

FIRST SEMESTER:**HARD CORE:****HC 1.1: FOUNDATIONS OF LIBRARY AND INFORMATION SCIENCE**

(Hours of Teaching: L : T : P=3:1:0)

(Lectures=3 X 16 = 16 X 2 = 32 hrs)

(Tutorials = 1 X 16 = 16 X 2 = 32 hrs)

Objectives:

- 1. Introduce the basics of Library Information Science;**
- 2. To acquaint students with different types of Libraries**
- 3. Presents Different Library Legislations in India and their salient features.**

COURSE OUTCOMES (COs)

After completing this paper, the students will be able to:	
CO 1	Understand the basic philosophy of Librarianship / LIS profession.
CO 2	Identify the different types of libraries and differentiate between Academic / Public / Special libraries.
CO 3	Understand the professional ethics and its / their application / implementation in practicing the profession.
CO 4	Understand the importance of the five laws of library science and their implications in Library and Information Centres' activities.
CO 5	Analyse the salient features of public library legislations enacted by Indian States and their importance in the promotion of library movement in India.

Unit 1: Introduction to Library and Information Science.

Library as a Social Institution-Concept of Library, Role of Libraries in National and Human development, Evolution of Information Science as a discipline and its relation with cognitivesciences, library science, computer science and other disciplines,
History and Evolution of Libraries: Ancient, Medieval and Modern period.
Types of Libraries: Academic Libraries, Public & National Libraries, Special Libraries: functions and their distinguishing features.
Five Laws of Library Science and their Applications.
Growth and Development of Libraries in India with special reference to Karnataka,

Unit 2: Library Development and National Initiatives

Memory Institutions: Libraries, Achieves, Museums and Art Galleries.
Memory of the world UNESCO, other such as Europeana.
Role of Libraries in Information, Recreation and Community Information, National Information Policy, Information Industry--Generators, Providers and Intermediaries.
Digital Divide and Information Literacy.
Changing role of Library and Information Centres in society.

Unit3: Library, Legislation and Library related Acts.

Library Legislation: Concept, need and purpose.
Public Library Legislations in Indian States; their salient features:
Development of Public Libraries in Karnataka after the enactment of Karnataka Public Library (KPL) Act, 1965. Press & Registration Act and Delivery of Books and News Paper Act, Copyright Act, Intellectual Property Rights, RTI, IT Act, Patent Act and Cyber Laws.

Unit4: Library and Information Science Profession:

Philosophy of Librarianship and Professional Ethics and qualities.
Attributes of a profession; Librarianship as a profession;
; LIS education and
LIS research.

Unit 5: Library Networks and Organisations and their Roles.

Library Resource Sharing and Consortia;

National Networks: INFLIBNET, National Information Centers, NIScPR, DELNET.

International Networks: AGRIS, INIS.

Evaluation Criteria of National and International Information Systems.

The Information profession and professional bodies, Professional organisations such as: ALA, IFLA, ASLIB, FID, ILA, ISLIC, IATLIS, KALA; Others: LoC, OCLC. Promoters of Library and Information Centres: National Level: RRRLF, International Level: UNESCO and its activities in information sector.

Reference:

