. P. (1998).
4. Information sources in grey literature. 4th ed. London: Bowker. Buckett, J., & Morgan, T.S (1963).
5. Special materials in the libraries. London: Aslib. Chapman, L. (2001).
6. Managing acquisitions in library and information services. London: Library Association.
7. Clapp, V. W. (2010). Features of the research library. Urbana: University of Illinois. Griffith, J. M., & King, D. W. (1993).
8. Special libraries: Increasing the information edge. Washington D C: SLA. Grogan, D. (1982).
9. Science and technology: An introduction to the literature. London: CliveBingley. Heron, P., & Whitman, J. R. (2001).
10. Delivering satisfaction and service quality: A customerbased approach for libraries. Chicago: American Library Association. Houghton, B. (1985).
11. Technical information sources. London, N Y: Scarecrow. Jackson, F. B. (1985).
12. Special librarianship: A new reader. New York: Scarecrow. Jones, N., & Jordon, P. (1982).

लेखक/पढ़ें



**List of Courses Focus on Employability/ Entrepreneurship/
Skill Development**

Department : Library and Information Science

Programme Name : M. Lib. I. Sc.

Academic Year : 2021-22

List of Courses Focus on Employability/ Entrepreneurship/Skill Development

Sr. No.	Course Code	Name of the Course
01.	C1	Knowledge Society
02.	C2	Information Storage and Retrieval (Theory)
03.	C3	Information Communication Technology for Libraries (Theory)
04.	GE2	Preservation and Conservation of Library Materials
05.	GE3	Media and Information Literacy
06.	C8	Research Methods and Statistical Techniques
07.	SEC 1	Technical Writing and Content Development
08.	DSE 1	Academic Information System
09.	DSE 2	Agriculture Information System
10.	DSE3	Legal Information System
11.	DSE4	Industrial Information System
12.	Project	Project work/ Dissertation (In Lieu of DSE)

विभागाध्यक्ष
HEAD
पुस्तकालय एवं सूचना विज्ञान विभाग
Deptt. of Library & Info. Science
गुरु घासीदास विश्वविद्यालय,
Guru Ghasidas Vishwavidyalaya,
बिलासपुर (छ.ग.)
BILASPUR (C.G.)



GURU GHASIDAS VISHWAVIDYALAYA, BILASPUR (C.G.)
(A Central University)
MASTER OF LIBRARY AND INFORMATION SCIENCE
ONE YEAR (TWO SEMESTERS) POST GRADUATE DEGREE PROGRAM
Scheme of Examination w.e.f. Session: 2021-2022 Onwards

First Semester					
Courses	Title	Credits (L:T:P)	MARKS DISTRIBUTION		
			Continuous Evaluation	Semester End Examination	Total Marks
Core Courses (CC)					
C1	Knowledge Society	3:1:0	30	70	100
C2	Information Storage and Retrieval (Theory)	3:1:0	30	70	100
C3	Information Communication Technology for Libraries (Theory)	3:1:0	30	70	100
C4	Information Storage and Retrieval (Practice)	0:1:3	30	70	100
C5	Library Use and User Studies (Practice)	0:2:2	30	70	100
Generic Elective(GE)*					
GE1	Webometrics, Informatics & Scientometrics	3:1:0	30	70	100
GE2	Preservation and Conservation of Library Materials				
GE3	Media and Information Literacy				
TOTAL		24	180	420	600
Second Semester					
Core Courses (CC)					
C6	Information Source, System and Programmes	3:1:0	30	70	100
C7	Management of Libraries and Information Centers/ institutions	3:1:0	30	70	100
C8	Research Methods and Statistical Techniques	3:1:0	30	70	100
C9	Information Communication Technology for Libraries (Practice)	0:1:3	30	70	100
Ability Enhancement Compulsory Course(AECC)					
AECC1	Information Analysis, Repackaging and Consolidation	0:1:1	30	70	100
Skill Enhancement Course(SEC)					
SEC1	Technical Writing and Content Development	0:1:1	30	70	100
Discipline Specific Elective(DSE)*					
DSE1	1. Academic Information System				
DSE2	2. Agricultural Information System				
DSE3	3. Legal Information System				
			30	70	100

(Signature)
HEAD
गुरुघासीदास एवं सुकान्त विद्यालय
Dept. of Library & Info. Science
गुरु घासीदास विश्वविद्यालय,
Bilaspur (C.G.)



DSE4	4. Industrial Information System				
	Project Work/Dissertation (In Lieu of DSE)	4	---	---	100
	TOTAL:	24	210	490	700

Note: * Any one

* * Student may opt any one Course/opt any one Course (current/upcoming) available at SWAYAM and notified by the department.

