UNIVERSITY OF JAMMU

NOTIFICATION
(20/Oct. /Adp/36)

It is hereby notified for the information of all concerned that the Vice-Chancellor, in anticipation of the approval of the Academic Council, is pleased to authorize the adoption of the revised Syllabi and Courses of Study in the subject of **Library Science** for Semester I to II under the **Choice Based Credit System** at the Undergraduate level **(as given in the Annexure)** for the examinations to be held in the years indicated against each semester as under:-

Subject	Code Course	Title	Examination to be held	% Change
Library Science	ULISTC-101	Fundaments of Library Science	Dec. 2020, 2021 and 2022	15-20%
	ULISTC-201	Reference and Information Sources	May 2021, 2022 and 2023	100%

The Syllabi of the courses is available on the University website: www.jammuuniversity.ac.in.

DEAN ACADEMIC AFFAIRS

No. F.Acd/II/20/ 2567-2613
Dated: 19-10-2020

Copy to:
1) Dean, Faculty of Social Science
2) HOD/Convener, Board of Studies in Library Science
3) All members of the Board of Studies
4) C.A. to the Controller of Examinations
5) Director, Computer Centre, University of Jammu
6) Asst. Registrar (Conf. /Exams. UG)
7) Incharge University Website for necessary action please

UNIVERSITY OF JAMMU

NOTIFICATION
(20/Oct. /Adp/37)

It is hereby notified for the information of all concerned that the Vice-Chancellor, in anticipation of the approval of the Academic Council, is pleased to authorize the adoption of the Syllabi and Courses of Study in the subject of **Library Science** for Semester III to VI under the **Choice Based Credit System** at the Undergraduate level **(as given in the Annexure)** for the examinations to be held in the years indicated against each semester as under:-

Subject	Semester	for the examinations to be held in the year
Library Science	Semester-III	Dec. 2020, 2021 and 2022
	Semester-IV	May 2021, 2022 and 2023
	Semester-V	Dec. 2021, 2022 and 2023
	Semester-VI	May 2022, 2023 and 2024

The Syllabi of the courses is available on the University website: www.jammuuniversity.ac.in.
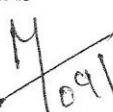
DEAN ACADEMIC AFFAIRS

No. F.Acd/II/20/ 2521-2566
Dated: 19-10-2020 .

Copy to:
1) Dean, Faculty of Social Science
2) HOD/Convener, Board of Studies in Library Science
3) All members of the Board of Studies
4) C.A. to the Controller of Examinations
5) Director, Computer Centre, University of Jammu
6) Asst. Registrar (Conf. /Exams. UG)
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Course Outline for I to VI Semester
Library Science
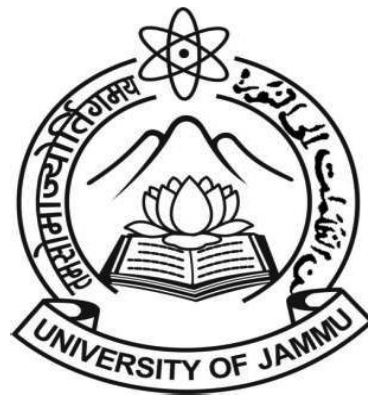
'Library Science'
Under Choice Based Credit System at the Under Graduate Level

Library Science Under Graduate Level Course at Choice Based Credit System

<u>Library Science</u>
Core Courses in I, II, III, IV Semesters
Discipline Specific Elective Courses in V & VI Semesters
Skills Enhancement Courses in III, IV, V, VI Semesters
Generic Elective Courses in V & VI Semesters

Semester I				
Type of Course	**Course Code**	**Course Title**	**Credits**	**Max. Marks**
Core Course- 1	ULISTC-101	Fundamentals of Library Science	6	100
Semester II				
Type of Course	**Course Code**	**Course Title**	**Credits**	**Max. Marks**
Core Course- 2	ULISTC-201	Reference and Information Sources	6	100
Semester III				
Type of Course	**Course Code**	**Course Title**	**Credits**	**Max. Marks**
Core Course- 3	ULISTC-301	Knowledge Organization	6	100
Skill Enhancement Course- 4	ULISTS- 302	Fundamentals of ICT	4	100
Semester IV				
Type of Course	**Course Code**	**Course Title**	**Credits**	**Max. Marks**
Core Course- 5	ULISTC- 401	Library Management (Theory)	4	100
Core Course- 6	ULISPC- 402	Library Management (Practical)	2	50
Skill Enhancement Course- 7	ULISTS- 403	Communication Skills	4	100
Semester V				
Type of Course	**Course Code**	**Course Title**	**Credits**	**Max. Marks**
Skill Enhancement Course- 8	ULISTS-501	Bibliographic Databases	4	100
Discipline Specific Elective- 9	ULISTE-502	Reference & Information Service	6	100
Generic Elective- 10	ULISTE-503	Basics of Librarianship	6	100
Semester VI				
Type of Course	**Course Code**	**Course Title**	**Credits**	**Max. Marks**
Skill Enhancement Course- 11	ULISTS- 601	Intellectual Property Rights	4	100
Discipline Specific Elective- 12	ULISTE- 602	Preservation and Conservation of Library Materials	6	100
Generic Elective- 13	ULISTE- 603	Reference Sources	4	100
Generic Elective- 14	ULISPE- 604	Evaluation of Reference Sources (Practical)	2	50

Library Science Under Graduate Level Course at Choice Based Credit System

The following courses of study are prescribed for I to VI Semester for the examination to be held in December 2020, 2021& 2022; May 2021, 2022&2023; December 2021, 2022,2023 and May 2022,2023& 2024

Semester	For the Examination to be held in	Course Code	Nature of Course	Credits	Max. Marks
Semester I	December 2020, 2021, 2022	ULISTC- 101	C	6	100
Semester II	May 2021, 2022,2023	ULISTC- 201	C	6	100
Semester III	December 2020, 2021, 2022	ULISTC- 301	C	6	100
		ULISTS- 302	SEC	4	100
Semester IV	May 2021, 2022,2023	ULISTC- 401	C	4	100
		ULISPC- 402	C	2	50
		ULISTS- 403	SEC	4	100
Semester V	December 2021, 2022,2023	ULISTS- 501	SEC	4	100
		ULISTE- 502	DSE	6	100
		ULISTE- 503	GE	6	100
Semester VI	May 2022,2023, 2024	ULISTS- 601	SEC	4	100
		ULISTE- 602	DSE	6	100
		ULISTE- 603	GE	4	100
		ULISPE- 604	GE	2	50

C = Core Course; DSE = Discipline Specific Elective Course; SEC = Skill Enhancement Course; GE=Generic Elective

Library Science Under Graduate Level Course at Choice Based Credit System

Semester-I
(Examination to be held in December 2020, 2021& 2022)
<u>Core Course</u>

Course Code: ULISTC- 101   **Max Marks: 100**
Course Title: Fundamentals of Library Science   **Semester Examination: 80 Marks**
Credits: 6   **Internal Assessment: 20 Marks**
Duration of Exam: $2^{1/2}$Hrs.

Objectives:
- To make the students understand the basics of Library Science as a subject.
- To acquaint them with the concept of a library.
- To acquaint them with the implications of Laws of Library Science and Library Legislation.

Learning Outcomes:
The student will be able to:
- Understand the Concept and Development of Libraries
- Classify Libraries on the basis of their purpose and functions
- Understand Laws related to Libraries andInformationcenters
- Understand Librarianship as a Profession
- AssesstheRoleofNational and International LibraryAssociations and Organizations

Unit- I:
- Library Science: Scope and Evolution
- Library: Definition, Objectives and Functions
- Types of Libraries: Academic, Public, Special and National.