- Bhagwatiben, & Prajapathi, G. (2013). Library and information science. New Delhi: Discovery publishing.
- Burahohan, A. (2000). Various aspects of librarianship and information science. New Delhi: Ess Ess.
- Chapman, E.A. & Lynden, F.C. (2000). Advances in librarianship. San Diego: Academic Press.
- Deshpande, K. S. (1986). University library system in India. New Delhi: Sterling publishers.
- Dhiman, A. K., & Rani, Y. (2005). Learn library and society. New Delhi: Ess-Ess publications.
- Greer, R. Grover, R. & Fowler, S. (2013). Introduction to the library and information professions. Exeter: Libraries Unlimited.
- Isaac, K. A. (2004). Library legislation in India. New Delhi: Ess Ess publications.
- Isaac, K.A. (2004). Library legislation in India: A critical and comparative study of state Library acts book description. New Delhi: Ess Ess publications.
- Kahan, M. S. (1996). Principles and prospective of copy right. New Delhi: Sarup and Sons.
- Kaushik, P. (2006). Foundations of library and information science. New Delhi: Anmol publisher.
- Khanna, J. K. (1984). Fundamentals of library organization. Kurukshetra: Research publication.
- Kumar, P. S. G. (2000). Indian Library Chronology. Bombay: Allied publisher.
- Kumar, P.S.G. (2003). Foundations of library and information science. New Delhi: B.R. publishingco.
- Mishra, P. N. (2010). Principles of library and information science. New Delhi: Alfa publication.
- Nath, B., & Pandey, R. (2013). Foundations of library and information science. New Delhi: Axisbooks.
- Patel, J. & Kumar, K. (2004). Libraries and librarianship in India. London: Greenwood press.
- Praiapati, R. S. (2013). Foundations of library and information science. New Delhi: Discovery publishing house Pvt. Ltd.
- Prasher, R. G. (2003). Information and its communication. Ludhiana: Medallion press.
- Raju, A. A. N. (2012). Facets of library and information science. New Delhi: Ess-Ess publications.
- Ranganathan, S. R. (2006). The five laws of library science. Bangalore: Ess Ess publications.
- Richard, R. (2010). Foundations of library and information science. New York: DBS Imprints.
- Rokade, S. M. (2016). Foundations of library and information science. New Delhi: Studera press.
- Rout, R.K. Ed. (1999). Library legislation in India. New Delhi: Relience.
- Sharma, D. (2014). Information technology, Ranganathan's five laws & University libraries. Lambert: Academic publishing.

- Sharma, J. B. (1996). Elements of library science. New Delhi: Kanishka publishers distributors.
- Singh, J. (2003). Information democracy and South Asia promises and perils of the web. Ludhiana: Medallion press.
- Singh, S. K. (2013.). Historical foundations of library and information science. New Delhi: Anmolpublication Pvt. Ltd.
- Singh, S & Singh, S. (2002). Library, information and science and society. New Delhi: Ess Esspublications.
- Sridevi, & Vyas, S. (2005). Library and society: Shree publishers and distributors.
- Srivastava, H. K. (2011). Foundation of library and information science. New Delhi: Mohith publications.
- Varma, S. (2005). Foundation of library & information science. New Delhi: Shree publishers.
- Vashisnth, C. P., & Satija, M. P. (2004). Library and information profession in India. New Delhi: B.R.publishing corporation.
- Venkatappaiah, V. (2005). Foundations of library and information science. Hyderabad: Neelkamalpublications Pvt. Ltd.
- Venkatapaih, V.(1990). Indian library legislation (Vol. 1). Delhi: Daya publishing house.

HC1.2:MANAGEMENT OF LIBRARY AND INFORMATION CENTERS

(Hours of Teaching: L:T:P=3:1:0)

(Lectures=3 X 16 = 48 hrs)

Tutorials =1 X 16 = 16 X 2 = 32 hrs)

Objectives:

1. To make students understand Management Concepts;
2. To train students in various Library House Keeping operations;
3. To make students use various Library Techniques to achieve the organisational effectiveness and efficiency.

COURSE OUTCOMES (COs)	
After completing this paper, the students will be able to:	
CO 1	Understand the principles of management and their application in Library and Information Centres.
CO 2	Identify the different divisions / sections of Library and Information Centres.
CO 3	Recognise the different types of resources required to manage the Library and Information Centres.
CO 4	Understand the problems and challenges involved in the management of Library and Information Centres.
CO 5	Understand the importance of Total Quality Management (TQM) and its application in Library and Information Centres.

Unit-1:Management- Concept, Meaning, Definition and Scope; Management Schools of Thought (Classical and Modern Management Schools); Functions and Principles of Scientific Management; Organization Structure.