Note: Practical and Viva-voce will be conducted by internal examiners.



First Semester

**Core Course – C1
Knowledge Society**

TM 100 (Internal Assessment 30+Theory 70) (Credit-04)

Objectives:

- This unit will introduce the notions of information and knowledge societies and examine in some detail their basic traits and characteristics.
- The principal differences between knowledge societies and pre-knowledge societies are explained and the major issues that need to be addressed in becoming a knowledge society are outlined.

Learning Outcomes :

After studying this paper, students shall be able to:

- An understanding of the differences among the notions of Data, Information and Knowledge.
- An understanding of different Acts and Laws related to information society
- The conceptual difference between information society and knowledge society.

Unit 1: Data, Information and Knowledge

- Data, Information and Knowledge & Wisdom - concepts and differences
- information generation
- Communication channels, modes and barriers

Unit 2: Information Society

- Information Society: Genesis, characteristics and Implications
- Policies Programme Related to Information.
- Information Industries.
- Concepts of Freedom, Censorship, Fair Use, Creative Commons.
- Right to Information Act; Intellectual Property Rights; Information Technology Act; Plagiarism

Unit 3: Information Science

- Information Science: Definition, Scope, objectives
- Information Science as a Discipline & its relationship with other subjects
- Information communication Models

Unit 4: Economics of information

- Information as an Economic Resource
- E- Commerce and E-Governance
- Marketing of Information.

Unit 5: Information & Knowledge Management

- Information Management
- Knowledge Management
- Information Society Vs Knowledge Society



Reading List :

1. Abell Angela and Nigel Oxbrow, Competing with Knowledge: The Information Professional in the Knowledge Management Age. London: Facet Publishing, 2001.
2. Blaise Cronin. ed. Information Management: from strategies to action London Aslib, 1985.
3. Bikowrtx W. R.: Knowledge Management Delhi PHL 2000
4. Chorafas D. N. Knowledge Revolution. 1968.
5. Crawford, Marshali Jean: Information Broking: a new career in information work, London: L. A. 1988
6. Dhiman A.K.: Knowledge Management for Librarians. New Delhi: Ess Ess, 2009
7. Galatin, Malcolm & Laiter, Robert D eds. Economics of Information London : Nijhoff, 1981
8. Gurnsey, John and White Martin. Information Consultancy London Clive Bingley 1989.
9. Koenig Michael E.D. and Shrikantaiah (Ed): Knowledge Management: lessons learned what works and what doesn't, New Delhi: Ess Ess, 2008
10. Koenig Michael E.D. and Shrikantaiah T.K.(Ed): Knowledge Management in Practice : connection & context, New Delhi: Ess Ess, 2008
11. Kumar (PSG) A Student's Manual of Library & Information Science Delhi : BR Publishing
12. Cawkell, A.E., Ed. (1987). Evolution of an Information society. London: ASLIB.
13. Cronin, B (1981). Marketing of Library and Information services. London: ASLIB.
14. Eileen, E. D.S. (2002). Marketing concepts for Libraries and Information services. 2ndEd. London: Facet Publishing.
15. Jain, A.K and others Ed. (1995). Marketing of Information products and services. Ahmedabad: HM.
16. Kotler, P. (1975). Marketing for non-profit organization. Prentice-Hall

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Core Course - C3

Information Communication Technology for Libraries (Theory)
TM 100 (Internal Assessment 30 + Theory 70) (Credit-04)

Objectives:

- To introduce the students to the basics of IT and related issues
- To train students in using information technology tools and techniques in information access, service, management, and archival activities
- To be familiar with applications of computers and information Technology in libraries.

Learning Outcomes :

After studying this paper, students shall be able to:

- Knowledge of automation software's and its application in the library
- Knowledge about a basic features of internet and its various tools.
- Knowledge of designing of webpage and content management.
- Concepts of digital library.

Unit 1: Library Automation

- Standards of automation
- Planning and Implementation of Library Automation.
- Housekeeping Operation of Library.
- Evaluation of Library Automation Software

Unit 2: Internet Basics Features and Tools

- Internet: Definition, application and Tools
- Internet Connectivity
- E-mail
- Internet Protocol:
- OSI Network Model and TCP/IP Reference Model
- Z39.50, and Z39.85
- Network Based Information Services

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Unit 3: Web Page Designing & Content Management

- Hypertext and Hyperlink, Hypermedia
- Basic Code of HTML5.
- Web Based Content Development. Content Development software: JOMALA /Word Press etc