Unit- II:
- History of Libraries: An overview
- Library Legislation: Need and Importance
- Library Legislation in India: An overview

Unit- III:
- Five Laws of Library Science
- Implications of Five Laws of Library Science

Unit- IV:
- Professional Associations
  - National Association -ILA, IASLIC
  - International Association- ALA, IFLA.
- Library Ethics
- Public Library Development: RRRLF

Library Science Under Graduate Level Course at Choice Based Credit System
Semester-I
Examination to be held in December 2020, 2021& 2022)
ULISTC- 101: Fundamentals of Library Science

➢ **Question paper setting:**
There shall be one written theory paper of 100 marks out of which 20 marks shall be reserved for the internal assessment, whereas 80 marks shall be reserved for the end term examination to be conducted by the college / University.

➢ **Internal Assessment Test: (20 Marks)**
The internal assessment test under choice based credit system shall be of 1 hour duration and shall comprise two parts-

❖ **Part-A:** Total weight age of Part-A will be of **10 marks** and shall comprise of 8 short answer type questions selecting at least from 2 to3 units (50 % of Syllabus). The candidate will have to attempt any 5 questions each carrying 2 marks.

❖ **Part-B:** Total weight age of Part-B will be of **10 marks** and shall comprise of 2 long answer type questions selecting at least from 2 to 3 units (50 % of Syllabus). The candidate will have to attempt only one questionof**10 marks.**

➢ **End Semester Examination: (80 Marks)**
The End Semester examination in theory shall consist of 3 sections:

❖ **Section-A:** shall be of **15 marks** and will comprise of 5 short answer type questions, one from each of the units and carrying 3 marks each. Answer should be precise having 70-80 words only and without any detailed explanation (all compulsory).

❖ **Section-B:** shall be of **35 marks** and will comprise of 5 medium answer type questions, one from each of the Units and carrying 7 marks each. Answer should be comprehensive having 250 to 300 words only and with detailed explanation (all compulsory).

❖ **Section-C:** shall be of **30 marks** and will comprise of 5 long answer type questions one from each unit. The candidate will have to attempt only 2 questions from all the questions and will carry 15 marks each. Answer should be 500 to 600 words with detailed analysis/ explanation/critical evaluation to the question.

Recommended Readings:
1. http://ebooks.lpude.in/library_and_info_sciences/DLIS/Year_1/DLIS001_FOUNDATION_OF_LIBRARY_AND_INFORM ATION_SCIENCE.pdf.
1. Bawden, D., & Robinson, L. (2013). *Introduction to information science.* Chicago: Neal Schuman.
2. Davies, D. L.(2013).*Libraryandinformationscience.*New Delhi:Random Exports
3. Isaac, K. A. (2004). *Library legislation in India: A critical and comparative study of state library Acts.* New Delhi: EssEssPublications.
4. Khanna, J. K. (1987). *Library and Society.* Kurukshetra: Research Publications.
5. McIntosh, J. (2011). *Library and information science: Parameters and perspectives.* Oakville: Apple Academic Press.
6. Ranganathan, S. R. (1989). *Library Manual.* Bangalore: SaradaRanganathan Endowment for Library Science.
7. Ranganathan, S. R. (1989). *The Five Laws of Library Science.* Bangalore: SaradaRanganathan Endowment for Library Science.
8. Rout, R. K. (1986). *Library Legislation in India: Problems and Prospects.* New Delhi: Reliance Publishing House.
9. Rubin, R. E. (2013). *Foundations of library and information science.* 3rded. New Delhi: DBS Imprints.
10. Sharma, Pandey S. K.(1992). *Libraries and Society.* New Delhi: EssEss.
11. Singh, S. P. (2005). *Special Libraries in the Electronic Environment.* New Delhi: Bookwell.
12. Venktappaiah, V. & Madhusudan, M. (2006). *Public Library Legislation in the New Millennium.* New Delhi: Bookwell.
13. https://epgp.inflibnet.ac.in/Home/ViewSubject?catid=21

Course Code: ULISTC- 201   **Max Marks: 100**
Course Title: Reference and Information Sources   **Semester Examination: 80 Marks**
Credits: 6   **Internal Assessment: 20 Marks**
Duration of Exam: $2^{1/2}$ Hrs.

Objectives:
- To provide an Overview of different categories of Reference and Information Sources.
- To make them understand the Criteria for evaluation of Reference and Information Sources.
- To evaluate Selected Reference and Information Sources.

Learning Outcomes:
The student will be able to:
➤ UnderstanddifferenttypesofReference and Information sources.
➤ Understand the scope and use of different categories of Reference and Information Sources.
➤ Evaluate various categories of Reference and Information Sources.

Unit- I:
- ○ Reference and Information Sources: Definition, Need and Characteristics.
- ○ Types of Reference and Information Sources: Primary, Secondary, Tertiary.
- ○ Categories of Reference and Information Sources: Dictionaries, Encyclopaedias, Biographical Sources, Directories, Yearbooks, Geographical Sources.

Unit- II:
- ○ Criteria for Evaluation of Reference and Information Sources.
- ○ Evaluation of select Dictionaries (abridged editions only).
  - ▪ Concise Oxford English Dictionary
  - ▪ Merriam-Webster's Collegiate Dictionary
- ○ Evaluation of select Encyclopaedias
  - ▪ Encyclopaedia Britannica (Online)
  - ▪ Columbia Encyclopaedia (Online)

Unit- III:
- ○ Evaluation of select Biographical Sources
  - ▪ Australian Dictionary of Biography
  - ▪ Dictionary of Canadian Biography
- ○ Evaluation of select Yearbooks
  - ▪ Statistical Yearbook India (online)
  - ▪ India: A Reference Annual

Unit- IV:
- ○ Evaluation of select Geographical Sources
  - ▪ The Statesman's Yearbook, World Gazetteer
  - ▪ Fodor's India
- ○ Evaluation of Select Directories
  - ▪ The Europa World of Learning
  - ▪ Universities Handbook. (AIU, India)

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➢ **Question Paper Setting:**
There shall be one written theory paper of 100 marks out of which 20 marks shall be reserved for the internal assessment, whereas 80 marks shall be reserved for the end term examination to be conducted by the college / University.

➢ **Internal Assessment Test: (20 Marks)**
The internal assessment test under choice based credit system shall be of 1 hour duration and shall comprise two parts-
   ❖ **Part-A:** Total weight age of Part-A will be of **10 marks** and shall comprise of 8 short answer type questions selecting at least from 2 to3 units (50 % of Syllabus). The candidate will have to attempt any 5 questions each carrying 2 marks.
   ❖ **Part-B:** Total weight age of Part-B will be of **10 marks** and shall comprise of 2 long answer type questions selecting at least from 2 to 3 units (50 % of Syllabus). The candidate will have to attempt only one question of **10 marks.**

➢ **End Semester Examination: (80 Marks)**
The End Semester examination in theory shall consist of 3 sections:
   ❖ **Section-A:** shall be of **15 marks** and will comprise of 5 short answer type questions, one from each of the units and carrying 3 marks each. Answer should be precise having 70-80 words only and without any detailed explanation (all compulsory).
   ❖ **Section-B:** shall be of **35 marks** and will comprise of 5 medium answer type questions, one from each of the Units and carrying 7 marks each. Answer should be comprehensive having 250 to 300 words only and with detailed explanation (all compulsory).
   ❖ **Section-C:** shall be of **30 marks** and will comprise of 5 long answer type questions one from each unit. The candidate will have to attempt only 2 questions from all the questions and will carry 15 marks each. Answer should be 500 to 600 words with detailed analysis/ explanation/critical evaluation to the question.