Unit-2:Library Systems and their Components Library House Keeping Operations- Different sections and Their Functions; Collection Development and Management - policies and procedures; Acquisition – Books, Serials, Non-book materials; Technical Processing; Serials Management and Control; Maintenance; Evaluation and Weeding; Stock Verification: Policies, Procedures and Methods.

Unit-3: Human Resource Management – Manpower Planning: Meaning Definitions and Functions; Job description, Analysis and Evaluation; Selection, Recruitment, Motivation, Training development, Staff Manual, Leadership and Performance evaluation.

Unit-4: Financial Management- Resource Generation, Budgeting Techniques and Methods PPBS, Zero Based Budgeting; Cost effectiveness and Cost Benefit Analysis; Library Buildings, Furniture and Equipment.

Unit-5: System Analysis and Design- Analysis, Evaluation and design; Performance evaluation of Libraries/Information Centers and Services; Management of Information Systems (MIS), Marketing of Information Products and services; Total Quality Management; Library Records and Reports; Library Statistics, Library Standards.

Reference

- Bakewell, K. G. B. (1997). Managing user-centred libraries and information services. 2nd ed. London: Maxwell.
- Bryson, J. (1996). Effective library and information management. Bombay: Jaico Pub. House
- Chatterjee, A.K. (1982). Introduction to management: Its principles and techniques. Kolkatta: World Press.
- Crawford, J. (1997). Evaluation of library and information services effectively. 2nd ed, London: Aslib.
- Evans, G. E. (1983). Management techniques for librarians. 2nd ed. New York: Academic Press.
- Evans, G. E. & Layzell, P. (2007). Management basics for information professionals. 2nd ed. London: Libraries Unlimited.
- Gautam, J. N. (1991). Library and information management. New Delhi: Prentice Hall India.
- Georgi, C., Bellanti, R., & Holbrook, F. K. (2013). Excellence in library management. Hoboken: Taylor & Francis.
- Gupta, K. D. (2001). Library practice for effective management, New Delhi: Indian Library Association.
- Hayes, R. M. (2001). Models for library management, decision-making, and planning. San Diego: Calif: Academic Press.
- Hernon, P., & Altman, E. (1998). Assessing service quality: Satisfying the expectations of library customers. Chicago: American Library Association.
- Hendry, J. D., & Batchelor, B. (1997). How to market your library services effectively. London: Aslib.
- Jain, A. K. (1999). Marketing information products and services: a primer for library and information professionals. New Delhi: Tata McGraw-Hill.
- Katz, W.A. (1980). Collection development, the selection of materials for libraries. New York: Holt, Rinehart & Winston.
- Krishna Kumar. (1987). Library Administration and Management, Delhi: Vikas.
- Krishan Kumar. (1985). Library manual. New Delhi: Vikas.
- Lancaster, F. W., & Sandore, B. (1997). Technology and management in library and information services. Champaign Ill: University of Illinois Graduate School of Library & Information Science.
- Laughlin, S., & Wilson, R. W. (2008). The quality library: A guide to staff-driven improvement, better efficiency, and happier customers. Chicago: American Library Association.
- Martin, J. (2009). Human resource management. Los Angeles: SAGE.
- Mittal, R.L. (1984). Library administration: theory and practice. 5th ed.. Delhi: Metropolitan.

Narayana, G J. (1991). Library and information management. New Delhi: Prentice Hall of India.

Panwar, B.S. & Vyas. S.D. (1986). Library Management. New Delhi: B.R. publishing corporation.

Peter, C., & Gorman, G.E. (2001). Managing information resources in libraries and informationservices: collection management in theory and practice. London: Facet Publishing.

Philip, D. L., David C. W. & Keyes D. M. (2010). Planning academic and research library buildings. New Delhi: Ess Ess publications.

Prytherch, R. ed. (1998). Gower handbook of information management. London: Gower.

Pugh, L. (2007). Change management in information services. Aldershot, Hampshire, England: Ashgate.