Unit 4: Open Access to Scholarly Communication

- Scholarly Communication: Concept and Meaning
- Open Access: Overview, Definitions. Open access publishing (full, hybrids, library as publisher, OA policies)
- People, Organizations (PLOS, SPRAC, Budapest Open Access Initiative), and resources of Open Access
- Open Source Software :Identification, Types and Use,



Unit 5: Digital Libraries

- Genesis, Definition, Objectives, Scope of Digital Libraries
- Study of digital Library Software: Greenstone, D-Space
- File Format: Text, Audio, Video and Image
- Software and Hardware for Digital libraries: OCR, Image editing software,
- Input Capture Devices: Scanners, Digital Movie Cameras

Reading List :

- 1 Ahsan, N. (2002). Computer hardware guide. Delhi: Educational publishing house.
- 2 Allen, T., & Robert, N. (2002). Programming languages. New Delhi: Tata McGraw-Hill.
- 3 Balakrishnan, S. (2000). Networking and the future of libraries. New Delhi: Ess Ess publications.
- 4 Bansal, S. K. (2005). Information technology and globalisation. New Delhi: A.P.H. publishing.
- 5 Basandra, S. K. (2002). Computers today. New Delhi: Golgotia.
- 6 Clements, A. (2004). The principles of computer hardware. New York: Oxford publications.
- 7 Dhiman, A. K. (2003). Basics of information technology for librarians and information scientists. New Delhi: Ess Ess publications.
- 8 Gill, N. S. (2016). Handbook of computer fundamentals. New Delhi: Khanna book publishing Co.
- 9 Gupta, V. (2005). Rapidex computer course. New Delhi: Pustak mahal.
- 10 Hunt, R., & Shelley, J. (2002). Computers and common sense. New Delhi: Prentice-Hall.
- 11 James, K. L. (2013). Computer hardware. Delhi: PHI Learning Pvt. Ltd.
- 12 Jeanne, F. M. (2006). A librarian's guide to the internet: A guide to searching and evaluating information. Oxford: Chandos publishing.

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Core Course -C2

Information Storage and Retrieval (Theory)

TM 100 (Internal Assessment 30 + Theory 70) (Credit - 04)

Objectives:

- To study various methods and techniques of information retrieval and search strategies
- To understand the perspectives and significance of Information retrieval in the present- context
- To develop skills in information processing, organization, and retrieval
- To familiarize students with information retrieval techniques
- To understand indexing concepts, theories, methods, and importance
- To familiarize students with current trends in information retrieval-

Learning Outcomes :

After studying this paper, students shall be able to:

- Understand the objectives, components, and functions of information processing and retrieval systems
- Gain the knowledge of information search, search techniques, search strategies; and other search formations
- Clear understand the concepts, theories, methods and importance indexing languages, thesauri, and different subject headings
- Understand the different kinds of indexing systems like Pre-Coordinate and Post coordinate, PRECIS, Chain Indexing, POPSI, KWIC, UNITERM Indexing, Citation indexing, etc.;

Unit 1: Information Storage and Retrieval Systems

- Concepts, Objectives, Functions and component of ISAR system
- ISAR System: Operation Design
- Evaluation of ISAR System
- IR Models

Unit 2: Subjects Indexing: Principle and practices

- Indexing: Concept, Theories and Methods; Historical Development
- Pre coordinate Indexing system, Citation Indexing
- Post coordinates Indexing System- Keyword, Uniterm etc.
- Trends in Automatic Indexing

Unit 3: Vocabulary Control & Indexing Language

- Indexing Language: Type and Characteristics,
- Vocabulary Control: Tools, Need and Scope
- Thesaurus: Structure, Function and Construction

Unit 4: Searching Technique and Information Retrieval

- Man and Machine Retrieval System
- Search Strategies: Boolean Operations, Proximity Search, Heuristic Search, Navigational Search etc., Federated Search and Multimedia Databases Search
- Data Mining, Data Harvesting.; Dublin Core, OAI/PMH, Semantic Web



Unit 5: Advanced IR Techniques

- Cross-language retrieval
- Image retrieval
- Multimedia retrieval

Reading List :