Recommended Readings:

1. https://epgp.inflibnet.ac.in/Home/ViewSubject?catid=21
2. Bopp, R. E. & Smith, L. C. (Eds.). (2011). *Reference and information services:AnIntroduction.*Santa Barbara:ABC-CLIOPublishing.
3. Cassell, K.N., & Hiramath, U. (2018).*Reference and information service: An Introduction.* UK: Facet Publications.
4. Cheney, F. N. & Williams, W. J. (2000). *Fundamentals of Reference Sources* (3rded.). Chicago: American Library Association.
5. Katz, W. A. (1997).*Introduction to Reference Work* (6thed.). 2V, NewYork: McGraw- Hill International.
6. Krishna Kumar (2001*). Reference Service.* New Delhi: Vikas Publishing.
7. Smith,L.C.,&Wong,M.A.(2016).*Reference and information service: An introduction.* (5thed.).USA: ABC CLIO.
8. http://mospi.nic.in/publication/statistical-year-book-india.

Library Science Under Graduate Level Course at Choice Based Credit System
Semester-III
(Examination to be held in December 2020, 2021, 2022)
<u>**Core Course**</u>

Course Code: ULISTC- 301   Max Marks: 100
Course Title: Knowledge Organization   Semester Examination: 80 Marks
Credits: 6   Internal Assessment: 20 Marks
Duration of Exam: $2^{1/2}$ Hrs.

Objectives:
- To make the students aware of the concepts of Library Classification & Cataloguing.
- To introduce them to various library classification schemes.
- To make the students aware of important cataloguing codes.

Learning Outcomes: The student will be able to:
➢ To understand the concept of library classification.
➢ Understand features of different schemes of classification.
➢ Understand the concept of library catalogue.
➢ Comprehend various inner and outer forms of library catalogue.
➢ Understand the main and added entries of library catalogue.

Unit I:
     o   Library Classification: Concept, Need and Purpose
     o   Broad terminology of library classification: Call No., Book No., Class No., Collection No.
     o   Species of Library Classification: Enumerative and Analytico-Synthetic
Unit II:
     o   Notation: Types and Functions
     o   Brief introduction to CC and DDC
     o   Five fundamental categories
Unit III:
     o   Library Catalogue: Concept, Need and Purpose.
     o   Physical Forms of Library Catalogue
     o   Types of Library Catalogue.
Unit IV:
     o   Kinds of entries: AACR-II and CCC
     o   Subject headings: Concept and brief introduction to Sears List of Subject Headings
     o   ALA Rules for Filing of Catalogue Cards: An Introduction

Library Science Under Graduate Level Course at Choice Based Credit System
Semester-III
(Examination to be held in December 2020, 2021, 2022)
ULISTC- 301: Knowledge Organization (Core Course)

➢ **Question Paper Setting:**
There shall be one written theory paper of 100 marks out of which 20 marks shall be reserved for the internal assessment, whereas 80 marks shall be reserved for the end term examination to be conducted by the college / University.

➢ **Internal Assessment Test: (20 Marks)**
The internal assessment test under choice based credit system shall be of 1 hour duration and shall comprise two parts-

❖ **Part-A:** Total weight age of Part-A will be of **10 marks** and shall comprise of 8 short answer type questions selecting at least from 2 to3 units (50 % of Syllabus). The candidate will have to attempt any 5 questions each carrying 2 marks.

❖ **Part-B:** Total weight age of Part-B will be of **10 marks** and shall comprise of 2 long answer type questions selecting at least from 2 to 3 units (50 % of Syllabus). The candidate will have to attempt only one question of **10 marks.**

➢ **End Semester Examination: (80 Marks)**
The End Semester examination in theory shall consist of 3 sections:

❖ **Section-A:** shall be of **15 marks** and will comprise of 5 short answer type questions, one from each of the units and carrying 3 marks each. Answer should be precise having 70-80 words only and without any detailed explanation (all compulsory).

❖ **Section-B:** shall be of **35 marks** and will comprise of 5 medium answer type questions, one from each of the Units and carrying 7 marks each. Answer should be comprehensive having 250 to 300 words only and with detailed explanation (all compulsory).

❖ **Section-C:** shall be of **30 marks** and will comprise of 5 long answer type questions one from each unit. The candidate will have to attempt only 2 questions from all the questions and will carry 15 marks each. Answer should be 500 to 600 words with detailed analysis/ explanation/critical evaluation to the question.

Recommended Readings:
1. https://epgp.inflibnet.ac.in/Home/ViewSubject?catid=21
2. Bowman, J.H. (2003). *Essential cataloguing: The basics.*UK: Facet Publishing.
3. Hussain, S. (2004). *Library classification: Facets and Analyses.* Delhi: B. R. Publishing.
4. Krishan Kumar (1985). *Theory of classification.* New Delhi: Vikas Publishing House.
5. Krishan Kumar (1986). *An Introduction to AACR2: Anglo-American cataloguing rules.* (2nd ed.). New Delhi: Vikas Publishing.
6. Ranganathan, S. R. (1993). *Classification and communication.* Bangalore: SaradaRanganathan Endowment for Library Science.
7. Satija, M. P. (2013). *Dewey Decimal Classification* (19th ed. – 23rd ed.). New Delhi: EssEss Publications.
8. Satija, M. P. (2013). *Dewey Decimal Classification* (19th ed. – 23rd ed.). New Delhi: EssEss Publications.
9. Satija, M.P. (2007*). The Theory and Practice of the Dewey Decimal Classification.* London:Chandos Publishing.
10. Sharma, Pandey S. K. (1986). *Cataloguing theory.* New Delhi: EssEss Publications.
11. Taylor,A.G.,&Miller,D.P.(2006).*Wynar's introduction to cataloguing and classification.*(10th ed.). London: Libraries Unlimited.
12. Viswanathan, C. G. (2008). *Cataloguing: Theory and practice.* New Delhi: EssEss Publications.
13. Welsh,A.,&Batley,S.(201?*). Practical cataloguing:* AACR, RDA, MARC-21.New Delhi: EssEss Publications.

Library Science Under Graduate Level Course at Choice Based Credit System
Semester-III
(Examination to be held in December 2020, 2021, 2022)
Skill Enhancement Course

Course Code: ULISTS- 302   Max Marks: 100
Course Title: Fundamentals of ICT   Semester Examination: 80 Marks
Credits: 4   Internal Assessment: 20 Marks
Duration of Exam: $2^{1/2}$ Hrs.

Objectives:
- To make the students aware of the fundamentals of computer
- To introduce them to operating system.
- To make the students aware of Networks and Internet.

Learning Outcomes:
The student will be able to:
➤ Understandthestructureofcomputerandfunctionsofitsvariousunits
➤ Understand various type of networks and topologies.
➤ Understand the working of Internet, search engines

Unit I:
- ○ Fundamentals of Computer: Functions, Classification and Generation.
- ○ Units of Computer: Arithmetic and Logic Unit, Control Unit, Input and Output Unit, Memory Units.
- ○ Computer Hardware: Components and Functions.

Unit II:
- ○ Software: System and Application
- ○ Introduction to Windows Operating System
- ○ Use of word processing software, Spreadsheet and Power point presentation.

Unit III:
- ○ Computer Networks: Concept, Need and Purpose.
- ○ Types of Computer Network: LAN, MAN, WAN.
- ○ Network Topologies: Star, Ring, Bus, Tree, Mesh

Unit IV:
- ○ Internet: Historical evolution
- ○ Domain name: Concept, purpose and syntax
- ○ Browsers and Search Engines

➢ **Question Paper Setting:**
There shall be one written theory paper of 100 marks out of which 20 marks shall be reserved for the internal assessment, whereas 80 marks shall be reserved for the end term examination to be conducted by the college / University.

