**BHARATHIAR UNIVERSITY, COIMBATORE–641 046**

### MASTER OF LIBRARY AND INFORMATION SCIENCE (M.Lib.I.Sc.,) Lateral Entry 2020-2021 –

**(CBCS) - University Dept. (Effective from the academic Year 2020-2021)**

### Eligibility for Admission to the Courses

**M.Lib.I.Sc., (Lateral Entry)**: An undergraduate (B.Lib.I.Sc.,) successfully completed his/her degree from any university recognized by UGC following 10+2+3+1 pattern is eligible to join M.Lib.I.Sc., **(Lateral Entry)**.

The M.Lib.I.Sc., (Lateral Entry) programme shall be offered on a full-time basis for one years. The programme will consist of two semesters of Core/Elective/Supportive papers and practice work and the final semester consists of major project.

### Regulations

The general Regulations of the Bharathiar University Choice Based Credit System pattern are applicable to scheme of the examinations.

### The Medium of Instruction and Examinations

The medium of instruction and Examinations shall be in English.

### Submission of Record Note books for Practical Examinations & Project Viva-Voce.

Candidates taking the Practical Examinations should submit bonafide Record Note Books prescribed for the Examinations. Otherwise the candidates will not be permitted to take the Practical Examinations. Candidates taking the Project Viva Examination should submit Project Report prescribed for the Examinations. Otherwise the candidates will not be permitted to take the Project Viva-voce Examination.

### Revision of Regulations and Curriculum

The above Regulation and Scheme of Examinations will be in vogue without any change for a minimum period of three years from the date of approval of the Regulations. The University may revise /amend/ change the Regulations and Scheme of Examinations, if found necessary.

### Equivalence

M.Lib.I.Sc., (Lateral Entry) programme is equivalent to M. Lib.I.Sc., (Regular) programme.

**M. A. / M. Sc./M. Com./MCA/MBA/M.Lib.I.Sc.**

 **Subject:** Library and Information Science (Lateral Entry)

**Syllabus**

**(With effect from 2020 to 21)**

**Program Code : 20LISA**



**DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE**

**Bharathiar University**

**(A State University, Accredited with “A“ Grade by NAAC and**

**13th Rank among Indian Universities by MHRD-NIRF)**

**Coimbatore 641 046, INDIA**

**BHARATHIAR UNIVERSITY : : COIMBATORE 641046**

**DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE**

**MISSION**

* To achieve academic excellence in Library and Information Sciences through innovative teaching and learning processes.
* To prepare the students to be professionally competent to face the challenges in the Library Science Profession.
* To promote inter-disciplinary research among the faculty and the students to create state of the art research facilities.
* To Promote quality and ethical character among the students.
* To motivate the students to acquire entrepreneurial skills to become global knowledge manager.

**Instruction : PEOs are:**

* Statement of areas or fields where the graduates find employment
* Preparedness of graduates to take up higher studies

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| **Program Educational Objectives (PEOs)** |
| The **M. Lib. I. Sc., Library and Information Science** program the describe accomplishments that graduates are expected to attain within five to seven years after graduation |
| PEO1 | To know the strong domain knowledge to develop smart library ICT for the up-liftment of society. |
| PEO2 | To show the research and knowledge skills to attain excellence. |
| PEO3 | To showing the continuous improvement in their professional career through life-long learning, appreciating human values and ethics. |

**Instruction : Program Specific Outcomes (PSOs)**

These are what the students should be able to do at the time of graduation. The PSOs are program specific. PSOs are written by the department offering the program. There usually are five to seven PSOs for a department.

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| **Program Specific Outcomes (PSOs)** |
| After the successful completion of **M.Lib.I.Sc.,** program, the students are expected to |
| PSO1 | To find placement in Public, Academic, Corporate and Special Libraries in India and Abroad. |
| PSO2 | To communicate capably with diverse stakeholders, promoting not just access to but also effective use of information services and systems in specific contexts. |
| PSO3 | To use evidence to help address information problems, meet information needs, and create relationships in their institutions, communities, profession, and the world. |
| PSO4 | To compare and critique contemporary information practices, structures, and standards in relation to historical and global alternatives. |
| PSO5 | To apply core ethical principles in professional practice. |
| PSO6 | To apply foundational concepts, theories, and principles to promote information organization and access. |
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**Instruction : Programme Outcomes** are narrow statements that describe what the students are expected to know and would be able to do upon the graduation. These relate to the skills, knowledge, and behavior that students acquire through the programme.

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| **Program Outcomes (POs)** |
| On successful completion of the **M. Lib. I. Sc.,** program |
| PEO1 | To gain knowledge of fundamentals of Library and Information Science, get basic knowledge on cataloguing and classification, Identify various types of information sources and services and learn e-publishing, digital library and library automation. |
| PEO2 | To retain the theoretical and practical knowledge on various techniques of classification, cataloguing, ICT, digitalization knowledge and database management, library management, library automation and storage and retrieval. |
| PEO3 | To understand the usefulness of library information sources and services, storage and retrieval of information. Management of library, knowledge organization library automation process and information search strategies. |
| PEO4 | To comprehend various information processing skills, research methodology, ICT application, library digitalization, data analysis and knowledge management. |
| PEO5 | To apply the knowledge and skills obtained to classify, organize, store retrieve and automate any library. |
| PEO6 | To provide support to users by cataloguing digitalizing and applying ICT techniques in libraries. |
| PEO7 | To analyze various library resources and apply appropriate methodology for their proper positioning, automating and digitalizing. |
| PEO8 | To analyze user needs with respect to secondary data & data analysis for research, thesis writing and simplify information search and retrieval. |
| PEO09 | To design and evaluate solutions for limitations and problems in classification, cataloguing, storage retrieval of written and digital contents and library management. |
| PEO10 | To adopt, apply and evaluate information search strategies. |

**BHARATHIAR UNIVERSITY, COIMBATORE – 641 046**

M.Lib..I.Sc. (Master of Library and Information Science) **(Lateral Entry)**

For the University Department students admitted during the academic year 2020-21 onwards

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| SCHEME OF EXAMINATIONS : CBCS Pattern

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| **SEMESTER** | **Core-****Elective****Supportive**  | **TITLE OF THE COURSE**  | **University Examinations** |
| **Class Hours** | **Internal** | **External** | **Total** | **Credit** |
| III | 20LISAC07 | Data Analytics Using R | 3 | 25 | 75 | 100 | 4 |
| 20LISAC08 | Information Processing – 1 (Cataloguing Theory) | 3 | 25 | 75 | 100 | 4 |
| 20LISAC09 | Information Processing – II (Cataloguing Practice) | 3 | 25 | 75 | 100 | 4 |
| 20LISAE05 | Bibliometrics | 3 | 25 | 75 | 100 | 4 |
| 20LISAE06 | Research Methods | 3 | 25 | 75 | 100 | 4 |
|  | Supportive - III | 2 | 12 | 38 | 50 | 2 |
| IV  | 20LISAC10 | Knowledge Management | 3 | 25 | 75 | 100 | 4 |
| 20LISAC11 | Application of ICT in Libraries - Practical | 3 | 40 | 60 | 100 | 4 |
| 20LISAE07 | Digital Libraries | 3 | 25 | 75 | 100 | 4 |
| 20LISAE08 | Information Literacy  | 3 | 25 | 75 | 100 | 4 |
| 20LISAE09 | Robotics Process Automation for Library | 3 | 25 | 75 | 100 | 4 |
| 20LISAE10 | Information Search Strategies | 3 | 25 | 75 | 100 | 4 |
| 20LISAE11 | Technical Writing | 3 | 25 | 75 | 100 | 4 |
| 20LISAC12 | Project & Comprehensive Viva–Voce | 3 | 80\* | 120\* | 200\* | 8 |
|  |  | **TOTAL** | **41** | **352** | **1098** | **1450** | **58** |
|  |  | **Total** | **41** |  | **1450** | **58** |