Ramansu, L. (1996). Management of libraries concepts and practices, New Delhi: Ess-Ess publications.

Ranganathan, S.R. (1959). Library administration. 2nd ed. Bombay: Asia.

Rowley J. (2001). Information marketing. Aldershot: Ashgate.

Shera, J. S. (1978). Library organization. New Delhi: Vikas.

Simmons, W. J., & McNeil, B. (2004). Human resource management in today's academic library: meeting challenges and creating opportunities. Westport, Conn: Libraries Unlimited.

Singhed. S . P. (2009). Library administration and resources. New Delhi: Omega publications.

Subodh, G. N. (2011). Library Management: Recent thoughts and development. Kaveri Books. <http://egyankosh.ac.in/>

HC 1.3: KNOWLEDGE ORGANISATION: LIBRARY CLASSIFICATION

(Hours of Teaching: L :T: P= 3:1:0)

(Lectures= 3X 16 =48 hrs)

(Tutorials = 1 X 16 = 16 X 2 =32 hrs)

Objectives:

1. To understand the theory of knowledge classification and library classification ;
2. To understand structure and features of formation of subjects;
3. To develop skills of subject analysis, representation and classification.

COURSE OUTCOMES (COs)	
After completing this paper, the students will be able to:	
CO 1	Understand the theory of knowledge classification and library classification
CO 2	understand structure and features of formation of subjects.
CO 3	Understand and learn the basics of classification, importance of Library Classification
CO 4	Understand the logic of Knowledge Organisation by learning different schemes of Library Classification

Unit 1 Library Classification:

Definition, meaning, objectives, purpose and functions;

The general theory of classification; Theory of knowledge classification and book classification.

Types of Library Classification:

Enumerative classification schemes; Almost enumerative classification schemes;

Almost faceted classification scheme; Faceted classification scheme;

Rigidly faceted classification scheme; Freely faceted classification scheme.

Unit 2 Universe of Knowledge:

Concept, meaning, and definition; Structure and attributes;
Types of the subject: Simple, compound, and complex;
Modes of formation of subjects;
Universal knowledge as mapped in: DDC, UDC, CC.

Unit 3 Postulation approach to Classification:

Planes of work;
Canons of classification.

Unit 4 Basic Laws of Library Classification:

Fundamental laws; Canons; Principles: Types of notation;
Fundamental categories; Facet analysis and facet sequence;
Phase relations; Common isolates.

Notational system:

Meaning and definition, need, functions, qualities, and types,
Call Number, mnemonics; Hospitality in array and chain, devices, systems and specials,
rounds and levels.

Unit 5 Study of selected schemes of Classification:

Dewey Decimal Classification, Universal Decimal Classification, Colon Classification;
Methodology for design and development of a scheme of library classification;
Design of Depth Schedules – Planning, Methodology, Structure and procedure; Organisation
of knowledge in the Internet world, Ontology and Folksonomy. Recent trends in classification.

Reference:

- Beghtol, W. B. (2004). Knowledge organization and classification in international information retrieval. London: Routledge.
- Chaturvedi, D. D. (2003). Library classification: a theoretical analysis. New Delhi: Ess Ess publications.
- Dhawan, K. S. (2001). Readings in library science: library classification systems. New Delhi: Commonwealth.
- Dhyani, P. (2001). Library classification. New Delhi: Ess Ess publications.
- Dhyani, P. (1998). Library classification: Theory and practice. New Delhi: Vishwa Prakashan.
- Husain, S. (2004). Library classification: facets and analyses. New Delhi: B.R. Publications.
- IGNOU. (2022). Library classification theory. New Delhi: IGNOU.
- Joint, S. C. (2015) RDA: Resource description and access. London: Facet publishing.
- Kaushik, P. (2016). Library classification. New Delhi: Anmol publications Pvt. Ltd.
- Krishan Kumar (2005). Theory of library classification. New Delhi: Vikas.
- Kumar, P. S. G. (2003). Knowledge organization, information processing and retrieval theory. Delhi: B R publications.
- Kumbhar, R. (2012). Library classification trends in the 21st century. New Delhi: Chandos publishing.
- Maxwell, R. L. (2013). Maxwell's handbook for RDA: Explaining and illustrating RDA: resource description and access using MARC21. New York: ALA edition.