➢ **Internal Assessment Test: (20 Marks)**
The internal assessment test under choice based credit system shall be of 1 hour duration and shall comprise two parts-

❖ **Part-A:** Total weight age of Part-A will be of **10 marks** and shall comprise of 8 short answer type questions selecting at least from 2 to3 units (50 % of Syllabus). The candidate will have to attempt any 5 questions each carrying 2 marks.

❖ **Part-B:** Total weight age of Part-B will be of **10 marks** and shall comprise of 2 long answer type questions selecting at least from 2 to 3 units (50 % of Syllabus). The candidate will have to attempt only one question of **10 marks.**

➢ **End Semester Examination: (80 Marks)**
The End Semester examination in theory shall consist of 3 sections:

❖ **Section-A:** shall be of **15 marks** and will comprise of 5 short answer type questions, one from each of the units and carrying 3 marks each. Answer should be precise having 70-80 words only and without any detailed explanation (all compulsory).

❖ **Section-B:** shall be of **35 marks** and will comprise of 5 medium answer type questions, one from each of the Units and carrying 7 marks each. Answer should be comprehensive having 250 to 300 words only and with detailed explanation (all compulsory).

❖ **Section-C:** shall be of **30 marks** and will comprise of 5 long answer type questions one from each unit. The candidate will have to attempt only 2 questions from all the questions and will carry 15 marks each. Answer should be 500 to 600 words with detailed analysis/ explanation/critical evaluation to the question.

Recommended Readings:

1. https://epgp.inflibnet.ac.in/Home/ViewSubject?catid=21
2. Bharihoke, D. (2012). *Fundamentals of Information Technology.*(4thed). New Delhi: ExcelBooks.
3. Leon-Garcia, A.& Widjaja, I. (2006). *Communication networks: Fundamentalconceptsandkey architectures.*(2nded.).NewDelhi:McGraw-Hill.
4. O'Leary, T. J. & O'Leary, L. I. (2018). *Computing essentials 2019.* International Edition. New York: McGraw-Hill Irwin.
5. Rajaraman,V. & Adabala, N. (2014). *Fundamentals of computers.*(6thed.) New Delhi: Prentice-Hall ofIndia.
6. Tanenbaum, A. S. & Wetherall, D. J. (2013). *Computer networks.* (5thed.) NewDelhi: PrenticeHall.
7. Weverka, P. (2013*). Office 2013: All in one for dummies.* New Jersey: John Wiley & Sons.

Semester-IV
(Examination to be held in May 2021, 2022, 2023)
<u>**Core Course**</u>

Course Code: ULISTC- 401	**Max Marks: 100**
Course Title: Library Management (Theory) `	**Semester Examination: 80 Marks**
Credits: 4	**Internal Assessment: 20 Marks**
Duration of Exam: 2$^{1/2}$ Hrs.	

Objectives:
- To make the students aware of the concept of Management and its role in libraries.
- To introduce them to various sections of a library.
- To make the students aware of the personnel and financial management in libraries.
-

Learning Outcomes:
The student will be able to:
➢ Understand the concept of Library Management
➢ Understand the principles and functions of management
➢ Carry out various operations in a library
➢ Comprehend the concept of financial management and human resource management.
➢ Maintain the Library Statistics and prepare Annual Report

Unit I:
o Management: Concept, Principles and their application in libraries.
o Library organizational structure
o Library Authority and Library Committee: Need and functions

Unit II:
o Different sections of a library and their functions: Acquisition, Technical, Circulation, Reference and Periodical.
o Stock verification and weeding out

Unit III:
o Human Resource Management: Importance, Job Analysis, Job Description
o Categories of library staff: Their role and responsibilities.
o Selection, Recruitment, Training and development of staff.

Unit IV:
o Library finance: Sources of finance
o Library building and furniture planning
o Library Statistics and Annual Report

Library Science Under Graduate Level Course at Choice Based Credit System

Semester-IV
(Examination to be held in May 2021, 2022, 2023)
ULISTC- 401: Library Management (Theory- Core Course)

➢ **Question Paper Setting:**
There shall be one written theory paper of 100 marks out of which 20 marks shall be reserved for the internal assessment, whereas 80 marks shall be reserved for the end term examination to be conducted by the college / University.

➢ **Internal Assessment Test: (20 Marks)**
The internal assessment test under choice based credit system shall be of 1 hour duration and shall comprise two parts-

❖ **Part-A:** Total weight age of Part-A will be of **10 marks** and shall comprise of 8 short answer type questions selecting at least from 2 to3 units (50 % of Syllabus). The candidate will have to attempt any 5 questions each carrying 2 marks.

❖ **Part-B:** Total weight age of Part-B will be of **10 marks** and shall comprise of 2 long answer type questions selecting at least from 2 to 3 units (50 % of Syllabus). The candidate will have to attempt only one question of **10 marks.**

➢ **End Semester Examination: (80 Marks)**
The End Semester examination in theory shall consist of 3 sections:

❖ **Section-A:** shall be of **15 marks** and will comprise of 5 short answer type questions, one from each of the units and carrying 3 marks each. Answer should be precise having 70-80 words only and without any detailed explanation (all compulsory).

❖ **Section-B:** shall be of **35 marks** and will comprise of 5 medium answer type questions, one from each of the Units and carrying 7 marks each. Answer should be comprehensive having 250 to 300 words only and with detailed explanation (all compulsory).

❖ **Section-C:** shall be of **30 marks** and will comprise of 5 long answer type questions one from each unit. The candidate will have to attempt only 2 questions from all the questions and will carry 15 marks each. Answer should be 500 to 600 words with detailed analysis/ explanation/critical evaluation to the question.

Recommended Readings:

1. https://epgp.inflibnet.ac.in/Home/ViewSubject?catid=21
2. Johnson, P. (2004). *Fundamentals of collection development and management.* Chicago: American Library Association.
3. Khanna, J. K. (2008). *Advances in library administration.* Agra: Y.K. Publishers.
4. Krishan Kumar (1987). *Library administration and management.* Delhi: Vikas Publishing.
5. Krishna Kumar (2011). *Library management in electronic environment.* New Delhi: Har-Anand.
6. Magrill, R. M. (1989). *Acquisitions management and collection development in libraries* (2nd ed). Chicago: American Library Association.
7. Mittal, R. L. (2007). *Library administration: Theory and practice.* New Delhi: EssEss Publications.
8. Moran, B.B.,Stueart, R. D. &Morner, C. J. (2012). *Library and information center management.*(8th ed.). US: ABC-CLIO.
9. Mukherjee, A. K. (1974). *Book selection, principles, practices and tools.* Calcutta: World Press.
10. Ranganathan, S. R. (2006). *Library administration.* New Delhi: EssEss Publication.
11. Sahu, M.K. (2008). *Library management: New trends.* New Delhi: Shree Publishers.
12. Seetharama,S.(2015). *Marketing in library and information centres.* New Delhi: EssEss Publications.
13. Tripathi,P.C.,&Reddy,P.N.(2017).*Principles of management.*(6th ed.).New Delhi: McGraw Hill.

Library Science Under Graduate Level Course at Choice Based Credit System

(Examination to be held in May 2021, 2022, 2023)
Core Course

Course Code: ULISPC- 402   **Max Marks: 50**
Course Title: Library Management (Practical) **Semester Examination: 25 Marks**
Credits: 2   **Internal Assessment: 25 Marks**
Duration of Exam: $2^{1/2}$ Hrs.

Objectives:
- To introduce them to various sections of a library.
- To make the students aware of the personnel and financial management in libraries.