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**\*For Project work : 80% (160 marks) & Viva voce : 20% (40 marks)**

**ELECTIVE PAPERS**

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| 20LISAE05 | Bibliometrics |
| 20LISAE06 | Research Methods |
| 20LISAE07 | Digital Libraries |
| 20LISAE08 | Information Literacy |
| 20LISAE09 | Robotics Process Automation for Library |
| 20LISAE10 | Information Search Strategies |
| 20LISAE11 | Technical Writing |

**SWAYAM COURSES**

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| MLISS01 | Library and Automation and Digitization | 60Hours | 4 Credits |
| MLISS02 | Document Processing and Organization | 60Hours | 4 Credits |
| MLISS03 | Database and Content Organization | 60Hours | 4 Credits |

**IIIrd SEMESTER**

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| **Course code** | **20LISAC07** | **DATA ANALYTICS USING R** | **L** | **T** | **P** | **C** |
| **Core/Elective/Supportive** | Core | **-** | **-** | **-** | **4** |
| **Pre-requisite** | R advanced knowledge may learn to Data Analytics | **Syllabus Version** | **2020-21** |
| **Course Objectives:** At the end of completing this course, students will have knowledge on Data Analytics using R. |
| The main objectives of this course are to: 1. Data Analytics2. R and R Studio Packages3. Data Summarization & Visualization |
|  |
| **Expected Course Outcomes:** |
| On the successful completion of the course, student will be able to: |
| 1 | Student can remember the data analysis and data analytics | K1 |
| 2 | Students can understand the installing R and R studio | K2 |
| 3 | Students can apply the data Summarization & Visualization | K3 |
| 4 | Students can analyze the reporting tools | K4 |
| 5 | Students can able to create and evaluate the case studies | K5 |
| **K1** - Remember; **K2** - Understand; **K3** - Apply; **K4** - Analyze; **K5** - Evaluate; **K6** - Create |
|  |
| **Unit:1** | **Introduction to Data Analytics** | **14 hours** |
| Introduction Data Analytics – Data Analysis Vs Data Analytics – Data Analytics – Types - Data Analytics – Framework – Data Analytics – Tool - R language - Understanding R features - Installing R and R Studio – Packages and Library – Importing and Exporting Files: CSV File – JSON File – txt File –Excel File – Xml File - Command Line Vs. Scripts. - Data Pre-Processing – Missing Value – Omitting Null Values - Data Transformation – Data Selection – Data Integration |
|  |
| **Unit:2** | **Features and Packages** | **14 hours** |
| Understanding R features - Installing R and R Studio – Packages and Library – Importing and Exporting Files: CSV File – JSON File – txt File –Excel File – Xml File - Command Line Vs. Scripts Data Manipulation: Slicing - Subscripts and Indices – Data Subset – Dplyr Package: Select Function - Filter Function - Mutate Function - Arrange Function. |
|  |
| **Unit:3** | Summarization and Visualization | **14 hours** |
|  Data Summarization & Visualization - Mean – Median – Mode - Variability Measures - Variance – Range - IQR – Standard Deviation – Sum of Squares –Identifying Outliers using IQR. Data Visualization – Introduction – Datasets – Exploratory Data Analytics – Univariate Analysis – Histogram - Bivariate Analysis - Box Plot – Multivariate Analysis - Scatter Plot - MASS Package - Categorical Variable –Bar Chart – Mosaic Plot. |
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| **Unit:4** | **Reporting Tools** | **14 hours** |
| Reporting Tool – Analyzing Gathering Information – Story Telling – R Markdown - R Markdown Framework – R markdown package – Knit for Embedded Code: KNITR package - Convert File:HTML, PDF, MS Word - Markdown Formatted Text – Shiny App - shiny package: Built Shiny app – Control Widgets – Customize Reactions – Reactive Expressions - Customize Appearance - Deploy Shiny app. |
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| **Unit:5** | Case Studies | **14 hours** |
| Data Analytics Case Studies – Marketing – Logistic Management – Insurance – Behavioral Analytics – Data Analytics on Diamond Dataset |
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| **Unit:6** | **Contemporary Issues** | **2 hours** |
| Expert Lectures, Online Seminars - Webinars |
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|  | **Total Lecture hours** | **72 hours** |
| **Text Book(s)** |
| 1 | V. Bhuvaneswari, “Data Analytics with R Step by Step”, SCITECH Publisher, ISBN – 978-81- 929131-2-4, Edition 2016 |
| 2 | Emmanuel Paradis, “R for Beginners”, 2005. |
| 3 | Vignesh Prajapati, “Big Data Analytics with R and Hadoop”, Packt Publishing, ISBN- 978-1-78216-328-2, 2013. |
|  |
| **Reference Books** |
| 1 | Roger D. Peng, “R Programming for Data Science”, Lean Publishing, 2014. |
| 2 | Sholom Weiss, et.al, “The Text Mining Handbook: Advanced Approaches in Analyzing Unstructured Data”, Springer, Paperback 2010. |
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| **Related Online Contents [MOOC, SWAYAM, NPTEL, Websites etc.]** |
| 1 | www.udemy.com |
| 2 | https://www.mooc-list.com/course/analyzing-big-**data**-microsoft-**r**-edx |
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| Course Designed By: **Dr. R. Sarangapani**, Head of the Department i/c, DLIS,BU,CBE-46 |

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| **Mapping with Programme Outcomes** |
| **COs** | **PO1** | **PO2** | **PO3** | **PO4** | **PO5** | **PO6** | **PO7** | **PO8** | **PO9** | **PO10** |
| **CO1** | S | S | M | S | L | S | M | M | S | M |
| **CO3** | S | S | M | M | S | M | S | S | M | S |
| **CO3** | M | M | S | S | M | S | M | L | M | M |
| **CO4** | M | M | L | S | M | S | M | M | S | M |
| CO5 | S | M | M | M | S | M | S | S | S | L |