1. Alberico, R. & Micco M. (1990). Expert systems for reference and information retrieval. West Port : Meckler. Aslib Aichison, J. & Alan G. A. (1972). Thesaurus construction: a practical manual. London: Aslib.
2. Aichison, J. & Gilchrist, A. (1972). Thesaurus construction: a practical manual. London: Aslib.
3. Austin, D. (1984). PRECIS: A manual of concept analysis and subject indexing. 2nd ed.
4. Chowdhury, G. G. (2003). Introduction to modern Information retrieval. 2nd Ed. London: Facet Publishing.
5. Cleaveland, D. B. (2001). Introduction to indexing and abstracting. 3rd Ed. Englewood Colo.: Libraries Unlimited
6. Crawford, M. J. (1988). Information broking: a new career in information work. London: Facet publishing.
7. Ford, N. (1991). Expert systems and artificial intelligence: An information manager's guide. London: LA. Page 45 of 73
8. Ghosh, S. B., & Biswas, S.C. (1998). Subject indexing systems: Concepts, methods and techniques. Rev. ed. Calcutta: IASLIC.
9. Lancaster, F. W. (1968). Information retrieval systems, characteristics, testing and evaluation. London: Facet publishing.
10. Lancaster, F.W. (2003). Indexing and abstracting in theory and practice. London: Facet publishing.
11. Pandey, S.K. (2000). Library information retrieval. New Delhi: Anmol.
12. Seetharama, S. (1997). Information consolidation and repackaging. New Delhi: Ess Ess publications.
13. Van, R.C.J. (1970). Information retrieval, 2nd ed. London: Butterworths.
14. Vickery, B.C. (1970). Techniques of information retrieval. London: Butterworths.

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Generic Elective – GE2

Preservation and Conservation of Library Materials

TM 100 (Internal Assessment 30 + Theory 70) (Credit 4)

Objectives:

- To familiarize students with the preservation and conservation of information sources;
- To know evolution of writing materials
- To understand different types of library materials, their preservation
- To study various National Archival Initiatives of different countries
- To know Digital Preservation;
- To study record management concepts and issues;
- To understand hazards to library materials and their preservation

Learning Outcomes :

After studying this paper, students shall be able to:

- Educating students on tools and techniques of preserving information sources making them aware of legal issues while digitizing and digital preservation archives;
- Familiarise with methods and process practiced to preserve important documents in libraries;
- Knowledge of evolution of storage devices and materials used to record and preserve knowledge through ages till modern times;
- Awareness of hazards of library materials and modes used for their preservation;
- Aware of Open Archive initiatives (OAI) and nature of information accessible through those open repositories;

Unit 1: Library Materials: Preservation and Conservation

- Need for Preservation and Conservation
- Evolution of Writing Materials
- Palm leaves and Birch Bark: Their Nature and Preservation
- Manuscripts, books, Periodicals, Newspapers, Pamphlets etc
- Non-Book Materials

Unit 2 : Hazards to Library Materials and Control Measures

- Environmental Factors
- Biological Factors
- Chemical Factors
- Disaster Management

Unit 3: Binding

- Different Types of Binding for Library Documents
- Binding Materials
- Binding Process
- Standards for Library Binding

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Unit 4: Restoration and Reformatting

- Material Repair
- Microfilming and Digitization
- Preservation of digital documents



Reading List :

- 1 BALLOFFET (N) and HILLE (J).Preservation and Conservation for libraries and archives. 2009. EssEss.
- 2 CAPLE (C). Conservation skills: judgement, method and decision making. 2000.
- 3 HENLERSON (K L).Ed. Conservating and pre-servating library materials. 1983. University Graduate school of library and information science; Ithirois.
- 4 KATHPALIA (Y P).Conservationand restoration of archive materials.UNESCO manual of libraries;UNESCO. PLUMBE (W J).The preservation of books in tropical and subtropical countries. 1956. OUP; London.

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Generic Elective -GE3
Media and Information Literacy
TM 50 (Internal Assessment 30 + Theory 70) (Credit 4)

Objectives:

Understanding of media and information literacy for providing better library services.

Learning Outcomes :

After studying this paper, students shall be able to:

- define media literacy;
- describe the process of media literacy;
- outline the core concepts of media literacy;
- evaluate the credibility of information;
- explain the power of visual images, and critically analyse media messages.

Unit 1: Media and Information Literacy

- Media and Information literacy (MIL) definition, need and purpose.
- Role of MIL in the Society
- Theories and models of MIL
- MIL policies and strategies

Unit 2: Information Literacy

- Information Literacy Standards: Foundations & Implications
- Information Literacy Guideline :UNESCO, IFLA and ALA
- Data Literacy: Definition, Importance and scope
- Digital Literacy: emerging web service

Unit 3: Ethics and Laws

- Media and information ethics: cyber laws and ethics
- Social Media Platforms and Tools
- Media Ethics

Unit 4: Understanding media and Society

- Defining Society and Mass Media
- Media and Public Opinion
- New Media and its Impact on Society



Reading List :