Students are supposed to Perform Practical from the Syllabus. Practical Examination will be of two and half hours Duration. External Examiner will conduct the Practical Examination. The Students will perform one Practical in the Exam (internal and external).

Internal (25 Marks)

    (a) Attendance (5 marks)

    (c) Practical File based on the Practical done as per time table (Day to day performance) (10 marks)

    (d) Internal Test (to be conducted by the concerned subject teacher) (10 marks)

External (25 Marks)

    (a) Practical paper (Participant required for conduction of practical) (15marks)
    (b) Viva Voce (10 marks)

    ***One Credit is two hour duration for fifteen working days or 45 periods of 40 minutes duration.**

- o Working on Open library management software
- o Acquisition: maintain accession register; bills, records
- o Circulation: process
- o Process of Stock verification and Weeding out

Library Science Under Graduate Level Course at Choice Based Credit System

Semester-IV
(Examination to be held in May 2021, 2022, 2023)

<u>Skill Enhancement Course</u>

Course Code: ULISTS- 403   **Max Marks: 100**
Course Title: Communication Skills `   **Semester Examination: 80 Marks**
Credits: 4   **Internal Assessment: 20 Marks**
Duration of Exam: $2^{1/2}$ Hrs.

Objectives:
- To make the students aware of the importance of communication
- To introduce them to various types of communication.
- To inculcate various communication skills among the students.

Learning Outcomes:
The student will be able to:
➢ Understand the basic concept of communication and its types.
➢ Present himself for the job interview
➢ Understand various kinds of skills

Unit I:
- Communication: Definition, Nature and Scope
- Process, of Communication
- Barriers of Communication
- Essentials of Effective Commnication

Unit II:
- Communication- Non-Verbal (Personal appearance, Gesture, Posture, Facial Expression, Eye Contact, Body Language (Kinesics), Silence), Tips for non-verbal communication.

Unit III:
- Types of Communication- Verbal (Listening, Responding, Guiding, Instructing, Demanding, Suggesting, Aplogizing, Telephone Skills, Presenting, etc.)
- Use of different electronic media in communication.

Unit IV:
- Writing Skills (Notice, Formal Letters, Memos, Agenda and Minutes of Meetings, E-mails, Office orders, Enquiries and Replies, Offcial Correspondence, etc.)
- Prepring CV/ Resume for Jobs, Preparing for and facing a job interview,

Semester-IV
(Examination to be held in May 2021, 2022, 2023)
ULISTS- 403: TITLE: Communication Skills (SEC)

➢ **Question Paper Setting:**
There shall be one written theory paper of 100 marks out of which 20 marks shall be reserved for the internal assessment, whereas 80 marks shall be reserved for the end term examination to be conducted by the college / University.

➢ **Internal Assessment Test: (20 Marks)**
The internal assessment test under choice based credit system shall be of 1 hour duration and shall comprise two parts-

   ❖ **Part-A:** Total weight age of Part-A will be of **10 marks** and shall comprise of 8 short answer type questions selecting at least from 2 to3 units (50 % of Syllabus). The candidate will have to attempt any 5 questions each carrying 2 marks.

   ❖ **Part-B:** Total weight age of Part-B will be of **10 marks** and shall comprise of 2 long answer type questions selecting at least from 2 to 3 units (50 % of Syllabus). The candidate will have to attempt only one question of **10 marks.**

➢ **End Semester Examination: (80 Marks)**
The End Semester examination in theory shall consist of 3 sections:

   ❖ **Section-A:** shall be of **15 marks** and will comprise of 5 short answer type questions, one from each of the units and carrying 3 marks each. Answer should be precise having 70-80 words only and without any detailed explanation (all compulsory).

   ❖ **Section-B:** shall be of **35 marks** and will comprise of 5 medium answer type questions, one from each of the Units and carrying 7 marks each. Answer should be comprehensive having 250 to 300 words only and with detailed explanation (all compulsory).

   ❖ **Section-C:** shall be of **30 marks** and will comprise of 5 long answer type questions one from each unit. The candidate will have to attempt only 2 questions from all the questions and will carry 15 marks each. Answer should be 500 to 600 words with detailed analysis/ explanation/critical evaluation to the question.

Recommended Readings:

1.   https://epgp.inflibnet.ac.in/Home/ViewSubject?catid=21
2.   Bowstead, J.M. (2011). *A Guide to Preparing your Portfolio.* A&C Black.
3.   Brock, S. L. (2004).*Writing Business Proposals and Reports.*New Delhi: Viva Books Pvt. Ltd.
4.   Corfield, R. (2010).Preparing the Perfect CV. Kogan Page India Private Limited.
5.   Dignen, B. (2013). *Communicating in Business English.* Compass Publishing.
6.   Eastwood, J.,(2000).*Oxford Practice Grammar: With Answers.* Oxford University Press.
7.   Galanes, G.J., Brilhart, J.K. & Adams, K. (2003). *Effective Group Discussion: Theory and Practice.* McGraw-Hill.
8.   Gupta, N.K., (2012).*Cracking the Job Interviews.*G4 IBC Academy.
9.   Hewings, M. &Thaine, C., (2012). *Cambridge Academic English C1 Advanced Student's Book.* Cambridge University Press.
10. Schnurr, S. (2012).*Exploring Professional Communication.* Routledge.
11. Sweeney, S. (2004).*Communicating in Business: A Short Course for Business English Students.* Cambridge Professional English.
12. Enelow, W. S. &Boldt A. G.,(2006).*No-Nonsense Resumes: The Essential Guide to Creating Attention-Grabbing Resumes That Get Interviews & Job Offers,* Career Press

Library Science Under Graduate Level Course at Choice Based Credit System

Semester-V
(Examination to be held in December 2021, 2022, 2023)
<u>Skill Enhancement Course</u>

Course Code: ULISTS- 501   **Max. Marks: 100**

Course Title: Bibliographic Databases   **Semester Examination: 80 Marks**

Credits: 4   **Internal Assessment: 20 Marks**

Duration of Exam: $2^{1/2}$ Hrs.

Objectives:
- To make the students aware of the concept, features and types of database.
- To make the students aware of various databases from Sciences, Social Sciences, Arts & Humanities.

Learning Outcomes:

The student will be able to
- ➢ recognize the concept and purpose of database
- ➢ recognize various types of databases
- ➢ differentiate between DBMS and RDMS and its utility.
- ➢ know the databases available in Physical Sciences, Biological Sciences, Arts & Humanities and Social Sciences.

Unit I:
- o Database: Concept, Need, Purpose and Functions
- o Features of Database
- o Types of Database- Bibliographical, Full- Text and Statistical Databases

Unit II:
- o Database Structure: Logical Data Structure, Physical Data Structure
- o DBMS: Overview, Functions and usefulness
- o Difference between DBMS and RDBMS

Unit III:
- o An overview of select databases:
  - SCOPUS, Web of Science
  - PubMed, AGRICOLA

Unit IV:
- o An overview of selectdatabases in:
  - Arts &Humanities:Proquest, EBSCO
  - Social Sciences : PsycInfo, EConlit

Library Science Under Graduate Level Course at Choice Based Credit System

Semester-V
(Examination to be held in December 2021, 2022, 2023)
ULISTS-501: Bibliographic database (SEC)

➢ **Question Paper Setting:**
There shall be one written theory paper of 100 marks out of which 20 marks shall be reserved for the internal assessment, whereas 80 marks shall be reserved for the end term examination to be conducted by the college/ University.

➢ **Internal Assessment Test: (20 Marks)**
The internal assessment test under choice based credit system shall be of 1 hour duration and shall comprise two parts-

❖ **Part-A:** Total weight age of Part-A will be of **10 marks** and shall comprise of 8 short answer type questions selecting at least from 2 to3 units (50 % of Syllabus). The candidate will have to attempt any 5 questions each carrying 2 marks.