\*S-Strong; **M-Medium**; L-Low

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| **Course code** | **20LISAC08** | **INFORMATION PROCESSING- I****( Cataloguing Theory)** | **L** | **T** | **P** | **C** |
| **Core/Elective/Supportive** | **Core** | **-** | **-** | **-** | **4** |
| **Pre-requisite** | The ability to know the various terns used in any given subject and bibliographical terms | **Syllabus Version** | **2020-21** |
| **Course Objectives:** At the end of completing this course, students will have basic knowledge on library and information science. |
| The main objectives of this course are to: 1. Catalogue, list out and describe according to a consistent plan , the Print and non-print resources available in the library.
2. Direct the users to similar materials
3. Record the collection of the library
4. Indicate the location of the resources
5. Assist users in acquiring the skills of information retrieval
 |
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| **Expected Course Outcomes:** |
| On the successful completion of the course, student will be able to: |
|  | Know which information from a bibliographic datais to be included in the entry | K1 |
|  | Understand how the information is presented on a catalogue entry or in a cataloging record and how the entries should be sorted in the catalogue. | K2 |
|  | Classify the main and added entries of library Catalogue | K3 |
|  | Explain the current trends in library Cataloguing | K4 |
|  | Summarize the Cataloguing resources | K5 |
| **K1** - Remember; **K2** - Understand; **K3** - Apply; **K4** - Analyze; **K5** - Evaluate; **K6**– Create |
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| **Unit:1** | **Catalogue** | **14 hours** |
| Meaning, Purpose, Structure, types and Functions. |
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| **Unit:2** | **Law of Catalogue** | **14 hours** |
| Normative Principles of Cataloging -Canons Laws Principles and their Implications. |
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| **Unit:3** | **Types of Catalogue** | **14 hours** |
| Types of Catalogues -Physical Forms- Inner Forms- Subject Catalogues, Sear’s List Chain Indexing. subject heading lists; thesauri and vocabulary control |
|  |
| **Unit:4** | **Catalogue Standards** | **14 hours** |
| Formats and Standards – ISBDs; MARC, 21 Dublin Core, ISO 2709 UNIMARC, CCF and National formats. |
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| **Unit:5** | **Catalogue Arrangement** | **14 hours** |
| Centralized and Co-operative Cataloguing - Union Catalogue- Arrangement and Filing of Entries. Organization of digital resources Metadata standards Dublin core, Mark uplanguages; DOI (Digital Object identifier) |
| **Unit-6** | **Contemporary Issues** | **2hours** |
| Expert Lectures, Online Seminars – Webinars. |
|  | **Total Lecture hours** | **72 hours** |
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| **Text Book(s)** |
|  | [Cataloguing: Theory and Practice](https://www.amazon.in/Cataloguing-Theory-Practice-Shalini-Lihitkar/dp/9389974623/ref%3Dsr_1_3?crid=2CZ54H4EOWD1L&dchild=1&keywords=library+cataloguing+theory&qid=1596710524&sprefix=library+catal%2Caps%2C308&sr=8-3)by Shalini Lihitkar and K Veeranjaneyulu|  |
|  | [Introduction to Cataloguing Theory (Chandos Information Professional Series)](https://www.amazon.in/Introduction-Cataloguing-Chandos-Information-Professional/dp/1843347288/ref%3Dsr_1_4?crid=2CZ54H4EOWD1L&dchild=1&keywords=library+cataloguing+theory&qid=1596710524&sprefix=library+catal%2Caps%2C308&sr=8-4)by Nirmal Kumar Swain  |
|  | [Modern Theories of Library Cataloguing](https://www.amazon.in/Modern-Theories-Library-Cataloguing-Dawra/dp/8178801159/ref%3Dsr_1_2?crid=2CZ54H4EOWD1L&dchild=1&keywords=library+cataloguing+theory&qid=1596710524&sprefix=library+catal%2Caps%2C308&sr=8-2)by M. Dawra | 1 January 2004 |
|  |
| **Reference Books** |
| 1. 1
 | Anglo American Cataloguing Rules .2nd Edition Rev. New Delhi Oxford,1988 |
| 1. 2
 | Byrne ,Deborach J. MARC Manual: Understanding and Using MARC Record.Englewood Libraries unlimited 1988. |
| 1. 3
 | Girja Kumar and Krishen Kumar Theory of Cataloguing Ed.4 Vikas Publishing House. Delhi 1986 |
| 1. 4
 | Ramalingam, M.S. Libray Cataloguing and Classification Systems. Delhi Kalpaz 2000. |
| 1. 5
 | Ranganthan S.R. Classified Catalogue Code Madras UBSPD,1988 |
|  |
| **Related Online Contents [MOOC,** SWAYAM, NPTEL, Websites etc.] |
| 1 | http://epgp.inflibnet.ac.in/Home/ViewSubject?catid=21 |
| 2 | https://www.tutorialspoint.com/public\_library\_management/public\_library\_management\_knowledge\_organization.htm |
| 3 | https://www.youtube.com/watch?v=ttFJZgNdryQ |
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| Course designed by : **Dr. M. UMA**. Asst. Librarian, DLISC., B.U |

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| **Mapping with Programme Outcomes** |
| **COs** | **PO1** | **PO2** | **PO3** | **PO4** | **PO5** | **PO6** | **PO7** | **PO8** | **PO9** | **PO10** |
| **CO1** | S | S | S | S | M | M | M | M | M | M |
| **CO3** | S | S | S | S | S | S | M | M | M | M |
| **CO3** | S | S | S | S | S | S | S | S | M | M |
| **CO4** | S | S | S | S | M | M | S | S | M | M |
| CO5 | S | S | S | S | S | S | L | L | L | L |
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\***S-Strong**; M-Medium; L-Low

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| **Course code** | **20LISAC09** | **INFORMATION PROCESSING - II** **(Cataloguing Practice)** | **L** | **T** | **P** | **C** |
| **Core/Elective/Supportive** | Core | **-** | **-** | **-** | **4** |
| **Pre-requisite** | The ability to know the various terns used in any given subject and bibliographical terms | **Syllabus Version** | **2020-21** |
| **Course Objectives:** At the end of completing this course, students will have basic knowledge on library and information science. |
| The main objectives of this course are to: 1. To search manual as well as (OPAC) on line public Access catalogues and understand difference components of a Catalogue.
2. Libray catalogue is a record of holding of a library where you can search and find the books of need.
3. In a catalogue sufficient details of a document are given so that user can identify the type of document and located from the library
 |
|  |
| **Expected Course Outcomes:** |
| On the successful completion of the course, student will be able to: |
|  | To remember the method of searching a book or material from a Catalogue  | K1 |
|  | In this practical the student will come to know how to search the card catalogue as well as OPAC of a library for finding books by a particular author title and subject. | K2 |
|  | To properly catalogue the given set of materials | K3 |
|  | To understand the various methods of Cataloguing the reading /Audio visual material in any library | K4 |
|  | To evaluate the Cataloguing procedure in any library | K5 |
| **K1** - Remember; **K2** - Understand; **K3** - Apply; **K4** - Analyze; **K5** - Evaluate; **K6** - Create |
|  |
|  | Cataloguing of Books and Periodicals according to Classified Catalogue Code- (CCC) and AACR-II ) Last Edition) | **72 hrs** |
| Course designed by : **Dr. M. UMA**. Asst. Librarian, DLISC., B.U |

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| **Mapping with Programme Outcomes** |
| **COs** | **PO1** | **PO2** | **PO3** | **PO4** | **PO5** | **PO6** | **PO7** | **PO8** | **PO9** | **PO10** |
| **CO1** | S | S | S | S | M | M | M | M | M | M |
| **CO2** | S | S | S | S | M | M | M | M | M | M |
| **CO3** | S | S | S | S | S | S | S | S | M | M |
| **CO4** | S | S | S | S | S | S | S | S | M | M |
| CO5 | S | S | S | S | M | M | M | M | S | S |
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\***S-Strong**; M-Medium; L-Low