- 1 Media Now: Communication Media in the Information Age. By Joseph Straubhaar, Robert LaRose, Wadsworth Thomson Learning, 2000.
- 2 Media and Society: Challenges and Opportunities. Edited by Vir Bala Aggarwal, Concept Publishing Company, New Delhi, 2002.
- 3 Media in Society: Readings in Mass Communication, Caren J Deming, Samuel L Becker, Scott, Foresman and Company, Glenview, Illinois, 1988.
- 4 Introduction to Mass Communication: Media Literacy and Culture by Stanley J Baran , Edition 4 , McGraw-Hill New York 2007.
- 5 Grassian, E. S., Kaplowitz J. R. (2009). Information Literacy Instruction: Theory and Practice. Chicago: Neal-Schuman Publishers, Inc.
- 6 Grassian, E. S., Kaplowitz J. R. (2009). Information Literacy Instruction: Theory and Practice. Chicago: Neal-Schuman Publishers, Inc.
- 7



Core Course - C8

Research Methods and Statistical Techniques
TM 100 (Internal Assessment 30+ Theory 70) (Credit 4)

Objectives:

- To familiarize students with concepts and types of research
- To know the research techniques and tools
- To understand the research methods and process
- To understand data analysis and interpretation

Learning Outcomes :

- After studying this paper, students shall be able to:
- Familiar with theory of research and its methodology
 - Familiar with identifying research problems and doing subject literature
 - Sample size and research instrument for data collection
 - Understanding the mode of data collection and data analysis
 - Knowledge use of statistical tools and techniques for data analysis and interpretation of research findings

Unit 1: Research Methods

- Research: Definition, Nature, characteristics, purpose and types
- Research Methods: types
- Hypothesis: Concept, Types, Research Question
- Scientific Methods: Features, Spiral of Scientific Method.

Unit 2: Research Design

- Research design: definition, purpose, types
- Characteristics & advantages of a good research design

Unit 3: Research technique and tools

- Data Collection: Meaning, Need, Purpose & Types
- Sampling technique and sampling error
- Scale and check list

Unit 4: Data analysis and interpretation

- Statistical methods: Concepts, definition and basic steps and factors involved.
- Measures central tendency: Mean, Median and Mode;
- Measures of Dispersion: Range, Mean Deviation and Standard Deviation;
- Measures of Variability and Correlation, t-test, z-test, ANOVA

Unit 5: Research Reporting

- Structure, Style, Contents
- Guidelines for research reporting
- Style manuals - Chicago - MLA - APA etc
- E-citation and methods of research evaluation

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Reading List :

- 1 Bhandarkar, P.L. & Wilkinson, T. S. (1992). Methodology & techniques of social research Ed.9. Bombay: Himalaya.
- 2 Basha, C H & Harter, SP. (1980). Research methods in librarianship: Techniques and Interpretation. New York: Academic.
- 3 Charles, H. et.al. (1993). Research methods in librarianship: Techniques and Interpretations. New Delhi: Sage.
- 4 Fowler, F.J. (1993). Survey research methods. New Delhi: Sage.
- 5 Goode, W.J. & Han, P.K. (1980). Methods in social science research. New Delhi: McGraw Hill.
- 6 Gopal, M.H. (1990). An introduction to research procedudrc in social sciences. Bombay: Asia.
- 7 Kothari, C.R. (1990). Research methodology. New Delhi: Wishtwa prakashan.
- 8 Krishna Kumar (1992). Research methods in library in social science. New Delhi: Vikas.
- 9 Krishna, S. O. R. (1993). Methodology of research in social sciences. Bombay: Himalaya.
- 10 Krishnaswami, O.R.(1993). Methodology of research in social sciences. Bombay: Himalaya.
- 11 Leddy, P. D. (1980). Practical research: Planning design. London: Clive-Bingley.
- 12 Line, M.B. (1967). Library surveys. London: Clive Bingley.



Skill Enhancement Course - SEC1
Technical Writing and Content Development
TM 100 (Internal Assessment 30 + Practice 70) (Credit 2)

Objectives:

To understand the Structure and Functions of Technical Communication, Content Analysis, Content Developments.

Learning Outcomes :

After studying this paper, students shall be able to:

- To know the technicalities of technical writing and technical communication,
- Get to know the process of content development techniques and strategies through software.