❖ **Part-B:** Total weight age of Part-B will be of **10 marks** and shall comprise of 2 long answer type questions selecting at least from 2 to 3 units (50 % of Syllabus). The candidate will have to attempt only one question of **10 marks.**

➢ **End Semester Examination: (80 Marks)**
The End Semester examination in theory shall consist of 3 sections:

❖ **Section-A:** shall be of **15 marks** and will comprise of 5 short answer type questions, one from each of the units and carrying 3 marks each. Answer should be precise having 70-80 words only and without any detailed explanation (all compulsory).

❖ **Section-B:** shall be of **35 marks** and will comprise of 5 medium answer type questions, one from each of the Units and carrying 7 marks each. Answer should be comprehensive having 250 to 300 words only and with detailed explanation (all compulsory).

❖ **Section-C:** shall be of **30 marks** and will comprise of 5 long answer type questions one from each unit. The candidate will have to attempt only 2 questions from all the questions and will carry 15 marks each. Answer should be 500 to 600 words with detailed analysis/ explanation/critical evaluation to the question.

Recommended Readings:

1. https://epgp.inflibnet.ac.in/Home/ViewSubject?catid=21
2. Olson, J. (1994).Defining a New State of Databases. *Informatics*. *2*(3), 41-45.
3. Oxborrow, E.A. (1991). *Databases and database systems: Concepts and issues*. Bromley: ChartwellBratt.
4. Rowley, J. (1998*). The electronic library*. London: Library Association.
5. William, J.(1992*). Database Design and Construction: An open learning course for students and information managers*. London: Library Association.

Library Science Under Graduate Level Course at Choice Based Credit System

Semester-V
(Examination to be held in December 2021, 2022, 2023)
<u>Discipline Specific Elective Course</u>

Course Code: ULISTE- 502
Course Title: Reference& Information Service `
Credits: 6   **Max Marks: 100**
Duration of Exam: 2$^{1/2}$ Hrs.   **Semester Examination: 80 Marks**
                                                                Internal Assessment: 20 Marks

Objectives:
- To provide an overview of the concept of Reference and Information Service.
- To acquaint them with various types of Reference and Information Service.

Learning Outcomes:
The student will be able to:
- ➢ Understand the concept of Reference Service and its importance in the libraries
- ➢ Understand the types of Reference Service.
- ➢ Understand the services of important documentation centres.

Unit-I:
- o Reference Service: Concept, Definition, Need, Purpose
- o Information Service: Concept, Definition, Need, Purpose
- o Qualities and functions of a reference librarian

Unit-II:
- o Nature ofReference Service in libraries
- o Types of Reference Service: Short Range Reference Service and Long Range Reference Service
- o Initiation of a fresh reader

Unit-III:
- o CAS& SDI: Brief introduction.
- o Bibliographic and Full Text Service
- o Article Alert Service

Unit -IV
- o Documentation Centres in India
  - ▪ DESIDOC
  - ▪ NASSDOC
  - ▪ NISCAIR

Library Science Under Graduate Level Course at Choice Based Credit System

Semester-V
(Examination to be held in December 2021, 2022, 2023)
ULISTE- 502: Reference and Information Service (DSE)

➢ **Question Paper Setting:**
There shall be one written theory paper of 100 marks out of which 20 marks shall be reserved for the internal assessment, whereas 80 marks shall be reserved for the end term examination to be conducted by the college / University.

➢ **Internal Assessment Test: (20 Marks)**
The internal assessment test under choice based credit system shall be of 1 hour duration and shall comprise two parts-
- ❖ **Part-A:** Total weight age of Part-A will be of **10 marks** and shall comprise of 8 short answer type questions selecting at least from 2 to3 units (50 % of Syllabus). The candidate will have to attempt any 5 questions each carrying 2 marks.
- ❖ **Part-B:** Total weight age of Part-B will be of **10 marks** and shall comprise of 2 long answer type questions selecting at least from 2 to 3 units (50 % of Syllabus). The candidate will have to attempt only one question of **10 marks.**

➢ **End Semester Examination: (80 Marks)**
The End Semester examination in theory shall consist of 3 sections:
- ❖ **Section-A:** shall be of **15 marks** and will comprise of 5 short answer type questions, one from each of the units and carrying 3 marks each. Answer should be precise having 70-80 words only and without any detailed explanation (all compulsory).
- ❖ **Section-B:** shall be of **35 marks** and will comprise of 5 medium answer type questions, one from each of the Units and carrying 7 marks each. Answer should be comprehensive having 250 to 300 words only and with detailed explanation (all compulsory).
- ❖ **Section-C:** shall be of **30 marks** and will comprise of 5 long answer type questions one from each unit. The candidate will have to attempt only 2 questions from all the questions and will carry 15 marks each. Answer should be 500 to 600 words with detailed analysis/ explanation/critical evaluation to the question.

Recommended Readings:
1. https://epgp.inflibnet.ac.in/Home/ViewSubject?catid=21
2. Davinson, D. (1980). *Reference service.* London: Clive Bingley.
3. Katz, B. (1991). *Reference and information services: A Reader for the Nineties.* Metuchen: Scarecrow Press.
4. Khanna, J. K. (2000). *Documentation and information services, systems and techniques.* Agra: Y. K Publishers.
5. Chowdhury, G. G.& Chowdhury, S. (2001). *Information sources and searching on the World Wide Web.* London: Facet Publishing.
6. Chowdhury, G. G.& Chowdhury, S.(2001). *Searching CD-ROM and online information sources.* London: Facet Publishing.
7. Higgens, C. (Ed.). (1980). *Printed reference materials.* London: Library Association.

Semester-V
(Examination to be held in December 2021, 2022, 2023)
<u>**Generic Elective Course**</u>

Course Code: ULISTE- 503
Course Title: Basics of Librarianship
Credits: 6   **Max Marks: 100**
Duration of Exam: 2$^{1/2}$ Hrs.   **Semester Examination: 80 Marks**
                                                                    Internal Assessment: 20 Marks

Objectives:
- To make the students aware of the basics of Library Science as a subject.
- To acquaint them with the concept of a library and its various sections.

Learning Outcomes:

The student will be able to:
➢ Understand the Concept of a library.
➢ Classify libraries on the basis of their purpose and functions
➢ Understand the working of different sections of a library.
➢ Understand the concept of Library Classification and Cataloguing.

Unit-I:
- Library Science: Scope and evolution
- Library: Definition, Objectives and Functions
- Types of Libraries: Academic, Public, Special and National.

Unit-II:
- Library Orientation : Introducing library activities and rules
- Different sections of a library and their functions: Acquisition, Technical, Circulation, Reference and Periodical.
- Types of library collection: Book and Non-Book materials.

Unit-III:
- Library Classification: Concept, Need and Purpose
- Library Catalogue: Concept, Need and Purpose
- Bibliography: Concept, Need and Purpose

Unit-IV:
- Stock verification and weeding out
- Preservation and Conservation of library materials: An overview
- Binding of library materials

Library Science Under Graduate Level Course at Choice Based Credit System

Semester-V
(Examination to be held in December 2021, 2022, 2023)
ULISTE-503: Basics of Librarianship (GE)

➢ **Question Paper Setting:**
There shall be one written theory paper of 100 marks out of which 20 marks shall be reserved for the internal assessment, whereas 80 marks shall be reserved for the end term examination to be conducted by the college / University.