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| **Course code** | **20LISA****E05** | **BIBLIOMETRICS** | **L** | **T** | **P** | **C** |
| **Core/Elective/Supportive** | **Elective** | **-** | **-** | **-** | **4** |
| **Pre-requisite** | Students will be required to understand and apply basic concepts of descriptive and inferential statistics. | **Syllabus Version** | **2020-21** |
| **Course Objectives:** At the end of completing this course, students will have knowledge on literature measuring techniques. |
| The main objectives of this course are to: to prepare students for professional practice in the design, application, and evaluation of (a) evaluative studies of scholarly productivity and popularity,(b) link-based information retrieval systems and library services, and(c) descriptive and predictive studies of disciplinary structure. |
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| **Expected Course Outcomes:** |
| On the successful completion of the course, student will be able to: |
|  | make confident and successful use, in the generation, analysis, and presentation of bibliometric data, of a wide range of tools, standards, and techniques | K1 |
|  | appreciate, and communicate to others, the needs and preferences of information seekers, collections managers, information systems designers, and research policymakers | K2 |
|  | Participate actively in contemporary debates about bibliometric theory and practice. | K3 |
|  | critical analyses of the efficiency and effectiveness of citation databases | K4 |
|  | conduct critical evaluations of the impact and influence of documents, authors, journals, and fields |  |
| **K1** - Remember; **K2** - Understand; **K3** - Apply; **K4** - Analyze; **K5** - Evaluate; **K6** - Create |
|   |
| **Unit:1** | **Metrics Evaluation** | **14 hours** |
| Concept, Evalution & Definitions – Librametry, Bibliometrics, Scientometrics, Informetrics and Webometrics |
|  |
| **Unit:2** | **Growth of Literature** | **14 hours** |
| Growth of Literature – Information Explosion/Publication Explosion |
|  |
| **Unit:3** | **Law`s** | **14 hours** |
| Bibliometrics Laws – Bradford, Zipf, Lotka, Price, Circulation Theory |
|  |
| **Unit:4** | **Citation Analysis** | **14 hours** |
| Citation Analysis – Forms of citation – Self Citation, Bibliographic coupling, Co-Citation, Hi-Index, G-Index, Cited-Half life, citing half life . |
|  |
| **Unit:5** | **Indicators.** | **14 hours** |
| Quantitative and qualitative indicators. |
|  |
| **Unit:6** | **Contemporary Issues** | **02 hours** |
| Expert lectures, online seminars - webinars |
|  |
|  | **Total Lecture hours** | **72 hours** |
| **Text Book(s)** |
|  | Author Co-citation Analysis: Quantitative Methods for Mapping the International Structure of an Acadenic Discipline , 2008 |
|  | De Bellis, Nicola. 2009. Bibliometrics and citation analysis: From the Science Citation Index to cybermetrics. Lanham, MD: Scarecrow Press. |
|  | Bibliometrics : New Dimensions and Latest Trend, Srivastava R, Alfa Publications 2011. |
|  |
| **Reference Books** |
|  | Bibliomentric and Citation Analysis from the Science Citation Index to Cybermentrics, 2009  |
|  | Measuring Academic Research: How to Undertake a Bibliomentric Study – 2009, Ana Abdres, Chendos Publishing |
|  |
| **Related Online Contents [MOOC, SWAYAM, NPTEL, Websites etc.]** |
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| Course Designed By: **Dr. V. Rajendran, Asst. Librarian,** DLIS,BU,CBE-46 |

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| **Mapping with Programme Outcomes** |
| **COs** | **PO1** | **PO2** | **PO3** | **PO4** | **PO5** | **PO6** | **PO7** | **PO8** | **PO9** | **PO10** |
| **CO1** | S | S | S | S | L | S | M | S | S | M |
| **CO3** | S | S | M | M | S | M | S | S | M | S |
| **CO3** | M | M | S | S | S | S | M | L | M | M |
| **CO4** | M | M | L | S | M | S | S | M | S | M |
| CO5 | S | S | M | M | S | M | S | S | S | L |

\***S-Strong**; M-Medium; L-Low

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| --- | --- | --- | --- | --- | --- | --- |
| **Course code** | **20LISAE****06** | **RESEARCH METHODS** | **L** | **T** | **P** | **C** |
| **Core/Elective/Supportive** | Elective | **-** | **-** | **-** | **4** |
| **Pre-requisite** | Students should known the basic knowledge of research | **Syllabus Version** | **2020-21** |
| **Course Objectives:**  |
| 1. To develop a research orientation among the students and acquaint them with fundamentals of research methods.
2. The course aims at introducing them to the basic concepts used in research and to scientific social research methods and their approach.
3. It includes discussions on sampling techniques, research design, techniques of analysis, research report writing methods and teaches how to write a research proposal.
 |
|  |
| **Expected Course Outcomes:** |
| On the successful completion of the course, student will be able to: |
|  | Remember the basic concept of the research  | K1 |
|  | Gain knowledge of the research process | K2 |
|  | Apply suitable research methods & techniques to solve library management problems and issues | K3 |
|  | Develop necessary critical thinking skills in order to evaluate different research approaches utilized in the library services | K4 |
|  | Demonstrate knowledge and understanding of data analysis and interpretation in relation to the research process. | K5 |
| **K1** - Remember; **K2** - Understand; **K3** - Apply; **K4** - Analyze; **K5** - Evaluate; **K6** - Create |
|  |
| **Unit:1** | **Basics of Research**  | **14 hours** |
| Concept, Definition, Objectives, Types and Significance – Research Problem – Identification, Selection and Formulation – Literature Review – Sources, Process, and Limitations – Logic and Scientific Method.  |
|  |
| **Unit:2** | **Research Design** | **14 hours** |
| Definition, Need, Types and Components – Hypothesis – Definition, Formulation, Types and Testing – Sampling – Concept and Need of study population and Sampling, Types of Sampling Techniques – Probability and Non- Probability, Derivation of Sample, Sample Bias and Error – Preparation of a Research Proposal – Components and Steps. |
|  |
| **Unit:3** | Methods and Tools | **14 hours** |
| Survey, Experimental, Case-study, Historical, and Scientific – Sources of Data – Primary, Secondary, and Tertiary – Data Collection Tools - Questionnaire, Interview, Observation, Delphi – Measures and Scaling Techniques. |
|  |
| **Unit:4** | **Statistical Tools**  | **14 hours** |
| Need and Importance, Descriptive and Inferential Statistics – Measures of Central Tendency – Standard Deviation – T-Test, Chi-Square, ANOVA, Correlation Analysis – Introduction to SPSS and its applications.  |
|  |
| **Unit:5** | Presentation and Reporting  | **14 hours** |
| Presentation of Data-Tables, Charts and Figures- Interpretation, Inferences-Deductive and Inductive- Report Writing- Components and Evaluation of a Research Report- Style Manuals- Chicago, MLA, APA – Introduction to Reference Manager – Ethics in Research and Publication. Trends in Library and Information Science Research-Metric Studies in LIS - Bibliometrics, Scientometric, Webometrics, Altmetrics-Impact Factors-Journal, Institutional and Authors; h-Index, g-Index, i10 Index.  |
|  |
| **Unit:6** | **Contemporary Issues** | **02 hours** |
| Expert Lectures, Online Seminars - Webinars |
|  |
|  | **Total Lecture hours** | **72 hours** |
| **Text Book(s)** |
|  | Goode, W.J & Hatt, P.K (1989). *Method of Social Research*. McGraw Hill. Auckland.  |
|  | Krishna Kumar (1992).*Research methods in library in social science*. Vikas, New Delhi. |
|  | Charles, H. et.al (1993). *Research Methods in Librarianship: Techniques and Interpretations*. New Delhi, Sage.  |
|  |
| **Reference Books** |
|  | Auger (1961).*Current trends in scientific research*. UNESCO, Paris.  |
|  | Bundy.M.L & Wasserman.P (1970). *Reader in research methods in librarianship; techniques and interpretation*: academic, New York.  |
|  | Busha, Charles, H. and Harter, Stephen, S (1980). *Research Methods in Librarianship.*  |
|  | Downs, R.B & Down, E (1966). *How to do library research*.University of Illinois Press, Urbana.  |
|  | Gopal, M.H (1990). *An introduction to research procedure in social sciences*. Asia, Bombay. |
|  | Leedy, Paul, D. and Ormrod Jeanne Ellis (2016). Practical research : planning and design, University of northern, Colorado |
|  | Slatter, Margaret (1990)*.Research, methods in library and information science*. London, L.A.  |
|  | Tabuer, M.F and Stephens, I.R (1968). *Library surveys*. Columbia University Press, New York. |
|  |  |
| **Related Online Contents [MOOC,** SWAYAM, NPTEL, Websites etc.] |
|  | https://onlinecourses.swayam2.ac.in/cec20\_mg14/preview |
|  |
| Course Designed By: **Dr. V. Rajendran, Asst. Librarian,** DLIS,BU,CBE-46 |