Unit 1: Structure and Functions of Technical Communication

- Structure : Definition, Purpose, Characteristics and Functions
- Collection, Organization and Presentation of Data including Illustration
- Characteristic Features of Technical Writing
- Linguistic as medium of Expression of Thought

Unit 2: Content Analysis

- Concept and Scope
- Technical Quantitative and Qualitative
- Content Analysis-Applications (generation of Information Services and products)

Unit 3: Content Developments

- Content Development: Context setting, Norms and Guidelines
- Content Development software: JOOMALA, DRUPAL, etc.
- Abstract Development, Citation styles

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Reading List :

- 1 ALRED (G J), BRUSAW (C T) and OLU (W E), Ed. Handbook of technical writing 2003.
- 2 Martin's Press. BALAKRISHNAN (S) and PALIWAL (P K). Abstracting Practices in Libraries. 2001.
- 3 Anmol ELANEGHAN (A). Technical writing, presentation of ideas. 1975.
- 4 GUHA (B). Documentation and Information. 1978. World Press, Calcutta.
- 5 HARRIS (J S) & BLACKIE (R H). Technical writing for social scientists. 1976.
- 6 ICASTER (F W). Indexing and abstracting in theory and practice 1991. University of Illinois.
- 7 KWARTA (P S). Fundamentals of documentation. 1989. Sterling.
- 8 LTHA (D J). Technical literature search and the written report. 1976.
- 9 MAHAPATRA (P K) and CHAKRABARTY (B). Organising information in Libraries. 1999. Ess,Ess.
- 10 NEELAMEGHAN (A). Technical writing, presentation of ideas. 1975.
- 11 RANGANATH (S R). Documentation and its facets. 1963. Asia.
- 12 SAMSON (D C Jr.). Editing technical writing. 1993. OUP. New York.
- 13 SAMSON (D C Jr.). Editing technical writing. 1993. OUP. New York. Editing problems in technical writing. 1988.
- 14 SEETHARAMA (S). Information consolidation and repackaging. 1997.
- 15 ESS Solving problems in technical writing. 1988



**Discipline Specific Elective - DSE1
Academic Information System**

TM 100(Theory 70+InternalAssessment30) (Credit 4)

Objectives:

- To encourage life-long learning among students to make them more knowledgeable in academic library system;
- To understand the concept, importance, functions, services and different types of- academic libraries;
- To know the background of development of higher education in India.

Learning Outcomes :

After studying this paper, students shall be able to:

- Define the basic objectives of academic libraries
- Identify the differences in school, college and university libraries
- Explain the services and extension activities of academic libraries
- Understanding the historical development of higher education in India;
- Gain the knowledge of library finance and infrastructure

Unit 1: Academic Libraries:

- Meaning, definition, importance, functions, services and types of- academic libraries;
- Users of academic libraries: types of users and their needs.

Unit 2: Higher Education and Libraries:

- History and development of higher education in India;
- Role of UGC in the development of higher education;-
Monitoring / accreditation agencies in India - NAAC, NBA;-
Role of knowledge commission in higher education

Unit 3: Library Finance and Infrastructure:

- Academic library finance and budgeting;
- Human resource management;
- Library buildings and equipments.

Unit 4: Planning and management of higher education

- Structure and organization of higher education in India ;
- Curriculum planning for higher education ;
- Universities and its structure

Unit 5: Collection Development in Academic Libraries:

- Types and character of academic library collection:-
- Acquisition of documents: selection, policy, and procedures, maintenance;-
- Problems of collection development

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Reading List :

- 1 Adiseshaiah, M. S. (1992). Role of the library in the university. University News. 30(35),13.
- 2 Applegate, Rachel (2010). Managing the small college library. Englewood, CO: Libraries Unlimited.
- 3 Bhatta, R.K. (1995). History and development of libraries in India, New Delhi: Mittal. Brophy, P. (2005). The academic library. 2nd rev. ed. London: Facet publishing. Budd, J. (1998). The academic library: its context, its purposes, and its operation. Englewood, CO: Libraries Unlimited.
- 4 Cohen, L. B. (2008). Library 2.0 initiatives in academic libraries. Chicago: ALA. Page 36 of 73
- 5 Dale, P., Beard, J. & Holland, M. (2011). University libraries and digital learning environments. Aldershot (GB): Ashgate Publishing.
- 6 Datta, N. (1986). Academic Status for University and College Libraries in India. Delhi: IBB.

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Discipline Specific Elective – DSE2

Agricultural Information System

TM 100(Theory 70+InternalAssessment30) (Credit 4)

Objectives:

To know how the information system runs in an agricultural institutional environment.