➢ **Internal Assessment Test: (20 Marks)**
The internal assessment test under choice based credit system shall be of 1 hour duration and shall comprise two parts-

   ❖ **Part-A:** Total weight age of Part-A will be of **10 marks** and shall comprise of 8 short answer type questions selecting at least from 2 to3 units (50 % of Syllabus). The candidate will have to attempt any 5 questions each carrying 2 marks.

   ❖ **Part-B:** Total weight age of Part-B will be of **10 marks** and shall comprise of 2 long answer type questions selecting at least from 2 to 3 units (50 % of Syllabus). The candidate will have to attempt only one question of **10 marks.**

➢ **End Semester Examination: (80 Marks)**
The End Semester examination in theory shall consist of 3 sections:

   ❖ **Section-A:** shall be of **15 marks** and will comprise of 5 short answer type questions, one from each of the units and carrying 3 marks each. Answer should be precise having 70-80 words only and without any detailed explanation (all compulsory).

   ❖ **Section-B:** shall be of **35 marks** and will comprise of 5 medium answer type questions, one from each of the Units and carrying 7 marks each. Answer should be comprehensive having 250 to 300 words only and with detailed explanation (all compulsory).

   ❖ **Section-C:** shall be of **30 marks** and will comprise of 5 long answer type questions one from each unit. The candidate will have to attempt only 2 questions from all the questions and will carry 15 marks each. Answer should be 500 to 600 words with detailed analysis/ explanation/critical evaluation to the question.

Recommended Readings:

1. https://epgp.inflibnet.ac.in/Home/ViewSubject?catid=21
2. Magrill, R. M. (1989). *Acquisitions management and collection development in libraries* (2nded). Chicago: American Library Association.
3. Millard, S. (2004). *Introduction to serials work for library technicians*. U.S.A: Haworth Press.
4. Moran, B.&Morner, C. (2017). *Library and information center management.*(9thed.). US:ABC-CLIO.
5. Mukherjee, A. K. (1974). *Book selection, principles, practices and tools*. Calcutta: World Press.
6. Ranganathan, S. R. (1989). *Library administration* (2nd rev. ed.). Bangalore: SaradaRanganathan Endowment for Library Science.

Semester-VI
(Examination to be held in May 2022, 2023, 2024)
<u>**Skill Enhancement Course**</u>

Course Code: ULISTS- 601   Max Marks: 100
Course Title: Intellectual Property Rights   Semester Examination: 80 Marks
Credits: 4   Internal Assessment: 20 Marks
Duration of Exam: 2$^{1/2}$ Hrs.

<u>**Objectives:**</u>
- To acquaint the students with the concept of IPR
- To make them aware of the types of intellectual property.

Learning Outcomes:
The student will be able to:

➢ Understand the concept and importance of Intellectual Property Rights
➢ Understand Indian Copyright Act and its provisions
➢ Understand the Trademark Act
➢ Understand the process of obtaining patents.

Unit- I:
o IPR: Origin, Need and Importance
o Types of Intellectual Property: Copyright,Trademarksand Patents
o IPR laws in India: Brief overview

Unit-II
o Copyright: Concept, Need and Purpose
o Delivery of Books and Registration Act
o Copyright Act: Rights, Fair-use and Infringement of Copyright.

Unit-III
o Trademarks: Concept, Need and Purpose
o Indian Trademark Act: An Overview
o Registration of Trademarks

Unit-IV
o Patents: Concept, Need and Purpose
o Process of obtaining a patent, Duration of Patent Grant; Infringement
o Role of Indian Patent office

Semester-VI
(Examination to be held in May 2022, 2023, 2024)
ULISTS-601: Intellectual Property Rights (SEC)

➢ **Question Paper Setting:**
There shall be one written theory paper of 100 marks out of which 20 marks shall be reserved for the internal assessment, whereas 80 marks shall be reserved for the end term examination to be conducted by the college / University.

➢ **Internal Assessment Test: (20 Marks)**
The internal assessment test under choice based credit system shall be of 1 hour duration and shall comprise two parts-

❖ **Part- A:** Total weight age of Part-A will be of **10 marks** and shall comprise of 8 short answer type questions selecting at least from 2 to3 units (50 % of Syllabus). The candidate will have to attempt any 5 questions each carrying 2 marks.

❖ **Part- B:** Total weight age of Part-B will be of **10 marks** and shall comprise of 2 long answer type questions selecting at least from 2 to 3 units (50 % of Syllabus). The candidate will have to attempt only one question of **10 marks.**

➢ **End Semester Examination: (80 Marks)**
The End Semester examination in theory shall consist of 3 sections:

❖ **Section- A:** shall be of **15 marks** and will comprise of 5 short answer type questions, one from each of the units and carrying 3 marks each. Answer should be precise having 70-80 words only and without any detailed explanation (all compulsory).

❖ **Section- B:** shall be of **35 marks** and will comprise of 5 medium answer type questions, one from each of the Units and carrying 7 marks each. Answer should be comprehensive having 250 to 300 words only and with detailed explanation (all compulsory).

❖ **Section-C:** shall be of **30 marks** and will comprise of 5 long answer type questions one from each unit. The candidate will have to attempt only 2 questions from all the questions and will carry 15 marks each. Answer should be 500 to 600 words with detailed analysis/ explanation/critical evaluation to the question.

Recommended Readings:

1. https://epgp.inflibnet.ac.in/Home/ViewSubject?catid=21
2. Elias, S.& Stim, R. (2007). *Trademark: legal care for your business & product name.*Nolo.
3. Fishman, S. (1998).*Copyright handbook: how to protect & use written works.* Nolo Press.
4. Gilbert, J. (2004).*The entrepreneur's guide: to patents, copyrights, trademarks, trade secrets & licensing.* Berkley Books.
5. Holland, C. J. (2007).*Intellectual property: patents, trademarks, copyrights, trade secrets.* Entrepreneur Press.
6. Rubin, R. E. (2016). Foundations of library and information science. London: Facet Publishing

Semester-VI
(Examination to be held in May 2022, 2023, 2024)
<u>**Discipline Specific Elective**</u>

Course Code: ULISTE- 602   **Max Marks: 100**
Course Title: Preservation and Conservation of Library Materials
Credits: 6   **Semester Examination: 80 Marks**
Duration of Exam: 2$^{1/2}$ Hrs.   **Internal Assessment: 20 Marks**

<u>**Objectives:**</u>
- To acquaint the students with the concepts of Preservation and Conservation
- To make them aware of the techniques of Preservation and Conservation.

Learning Outcomes:
The student will be able to:
➢ Understand the basics of Preservation and Conservation.
➢ Understand the nature of materials for which conservation techniques are used.
➢ Know the various hazards and techniques of preservation.

Unit I:
- Preservation: Concept, Need and Purpose
- Conservation: Concept, Need and Purpose
- Nature of materials: Palm leaves, Manuscripts and Print Materials

Unit II:
- Factors of Hazards
  - Environmental factors
  - Biological factors
  - Chemical factors

Unit III:
- Techniques of Prevention
  - Chemical De-acidification
  - Microfilming
  - Digitization

Unit IV:
- Conservation: Restoration
  - Flattening of Creases and Wrinkles , Repair of Minor Tears
  - Treatment of Fragile Paper
  - Removal of Stains and Fumigation

Library Science Under Graduate Level Course at Choice Based Credit System

Semester-VI
(Examination to be held in May 2022, 2023, 2024)
ULISTE- 602: Preservation and Conservation of Library Materials (DSE)

➤ **Question Paper Setting:**
There shall be one written theory paper of 100 marks out of which 20 marks shall be reserved for the internal assessment, whereas 80 marks shall be reserved for the end term examination to be conducted by the college / University.