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| **Mapping with Programme Outcomes** |
| **COs** | **PO1** | **PO2** | **PO3** | **PO4** | **PO5** | **PO6** | **PO7** | **PO8** | **PO9** | **PO10** |
| **CO1** | S | S | M | M | M | M | M | M | L | L |
| **CO2** | S | S | S | S | S | S | S | S | M | M |
| **CO3** | S | S | S | S | S | S | M | M | M | S |
| **CO4** | S | S | S | S | M | M | S | S | S | S |
| **CO5** | S | S | S | S | S | S | S | S | S | S |

\***S-Strong**; M-Medium; L-Low

**IVth SEMESTER**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Course code** | **20LISAC10** | **KNOWLEDGE MANAGEMENT** | **L** | **T** | **P** | **C** |
| **Core/Elective/Supportive** | Core | **-** | **-** | **-** | **4** |
| **Pre-requisite** | Management of Knowledge may learn to Knowledge Management | **Syllabus Version** | **2020-21** |
| **Course Objectives:** At the end of completing this course, students will have knowledge on Knowledge Management. |
| The main objectives of this course are to: 1. To helps students to codify and organize knowledge 2. To assist in learning knowledge transfer and sharing3. To make students to understand to tools for knowledge management |
|  |
| **Expected Course Outcomes:** |
| On the successful completion of the course, student will be able to: |
| 1 | Student can remember the Knowledge Management concepts | K1 |
| 2 | Students can understand the knowledge creation models | K2 |
| 3 | Students can apply the knowledge mapping | K3 |
| 4 | Students can analyze the knowledge sharing  | K4 |
| 5 | Students can create and evaluate the legal and ethical issues | K5 |
| **K1** - Remember; **K2** - Understand; **K3** - Apply; **K4** - Analyze; **K5** - Evaluate; **K6** - Create |
|  |
| **Unit:1** | **Introduction to Knowledge Management** | **14 hours** |
| Knowledge Management: Concept and definitions–Need for KnowledgeManagement in the emerging and changing business environment – Understanding Knowledge; Types of knowledge – changing role of library and Information professionals. |
|  |
| **Unit:2** | **Creation and Capturing** | **14 hours** |
| Knowledge creation and capturing: knowledge creation model–capturing tacitKnowledge. |
|  |
| **Unit:3** | Codification and Organization | **14 hours** |
| Knowledge codification and organization: Knowledge base -knowledgemapping, decision trees, decision tables, frames etc. |
|  |
| **Unit:4** | **Transfer and Sharing** | **14 hours** |
| Knowledge transfer and sharing steps in knowledge transfer. Knowledge transfer inE – world, role of internet E – Business / E – commerce. |
|  |
| **Unit:5** | Tools | **14 hours** |
| Tools for Knowledge Management–neural networks data mining–legal and ethicalissues in Knowledge Management |
|  |
| **Unit:6** | **Contemporary Issues** | **02 hours** |
| Expert Lectures, Online Seminars - Webinars |
|  |
|  | **Total Lecture hours** | **72 hours** |
| **Text Book(s)** |
| 1 | Ramesh Babu, B, Ed. (et al.) Knowledge Management: Today and Tomorrow- 2003.  |
| 2 | Awad, E.M & G.H.M – Knowledge Management, 2004.  |
| 3 | Shemon, Lee – Managing the Modern Document 2001.  |
|  |
| **Reference Books** |
| 1 | Robert, W.S. – “Knowledge every where” Knowledge Management 2001. |
| 2 | Hayes – Roth, F. and Jacob stein, N- State of Knowledge based systems 1994. |
|  |
| **Related Online Contents [MOOC, SWAYAM, NPTEL, Websites etc.]** |
| 1 | https://www.mooc-list.com/university-entity/hkpolyux |
| 2 | https://www.mooc-list.com/tags/public-**library** |
| 4 | https://www.mooc-list.com/tags/**knowledge**-**management** |
|  |
| Course Designed By: **Dr. R. Sarangapani**, Head of the Department i/c, DLIS,BU,CBE-46 |

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| **Mapping with Programme Outcomes** |
| **COs** | **PO1** | **PO2** | **PO3** | **PO4** | **PO5** | **PO6** | **PO7** | **PO8** | **PO9** | **PO10** |
| **CO1** | M | S | S | S | S | M | S | M | M | S |
| **CO3** | S | M | M | M | M | S | M | S | M | M |
| **CO3** | S | S | M | S | S | S | M | M | M | S |
| **CO4** | S | M | S | M | S | S | S | M | S | S |
| CO5 | M | S | S | S | L | S | M | S | M | M |