Learning Outcomes :

After studying this paper, students shall be able to:
Get to know the structure of agriculture Education and
Agriculture Libraries, Information Source and Services in
Agriculture, Agriculture Information System and Networks

Unit 1: Agriculture Education and Agriculture Libraries

- Growth and development of Agriculture education and research in India
- Role of Library in Agricultural education, research and Extension
- Development of Agriculture Library in India

Unit 2: Information Source and Services in Agriculture

- Specialized Collection and Information Sources
- Information Service and products in Agricultural Science and Technology with Special reference to India
- Agriculture Information Centers-National and International

Unit 3: Organization and Management of Resources

- General Principle of Information Management
- Information Organization, Processing and Dissemination
- Developing need based and on Demand Specialized Services

Unit 4: Information Needs

- Identifying special need of Agricultural faculty & research Staff
- User Studies of Local Agriculture Libraries

Unit 5: Agriculture Information System and Networks

- Current Trends in agricultural System and Networks
- Resource Sharing and Networking in Agricultural Libraries in India
- International Agricultural Database
- Professional Associations.

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Reading List :

- 1 ALANCHARD (J R) and FARREL (Lois). Guide to sources for Agricultural and Biological Research. 1981. University of California Press; Bareley .p.735.
- 2 ALL INDIA Seminar on Agricultural Librarianship and Documentation Papers.1977. Ludhiana.
- 3 BANERJEE (S R) and MOITRA (S). Agricultural Documentation Services in India. ICAR Library; New Delhi.
- 4 BURKETT (J). Agricultural Research Index. 6th ed. Harlow, Longman.1978. pp.13-15.
- 5 DESMUKH(P P). Indian Council of Agricultural Research (Delhi). Agricultural University Libraries committee. Final Report. 1969. ICAR; New Delhi.
- 6 FAO: E-Agriculture in Action: Drones for Agriculture. 2018
- 7 FAO: The State of Food Security & Nutrition in the World. 2017
- 8 FAO:E -Agriculture Strategy Guide.2016 Free E-Learning Course materials of GODAN LILLEY (G P). Information sources in agricultural and Food Science. 1981.Butterworth:London.

रजिस्ट्रार



Discipline Specific Elective – DSE3
Legal Information System
TM 100(Theory 70+InternalAssessment30) (Credit 4)

Objectives:

To know how the information system runs in Legal Information System

Learning Outcomes :

After studying this paper, students shall be able to:

Get to know the structure of Law librarianship, Information Source collections, Legal Information System & Networks.

Unit 1: Law Librarianship

- Growth and Development of legal Institutional in India
- Nature Principle and Characteristics of legal Information and Law Libraries
- Type of Law Library

Unit 2: Information Source Collections

- Special Information Sources: Bills, Acts, Books, Serials, Law Court notice, Law case amendments
- Tribunal Report, Law Digests, Legal Judgment, Delegation Legislation
- Rules and orders, Legal information Sources and Lexicons

Unit 3: Organizations and Management of Resources

- Information Processing: Classification, Cataloguing and Indexing
- Developing special skills and Techniques to handle legal information (personnel)
- Managing finance: Funds & Fund Generation

Unit 4: Information need and services

- Special needs of lawyers and legal Professionals
- Study of Law Information Centers (Local)
- Special Services, Planning and design
- Preparation of reports on Law Libraries (Local)
- Dissemination methods and techniques

Unit 5: Legal Information System & Networks

- Legal information System: National and International
- Structure and their services
- Legal Database and Digital Libraries
- Resource and Networks of Legal Information

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Reading List :

- 1 BERRING(R). Cyberspace and traditional: legal information transmogrified. 2008. University of California.
- 2 BUTTERWORTHS Legal Research Guide. 2nd ed. 2001. OUP.
- 3 CLINCH (P). Using a Law library: a student's guide to legal research skills. 1992. Blackstone Press.
- 4 INSTITUTE OF Developing Economics and Japan External Trade Organization. Doing legal researches in -Asian countries. 2002. IDE-JETRO.2.Information resource centre. 1987-85.

अभिषेक



Discipline Specific Elective – DSE4
Industrial Information System
TM 100(Theory 70+Internal Assessment30) (Credit 4)

Objectives:

To know how the information system runs in Industrial Information System.

Learning Outcomes :

After studying this paper, students shall be able to:

Get to know the structure of Industrial Information Resource Collections, Organizations and Management of Industrial Information, Industrial Information System and Network.