➤ **Internal Assessment Test: (20 Marks)**
The internal assessment test under choice based credit system shall be of 1 hour duration and shall comprise two parts-

❖ **Part-A:** Total weight age of Part-A will be of **10 marks** and shall comprise of 8 short answer type questions selecting at least from 2 to3 units (50 % of Syllabus). The candidate will have to attempt any 5 questions each carrying 2 marks.

❖ **Part-B:** Total weight age of Part-B will be of **10 marks** and shall comprise of 2 long answer type questions selecting at least from 2 to 3 units (50 % of Syllabus). The candidate will have to attempt only one question of **10 marks.**

➤ **End Semester Examination: (80 Marks)**
The End Semester examination in theory shall consist of 3 sections:

❖ **Section-A:** shall be of **15 marks** and will comprise of 5 short answer type questions, one from each of the units and carrying 3 marks each. Answer should be precise having 70-80 words only and without any detailed explanation (all compulsory).

❖ **Section-B:** shall be of **35 marks** and will comprise of 5 medium answer type questions, one from each of the Units and carrying 7 marks each. Answer should be comprehensive having 250 to 300 words only and with detailed explanation (all compulsory).

❖ **Section-C:** shall be of **30 marks** and will comprise of 5 long answer type questions one from each unit. The candidate will have to attempt only 2 questions from all the questions and will carry 15 marks each. Answer should be 500 to 600 words with detailed analysis/ explanation/critical evaluation to the question.

Recommended Readings:

1. https://epgp.inflibnet.ac.in/Home/ViewSubject?catid=21
2. Alire, C. (2000).*Library disaster planning and recovery handbook.* New York: Nean-Schuman,
3. Harvey, R. (1993). *Preservation in Libraries A Reader Topics in Library andInformation Studies.*London, New York: Bowker.
4. http://www.kb.nl/cons/faq-conservering/faq-en.html.
5. http://www.kb.nl/cons/kneep/index-en.html.
6. http://www.google.co.in/search?sourceid=navclient&aq=6h&oq=&ie=UTF8&rlz=1T4GPCK_enIN324IN325&q=draft+of+digital+preservation+policies.

Semester-VI
(Examination to be held in May 2022, 2023, 2024)
<u>**Generic Elective Course**</u>

Course Code: ULISTE- 603   **Max Marks: 100**
Course Title: Reference Sources   **Semester Examination: 80 Marks**
Credits: 4   **Internal Assessment: 20 Marks**
Duration of Exam: $2^{1/2}$ Hrs.

Objectives:
- To acquaint the students about different types and categories of Reference Sources.
- To make them understand the criteria for evaluation of Reference Sources.
- To prepare the students to handle reference queries.

Learning Outcomes:
The student will be able to:
> Understand different types of Reference Sources
> Understand the criteria for evaluation of Reference Sources.
> Solve the reference queries using various reference Sources.

Unit-I:
- Reference Sources: Concept, Need and Purpose
- Types of Reference Sources: Primary, Secondary and Tertiary.
- Criteria for evaluation of Reference Sources.

Unit-II:
- Dictionaries: Definition, Need, Use and Types.
- Encyclopedias: Definition, Need, Use and Types.
- Biographical Sources: Definition, Need, Use and Types.

Unit-III:
- Geographical Sources: Definition, Need, Use and Types.
- Directories: Definition, Need, Use and Types.
- Yearbooks: Definition, Need, Use and Types.

Unit-IV:
- Solving reference queries based on :
  - Dictionaries
  - Encyclopedias
  - Biographical Sources
  - Geographical Sources
  - Directories
  - Yearbooks

Library Science Under Graduate Level Course at Choice Based Credit System

Semester-VI
(Examination to be held in May 2022, 2023, 2024)
ULISTE- 603: Reference Sources (GE)

➢ **Question Paper Setting:**
There shall be one written theory paper of 100 marks out of which 20 marks shall be reserved for the internal assessment, whereas 80 marks shall be reserved for the end term examination to be conducted by the college / University.

➢ **Internal Assessment Test: (20 Marks)**
The internal assessment test under choice based credit system shall be of 1 hour duration and shall comprise two parts-

❖ **Part-A:** Total weight age of Part-A will be of **10 marks** and shall comprise of 8 short answer type questions selecting at least from 2 to3 units (50 % of Syllabus). The candidate will have to attempt any 5 questions each carrying 2 marks.

❖ **Part-B:** Total weight age of Part-B will be of **10 marks** and shall comprise of 2 long answer type questions selecting at least from 2 to 3 units (50 % of Syllabus). The candidate will have to attempt only one question of **10 marks.**

➢ **End Semester Examination: (80 Marks)**
The End Semester examination in theory shall consist of 3 sections:

❖ **Section-A:** shall be of **15 marks** and will comprise of 5 short answer type questions, one from each of the units and carrying 3 marks each. Answer should be precise having 70-80 words only and without any detailed explanation (all compulsory).

❖ **Section-B:** shall be of **35 marks** and will comprise of 5 medium answer type questions, one from each of the Units and carrying 7 marks each. Answer should be comprehensive having 250 to 300 words only and with detailed explanation (all compulsory).

❖ **Section-C:** shall be of **30 marks** and will comprise of 5 long answer type questions one from each unit. The candidate will have to attempt only 2 questions from all the questions and will carry 15 marks each. Answer should be 500 to 600 words with detailed analysis/ explanation/critical evaluation to the question.

Recommended Readings:

1. https://epgp.inflibnet.ac.in/Home/ViewSubject?catid=21
2. Grogan, D. (1992). *Practical reference work.* London: Library Association.
3. Katz, B. (1991). *Reference and information services: A Reader for the Nineties.* Metuchen: Scarecrow Press.
4. Krishan K. (1980). *Reference services.* New Delhi: Vikas Publishing.
5. Mukherji, A. K. (1975). *Reference work and its tools (3ʳᵈ Rev. ed.).* Calcutta: World Process.
6. Ghenney, F. N. (1980). *Fundamentals of reference sources.* New York: McGraw Hill.
7. Reference & User Services Association (RUSA) (2017) 'Guidelines for implementing and maintaining virtual reference services.' Available at:http://www.ala.org/rusa/sites/ala.org.rusa/files/ content/GuidelinesVirtualReference_2017.Pdf.

Library Science Under Graduate Level Course at Choice Based Credit System

Semester-VI
(Examination to be held in May, 2022, 2023, 2024)
General Elective Course

Course Code: ULISPE-604

Course Title: Evaluation of Reference and
               Information Sources (Practical)

Credits: 2 *

Max Marks: 50

Semester Examination: 25 Marks

Internal Assessment: 25 Marks

Duration of Exam: $2^{1/2}$ Hrs.

Objectives:
- To make them understand the Criteria for evaluation of Reference and Information Sources.
- To evaluate Selected Reference and Information Sources.

Students are supposed to Perform Practical from the Syllabus. Practical Examination will be of two and half hours Duration. External Examiner will conduct the Practical Examination. The Students will perform one Practical in the Exam (internal and external).

Internal (25 Marks)

(a) Attendance (5 marks)

(b) Practical File based on the Practical done as per time table (Day to day performance) (10 marks)

(c) Internal Test (to be conducted by the concerned subject teacher) (10 marks)

External (25 Marks)

(a) Practical paper (Participant required for conduction of practical) (15 marks)

(b) Viva Voce (10 marks)

*One Credit is two hour duration for fifteen working days or 45 periods of 40 minutes duration.

Evaluation of Reference Sources.
- Dictionaries
- Encyclopedias
- Biographical Sources
- Geographical Sources
- Directories
- Yearbooks

Reference queries based on:
- Dictionaries
- Encyclopedias
- Biographical Sources
- Geographical Sources
- Directories
- Yearbooks