\*S-Strong; M-Medium; L-Low

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| **Course Code**  | **20LISAC11** | **APPLICATION OF ICT IN LIBRARIES (Practical)** | **L** | **T** | **P** | **C** |
| **Core/Elective/Supportive** | **Core** | **-** | **-** | **-** | **4** |
| **Pre-requisite** | Students should known basic of computer and typing skills | **Syllabus Version** | **2020-21** |
| **Course Objectives:** |
| 1. To enable students to gain hands on experience using computers and communication technology
2. To design and develop database using any software packages available in the market
3. To acquire hands on experience in the application of different Open Source Software
 |
|  |
| **Expected Course Outcomes:** |
| On the successful completion of the course, student will be able to: |
|  | Search information from internet and databases adopting suitable search strategies  | K1 |
|  | make better use of human resources, by using computers to carry out routine functions of the library, | K2 |
|  | Carry out digital collection using library digital management software | K3 |
|  | to Generate different types of report using library management software | K4 |
|  | Find bibliographic information from WebOPAC, WorldCat, IndCat | K5  |
| **K1** - Remember; **K2** - Understand; **K3** - Apply; **K4** - Analyze; **K5** - Evaluate; **K6** - Create |
|  |
| **Unit:1** | Koha | **14hours** |
| Installation - Administration - Acquisition – Cataloguing -Patrons – Circulation – Serial Controls-Report Generation |
|  |
| **Unit:2** | SOUL | **14hours** |
| Installation - Administration - Acquisition – Cataloguing -Patrons – Circulation – Serial Controls Report Generation |
|  |
| **Unit:3** | Dspace | **14hours** |
|  |
| Installation of DSpace - Building digital collection Creating Metadata. Searching, Indexing. Modifying user interface |
|  |
| **Unit:4** | Greenstone | **14hours** |
| Installation of Greenstone. Building digital collection Creating Metadata. Searching, Indexing. Modifying user interface |
|  |
| **Unit:5** | Drupal | **14hours** |
| Installation of Drupal -Building digital collection Creating Metadata. Searching, Indexing. Modifying user interface |
|  |
| **Unit:** | Contemporary Issues | **02hours** |
| Expert lectures, online seminars - webinars |
|  |
|  | **Total Lecture hours** | **72 hours** |
| **Text Book(s)** |
|  | Amit Gupta and Savitra Sirohi (2010) **Koha 3 Library Management System,** Packt Publishing, ISBN: 9781849510820 |
|  | Clayton, Marlene (2018). *Managing library automation.* 2nd ed. London: |
|  |
| **Reference Books** |
|  | Mishra, Vinod Kumar (2016*). Basics of library automation, Koha library management software and data migration: Challenges with case studies*. New Delhi: EssEss Publications. |
|  |  |
|  |  |
| **Related Online Contents [MOOC,** SWAYAM, NPTEL, Websites etc.] |
|  | Breeding, M. Library technology guides: key resources in the field of library automation . http://www.library technology.org |
|  | Hodgson, Cynthia. The RFP writer’s guide to standards for library systems.National Information Standards Organisation: Bethesda, Maryland, 2002. < http://www..niso.org> |
|  |
| Course Designed By: **Dr. V. Rajendran, Asst. Librarian,** DLIS,BU,CBE-46 |

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| **Mapping with Programme Outcomes** |
| **COs** | **PO1** | **PO2** | **PO3** | **PO4** | **PO5** | **PO6** | **PO7** | **PO8** | **PO9** | **PO10** |
| **CO1** | S | S | M | M | M | M | M | M | L | L |
| **CO2** | S | S | S | S | S | S | S | S | M | M |
| **CO3** | S | S | S | S | S | S | M | M | M | S |
| **CO4** | S | S | S | S | M | M | S | S | S | S |
| **CO5** | S | S | S | S | S | S | S | S | S | S |

\***S-Strong**; M-Medium; L-Low

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| **Course code** | **20LISA****E07** | **DIGITAL LIBRARIES** | **L** | **T** | **P** | **C** |
| **Core/Elective/Supportive** | Elective | **-** | **-** | **-** | **4** |
| **Pre-requisite** | Basic understanding of Computers and their applications in a library. | **Syllabus Version** | **2020-21** |
| **Course Objectives:** At the end of completing this course, students will have basic knowledge on library and information science. |
| 1. Make students aware of advantages of a digital library.
2. Enable students to do content management
3. Help students to learn about library automation.
 |
|  |
| **Expected Course Outcomes:** |
| On the successful completion of the course, student will be able to: |
|  | Students will know the ways of digitilizing a library | K1 |
|  | Students will able to understand the steps in library digitalization | K2 |
|  | Students can individually know how to digitalize the content of a particular library holdings | K3 |
|  | It will enable the students to analysethe prose and cons of library digitalization | K4 |
|  | To evaluate the successful digitilization of any modern library | K5 |
| **K1** - Remember; **K2** - Understand; **K3** - Apply; **K4** - Analyze; **K5** - Evaluate; **K6** - Create |
|  |
| **Unit:1** | **Concept of Digital Libraries** | **14 hours** |
| Concept of Digital Libraries - Transition of libraries from traditional to digital- Definitions, Characteristics, Theoretical Framework, merits, demerits and challenges |
|  |
| **Unit:2** | **Digital Library Management** | **14 hours** |
| Digital Library Management - Design and Organization of Digital Libraries: Architecture – Protocols – Metadata – Standards – SGML, Z39.50 . |
|  |
| **Unit:3** | **Digital Resources** | **14 hours** |
| Digital Resources: Nature and Management –. Digital Library Evaluation |
|  |
| **Unit:4** | **Digital Library Initiatives** | **14 hours** |
| Overview of Major Digital Library Initiatives- Digital Library Initiatives in India, - Open Source Initiatives: Open Archives Initiative (OAI) |
|  |
| **Unit:5** | **Digitization** | **14 hours** |
| Building the digital library - Digitization – process and methods – Planning for Digitization - Institutional Repositories- Open Source Software for digital libraries: GSDL – DSpace – Future of Digital Libraries |
|  |
| **Unit-6** | **Contemporary Issues** | **02hours** |
|  |
| Expert lectures, online seminars – webinars. |
|  | **Total Lecture hours** | **72 hours** |
|  |
| **Text Book(s)** |
|  | [Digital Libraries in Theory and Practices (Course pack)](https://www.amazon.in/Digital-Libraries-Theory-Practices-Quan-ebook/dp/B01HVQ0N6Q/ref%3Dsr_1_36?dchild=1&keywords=digital+library+theory&qid=1596712179&sr=8-36)by Dr. Yan Quan Liu | 1 July 2016 |
|  | [Digital Library Use – Social Practice in Design and Evaluation (Digital Libraries and Electronic Publishing)](https://www.amazon.in/Digital-Library-Use-Evaluation-Electronic/dp/0262527855/ref%3Dsr_1_58?dchild=1&keywords=digital+library+theory&qid=1596712262&sr=8-58)by Ann Peterson–kemp, Nancy A. Van House, et al |
|  | [Information Storage and Retrieval](https://www.amazon.in/Information-Storage-Retrieval-Robert-Korfhage/dp/8126507705/ref%3Dsr_1_4?dchild=1&keywords=Information+storage+and+retrieval&qid=1596711653&sr=8-4) by [Robert R. Korfhage](https://www.amazon.in/Robert-R-Korfhage/e/B000APJCAY?ref=sr_ntt_srch_lnk_4&qid=1596711653&sr=8-4) |
|  |
| **Reference Books** |
|  | Chowdhury, G.G. Introduction to Digital Libraries. London: acet, 2003.  |
|  | Deegan, Merlyn and Tanner, Simon. Digital Futures: Strategies or the Information Age. London: Facet, 2001.  |
|  | Gorman, G.E. The Digital Factor in Information and Library Services. London: Facet, 2002. |
|  | International Conference on Digital Libraries. ICDL 2004. TERI, New Delhi. 2004. |
|  | Lankes, R. D. Implementing Digital Reference Services: Setting Standards and making it real. London: Facet, 2002. |
|  | Lee, Stuart D. Digital Imaging: A practical; Handbook. London: Facet, 2000. |
|  | Leona, C. Simon, Shaw and Andrew Prescott. Towards the Digital Library. London: LA, 1998. |
|  | Upadhaya, J.L. Information Retrieval and Digital Libraries New Delhi, Shree Publishers and Distributors, 2004 |
|  | Vijay Lakshmi &S.C.Jindal Digital Libraries V1,V2, & V3 Delhi, IshaBooks,2004.  |
| **Related Online Contents [MOOC,** SWAYAM, NPTEL, Websites etc.] |
|  | http://epgp.inflibnet.ac.in/Home/ViewSubject?catid=21 |
|  | https://www.tutorialspoint.com/public\_library\_management/public\_library\_management\_knowledge\_organization.htm |
|  | https://www.youtube.com/watch?v=ttFJZgNdryQ |
|  |
| Course designed by : **Dr. M. UMA**. Asst. Librarian, DLISC., B.U |