Unit 1: Growth and Development of Industries & Industrialization Libraries

- Industrial Growth in India
- Type of Industries: Government and Non-Government.
- Role of Libraries and Information Center in Industries
- Categories of Industrial Libraries

Unit 2: Industrial Information Resource Collections

- Tread Literature
- Patents
- Standards
- Technical Reports Bulletins

Unit 3: Organizations and Management of Industrial Information

- Special Classification Scheme and Indexing System
- Planning and Designing Specialized information services and Products
- System approach to Planning and Design and Implementation
- Managing personal Skills and Finance

Unit 4: Information needs and Services of Industrial Libraries

- Special Classification Schemes and Indexing System
- Case Studies and field Experience of local Industries
- Preparation of Report of an Industrial Library Survey (Local)
- Marketing of Information
- Computerized Information Service

Unit 5: Industrial Information System and Network

- Industrial Information Centers and Networks National and International (SENDOC)
- Structure and their services
- Industrial Databases
- Resource Sharing and Networking of Industrial Information Centers in India



Reading List :

- 1 BURKETT (Jack). Industrial and related library and information services in the United Kingdom. 3rd Ed.1972.The Library Association; London.
- 2 CARTER (L.F), ed, etc. National documents handling systems for Science and Technology.1967.John Wiley;New York.
- 3 DRTC: Rendering of names of Corporate bodies subject analysis with special references to Social Science. Documentation systems for industry. DRTC Annual Seminar,8 .DRTC,Bangalore, DRTC, 1970. pp 201-418.
- 4 EVANS (G.E); Management techniques for libraries.1976 Academic Press; New York.
- 5 GOPINATH (M A) and SEETARAMA (S). Industrial Information systems and services. DRTC Annual Seminar ,17.DRTC, Bangalore, 1979.
- 6 GROGAN (D).Science and technology: an introduction to the literature. 4th ed. 1982. Clive-Bingley; London.
- 7 HAMBURG (M). Library planning and decision making system. 1974.
- 8 HUGHTON (Bernard). Technical information sources. 2nd ed , London, Clive Bingley, 1972.
- 9 JACKSON (F.B) and JACKSON (R.L). Industrial information systems: a manual for higher management and their information officer/Librarian Associates. 1978.Dower Huchenson and Ross; Strousberg.
- 10 MANLEY (Marian C). Library services to business: its place in the small city.1946.American Library Association; Chicago.
- 11 NEELAMEGHAN (A). Guide lines for policy on information manpower development. 1978.UNESCO- Paris.
- 12 RAVICHANDRARAO (I.K). Planning and costing of a local abstracting Periodical. Annual Seminar DRTC, 11.1974.
- 13 SEETARAMA(S). Budgeting in special libraries. Annual seminar DRTC, 11.1974
- 14 SINGER (T.E.R), Ed. Information and communication practice: in industry.1958.Reinhold; New York.

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गुरु घासीदास विश्वविद्यालय
(केन्द्रीय विश्वविद्यालय अधिनियम 2009 अ. 25 से अंतर्गत स्थापित केन्द्रीय विश्वविद्यालय)
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Guru Ghasidas Vishwavidyalaya
(A Central University Established by the Central Universities Act 2009 No. 25 of 2009)
Koni, Bilaspur - 495009 (C.G.)

**List of Courses Focus on Employability/ Entrepreneurship/
Skill Development**

Department : Library and Information Science

Programme Name : Pre PhD. Course Work

Academic Year : 2021-22

List of Courses Focus on Employability/ Entrepreneurship/Skill Development

Sr. No.	Course Code	Name of the Course
01.	II	(b) Information and Knowledge Society

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पुस्तकालय एवं सूचना विज्ञान विभाग
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Guru Ghasidas Vishwavidyalaya,
बिलासपुर (छ.ग.)
Bilaspur (C.G.)**



GURU GHASIDAS VISHWAVIDYALAYA, BILASPUR (C.G.)
(A Central University)

Pre Ph.D Course Work in Library and Information Science

One Semester (06 Months)

Credits Based

Scheme of Examination w.e.f. Session: 2021-2022 Onwards

Paper	Title	Credits	Total Marks	Pass Marks*
I	Research Methodology and Computer Applications	04	100	40
II	Areas of Advanced Studies(Elective) (a) Contemporary Practices in Library and Information Science (b) Information and Knowledge Society (c) Information Literacy Applications	04	100	40
III	Survey of Literature and Seminar	04	100	50
Grand Total		12	300	130

*Minimum pass marks shall be 55% in aggregate

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HEAD

पुस्तकालय एवं सूचना विज्ञान विभाग
Deptt. of Library & Info. Science
गुरु घासीदास विश्वविद्यालय,
Guru Ghasidas Vishwavidyalaya,
बिलासपुर (छ.ग.)
Bilaspur (C.G.)



Paper II (Elective)

(b) Information and Knowledge Society

4 Credits (100 Marks)

- Information Society V/s Knowledge Society
- Data, Information and Knowledge
- Theories and Models of Communication
- Information Studies
- Knowledge Management
- Economics of Information
- E-Commerce and E-Governance
- Intellectual Property Rights
- Laws related to Information
- Information security
- Social Media and in Knowledge Society
- Digital Divide

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