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| **Mapping with Programme Outcomes** |
| **COs** | **PO1** | **PO2** | **PO3** | **PO4** | **PO5** | **PO6** | **PO7** | **PO8** | **PO9** | **PO10** |
| **CO1** | S | S | S | S | S | M | M | M | M | M |
| **CO3** | S | S | S | S | M | M | M | M | M | M |
| **CO3** | S | S | S | S | S | S | S | M | M | M |
| **CO4** | S | S | S | S | M | M | S | S | L | L |
| CO5 | S | S | S | S | S | M | M | M | S | S |
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\***S-Strong**; M-Medium; L-Low

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| **Course code** | **20LISA****E08** | **INFORMATION LITERACY** | **L** | **T** | **P** | **C** |
| **Core/Elective/Supportive** | **Elective** | **-** | **-** | **-** | **4** |
| **Pre-requisite** | Student should known the basic concept of literacy | **Syllabus Version** | **2020-21** |
| **Course Objectives:** At the end of completing this course, students will have knowledge on Information literacy skills |
| The main objectives of this course are to: enables learners to master content and extend their investigations, become more self-directed, and assume greater control over their own learning1. Develop self learning skills among the users.
2. Use the information found ethically to satisfy the information need
 |
|  |
| **Expected Course Outcomes:** |
| On the successful completion of the course, student will be able to: |
|  | identify major and related concepts of their information need | K1 |
|  | Understand the economic, legal, and social issues surrounding the use of information, and access and use information ethically and legally" | K2 |
|  | Access the needed information effectively and efficiently | K3 |
|  | Select which finding aid would be appropriate for locating particular types of resources. | K4 |
|  | Evaluate information and its sources critically; Incorporate selected information into one’s knowledge base  | K5 |
| **K1** - Remember; **K2** - Understand; **K3** - Apply; **K4** - Analyze; **K5** - Evaluate; **K6** - Create |
|   |
| **Unit:1** | Information Literacy | **14 hours** |
| Information Literacy; Meaning and Definition- Need , Evolution of the concept **–** Historical Perspective of Information Literacy. |
|  |
| **Unit:2** | Types of information Literacy | **14 hours** |
| Types of information Literacy; Technology literacy, Media literacy, digital and computer literacy etc - Life long learning and its components. |
|  |
| **Unit:3** | Models of Information Literacy | **14 hours** |
| Models of Information Literacy: SCONUL model and CAUL (Australian) model. Partners of information literacy - Information literacy instructions of different types of library/ information centres. |
|  |
| **Unit:4** | Information Literacy Standards | **14 hours** |
| Information literacy standards: ALA, IFLA, ACRL. Taskforces and forums. Information Literacy and Libraries: Information Literacy and Higher Education, Role of Libraries in Information literacy |
|  |
| **Unit:5** | Trends in Information Literacy | **14 hours** |
| Information Literacy skills and Competencies: Challenges of Information literacy Programs. Information literacy initiatives in global perspective- Trends in Information Literacy: Current trends in Information literacy. Information Literacy and Lifelong learning, Information literacy in India. |
|  |
| **Unit:6** | **Contemporary Issues** | **02 hours** |
| Expert Lectures, Online Seminars - Webinars |
|  |
|  | **Total Lecture hours** | **72 hours** |
| **Text Book(s)** |
|  | Ercegovac, Zorana (2008),Information Literacy: Search Strategies, tools & resources for high school students and college freshman, California: ABC-CLIO.  |
|  |
| **Reference Books** |
|  | Barker, K. and Londsale, R. Ed. (1994). Skills for life: the value and meaning of literacy. London: Taylor Graham.  |
|  | Eisenberg, Michael B., Lowe, Carrie, A. and Spitzer, Kathleen L.(2004). Information literacy: Essential Skills for Information Age. London: Libraries Unlimited. |
|  | Meadows, A.J. Ed. (1991). Knowledge and communication: essays on the information chain. London : Library Association Publishing |
|  |
| **Related Online Contents [MOOC, SWAYAM, NPTEL, Websites etc.]** |
|  | American Library Association. Final Report of Presidential committee on information Literacy. www.ala.org/at/nill/littls.html |
|  | Bawden, D.(2001). Information and digital literacy: a review of concepts. http://arizona.openrepository.com/arizona/bitstream/10150/105803/1/bawden.pdf  |
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| Course Designed By: **Dr. V. Rajendran, Asst. Librarian,** DLIS,BU,CBE-46 |

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| **Mapping with Programme Outcomes** |
| **COs** | **PO1** | **PO2** | **PO3** | **PO4** | **PO5** | **PO6** | **PO7** | **PO8** | **PO9** | **PO10** |
| **CO1** | S | S | S | S | L | S | M | S | S | M |
| **CO3** | S | S | M | M | S | M | S | S | M | S |
| **CO3** | M | M | S | S | M | S | M | L | M | M |
| **CO4** | M | M | L | S | M | S | S | M | S | M |
| CO5 | S | S | M | M | S | M | S | S | S | L |

\***S-Strong**; M-Medium; L-Low

**MLISE09: ROBOTIC PROCESS AUTOMATION FOR LIBRARY**

|  |  |  |
| --- | --- | --- |
| **Unit:1** | **Introduction to Robotic Process**  | **14 hours** |
| Introduction to RPA - Overview of RPA - Benefits of RPA in a business environment - Industries & domains fit for RPA - Identification of process for automation - Types of Robots - Ethics of RPA & Best Practices - Automation and RPA Concepts - Different business models for implementing RPA - Centre of Excellence – Types and their applications - Building an RPA team - Approach for implementing RPA initiatives. |
|  |
| **Unit:2** | **Introduction to Library Automation** | **14 hours** |
| Library automation: Definition, Need, Purpose and Advantages. Historical development.  |
|  |
| **Unit:3** | Planning for Automation | **14 hours** |
| Planning for Library automation - Automation of Library operations. Acquisitions, Cataloguing, OPACs, Circulation and Serials control -  |
|  |
| **Unit:4** | **Evaluation** | **14 hours** |
| Evaluation of Library automation systems. Criteria for evaluation. Evaluation techniques. Study of standards relevant to Library automation - |
|  |
| **Unit:5** | Applications | **14 hours** |
| Application of Barcode and RFID Technology for Library Functions - Application of Artificial Intelligence to Library and Information Centre. |
| **Text Book(s)** |
| Rajiv Paithankar, Academic Library Automation, A B D Publishers, 2012 |
| **Reference Books** |
| Alok Mani Tripathi, Learning Robotic Process Automation, Packt Publishing, 2018 |
| Pandey S K Sharma, Fundamentals of Library Automation, ESS ESS, 2011 |

**MLISE10: INFORMATION SEARCH STRATEGIES**

**Unit I**

Information retrieval– fundamentals - Information retrieval system.

**Unit II**

Assessment of information need; criteria

**Unit III**

Search strategy – search formulation- search statement

**Unit IV**

Search techniques –Boolean Logic- Truncation – Weighted term logic – sorting techniques.

**Unit IV**

Information retrieval evaluation – major information retrieval studies- MEDLARS-SMART-KAIRS- TREC.

**Reference:**

1. Salton, G Introduction to Information Retrieval
2. [Chowdhury,](http://www.amazon.com/G.G.-Chowdhury/e/B001JP7KR6/ref%3Dntt_athr_dp_pel_1) G.G Introduction to Modern Information Retrieval, Facet Publishing,2009
3. Korfhage,Robert R.Information storage and retrieval New York:John Wiley & Sons,1997
4. Salton, G., & McGill, M.J. Introduction to modern information retrieval. New York: McGraw-Hill.
5. Lancaster, F.W. Fundamentals of Information Retrieval.

**MLISE11: TECHNICAL WRITING**

**Unit –I**

Communication Process: Overview of Communication process- Characteristic features of Technical Writing – Target group in Written Communication – Reader writer Relationship.

**Unit –II**

Planning and organization of Technical / scientific writing; Definition, structure, Purpose, characteristics and functions. Aberrations in Technical Writing – collection. Organisation and presentation of data including illustrations – Cast studies; Preparation of short communications, Review Articles Technical Report, Monographs, Project proposals, dissertations and house Bulletins.

**Unit –III**

Technical Editing and Editorial Tools: Editor – Editorial process Editorial Tools.

**Unit –IV**

Publication Process: Planning, preparation, Production and dissemination of Technical Information Products.

**Unit –V**

Publication Ethics: Copy Right, IPR, Legal Issues and Professional Ethics.

**Reference:**

1. Holsinger, Donald C. “A classroom Laboratory for Writing History. Social studies

Review. 31(1) 1991. p 59-64

1. Rapp. Ro “The presentation of technical information” London:constable.1948
2. Kirkman. John. Good style for scientific and Engineering Writing. London: Pitman.1980
3. Ramage John D and Bean John C. The Allyn and Bacon Guide to writing. 2nd edition. London Allyn and Bacon 2000.pp.658
4. Turk. Christopher and Kirkman. John. : Effective Writing: Improving Scientific, Technical and Business Communication. 2nd Edition. London: Spon Press.2007
5. Winokur. Jon.Fd writers on writing. Philadelphia running Press.1986

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| **Course code** | **20LISAC12** | **PROJECT AND COMPREHENSIVE VIVA – VOCE** | **L** | **T** | **P** | **C** |
| **Core/Elective/Supportive** | Core | **-** | **-** | **-** | **4** |
| **Pre-requisite** |  | **Syllabus Version** | **2020-21** |
| **Course Objectives:** At the end of completing this course, students will have knowledge on Information Sources in Science and Technology. |
| The main objectives of this course are to:  |
|  |
| **Expected Course Outcomes:** |
| On the successful completion of the course, student will be able to: |
| 1 |  | K1 |
| **K1** - Remember; **K2** - Understand; **K3** - Apply; **K4** - Analyze; **K5** - Evaluate; **K6** - Create |
|  |
|  | PROJECT AND COMPREHENSIVE VIVA – VOCE - 200 MARKS |  |
|  |
|  |
|  | **Total Lecture hours** | **72 hrs.** |
|  |
| Course Designed By: **Dr. R. Sarangapani**, Head of the Department i/c, DLIS,BU,CBE-46 |

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| **Mapping with Programme Outcomes** |
| **COs** | **PO1** | **PO2** | **PO3** | **PO4** | **PO5** | **PO6** | **PO7** | **PO8** | **PO9** | **PO10** |
| **CO1** | S | S | M | M | M | M | M | M | L | L |
| **CO3** | S | S | S | S | S | S | S | S | M | M |
| **CO3** | S | S | S | S | S | S | M | M | M | S |
| **CO4** | S | S | S | S | M | M | S | S | S | S |
| CO5 | S | S | S | S | S | S | S | S | S | S |

\***S-Strong**; M-Medium; L-Low

**SWAYAM COURSES**

**MLISS01: Course: Library Automation and Digitization**

**Block 1: Library Automation Packages**

Unit 1: Introduction Unit

2: Acquisition and Cataloguing

Unit 3: Serials Control Unit

Unit 4: Library Services

**Block 2: Media Resources**

Unit 5: Media Resources for Libraries and their Preservation

Unit 6: Equipment and their Maintenance

 **Block 3: Digitization of Media Resources**

Unit 7: Digitization Concept and Need

Unit 8: Methods and Equipment

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**MLISS02: Course: Document Processing and Organization**

**Block 1: Classification**

Unit 1: Basics of Classification

Unit 2: Classifying Documents using DDC

**Block 2: Cataloguing**

Unit 3: Basics of Cataloguing

Unit4: Cataloguing Documents using AACR-2

**Block 3: Filing and Shelving**

Unit 5: Filing Rules

Unit 6: Shelving

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**MLISS03: Course : DATABASE AND CONTENT ORGANISATION**

Introduction This course introduces you to the concepts of Database, Content Organization and some emerging trends.

In any Information Storage ad Retrieval System (ISAR), databases occupy the central position. Creation of efficient databases leads to successful retrieval of information contained in that database. A database is an organized collection of related data. In modern library environment, electronic databases are used to support a wide-range of information management operations and services. Knowledge in database concepts and applications becomes essential for the success of information professionals in present society.

This course provides instruction on the database concepts, elements of DBMS, Database models, fundamentals of database design, database implementation with a focus on library and information science practice, use of WINISIS, MySQL and some emerging trends. Related and current database management technologies will be used to illustrate the hands-on experiences.

**Objectives of the Course By the end of the course, students will be able to:**

1. Understand the Database concepts, elements of DBMS and Database Models

2. Review and articulate database functions and data modeling in LIS environment

3. Describe various File Organisation Techniques and Search Strategies

4. Understand the Relational Model and able to create conceptual design diagrams using Entity Relationship Modeling

5. Identify the concerns of Indexing

6. Use Structured Query Language to retrieve and manage information

7. Work with MySQL – RDBMS, executing all of its SQL commands

8. Identify basic concerns regarding Database Recovery, Transaction Management, Concurrency control and Deadlocks.

9. Access and use WINISIS

10. Understand the emerging trends namely Open Access Database Services, Text Retrieval Engines,

**Multilingual Text Retrieval, Data Mashup and Linked Open Data for Libraries.**

**Course Duration:** 12 weeks

**Target Audience:** Library and Information Science Professionals, Students and Faculty

**Eligibility for Enrolment**: Passed 10 + 2 with Library & Information Science qualification atleast at Certificate level.

**Course** Pre-requisite: Basic knowledge of Library functions and services.

**Learning Outcomes:** After going through this course the learner will get a thorough understanding of Use of Databases in libraries, Types of databases and Data Models, RDBMS, MySQL commands, Database Recovery, Transaction Management, Concurrency Control, Deadlocks, CDS/ISIS, WINISIS package and some emerging trends.

**Subject Matter Experts:**

**Dr. V.V. Subrahmanyam** School of Computer & Information Sciences Indira Gandhi National Open University (IGNOU) New Delhi Dr.

**Parthasarathi Mukhopadhyay** Dept. of Library & Information Science University of Kalyani Kalyani, WB.

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