HC 1.4: KNOWLEDGE ORGANISATION: LIBRARY CLASSIFICATION-II (PRACTICALS)

(Hours of Teaching: L: T: P= 2:0:4)
(Practicals = 4 X 16 = 64 X 2 = 128hrs)

COURSE OUTCOMES (COs)	
After completing this paper, the students will be able to:	
CO 1	Identify the Specific Subject of the Document by analysing the contents.
CO 2	Devise call numbers of the documents by constructing class numbers and book numbers
CO 3	Understand the logic of mapping of subjects.

Classification of documents by identifying Specific Subject, identification of documents representing simple, compound and complex subjects; Structure of DDC, Introduction to 25th edition of DDC, Use of Standard subdivisions (table 1) and use of table 2 to 6 in DDC; Assigning Book Numbers and introduction to Web Dewey.

HC 1.5: FUNDAMENTALS OF COMPUTERS

(Hours of Teaching: L: T: P = 2: 0: 2)
(Lectures = 2 X 16 = 32 hrs)
(Practicals = 2 X 16 = 32 X 2 = 64 hrs)

Objectives:

- 1 To introduce Information and communication Technology;
- 2.To acquaint students with components, data representation, file organisation in computer;
3. To acquaint students with hardware and software's used in computers.

COURSE OUTCOMES (COs)	
After completing this paper, the students will be able to:	
CO 1	Understand and learn the basic skills of Information Technology and computer
CO 2	Outline the components of a computer and differentiate between Input and Output Devices
CO 3	Identify and understand the different useful application software
CO 4	Learn about the different Number Systems (Binary, Octal, Decimal and Hexadecimal)
CO 5	Analyse the different programming languages (Machine, Assembly and High-Level Languages)

Unit 1 Information and Communication Technology (ICT):

ICT: Concept, meaning, characteristics;
Computers: Concept, types;
Generations of computers.

Unit 2 Computer Hardware:

Components of a computer;
Basic units of computer – arithmetic/logic unit, control unit, input unit, output unit, and memory unit; Internal and external storage devices. Criteria for selection of Computers for Libraries.

Unit 3 Computer Software:

Types and categories; Systems software - Operating systems - MS windows, multi-user operating systems - Linux, Unix;

Application software – word processing, spreadsheet, presentation packages, DTP; Free, open source and proprietary software.

Unit 4 Data Representation:

Bit, Bytes; Character encoding standards: ASCII, ISCII, UNICODE;

Number system: Octal, Decimal and Hexadecimal;

Image encoding: Pixels;

Multimedia and Graphics.

File Organization:

File formats: Documents, Images, Audio, Video, and other concepts;

File organisation: Types and their advantages and disadvantages;

Unit 5 Programming Languages:

Machine Languages, Assembly Languages, High-level Languages;

Generations of Programming Languages;

Programming: steps in programming, Basic programming languages:

C, C++, HTML;

Artificial intelligence - Expert System, Natural Language Processing;

Flowchart.

Reference:

- Ahsan, N. (2002). Computer hardware guide. Delhi: Educational publishing house.
- Allen, T., & Robert, N. (2002). Programming languages. New Delhi: Tata McGraw-Hill.
- Balakrishnan, S. (2000). Networking and the future of libraries. New Delhi: Ess Ess publications.
- Bansal, S. K. (2005). Information technology and globalisation. New Delhi: A.P.H. publishing.
- Basandra, S. K. (2002). Computers today. New Delhi: Goltotia.
- Clements, A. (2004). The principles of computer hardware. New York: Oxford publications.
- Dhiman, A. K. (2003). Basics of information technology for librarians and information scientists. New Delhi: Ess Ess publications.
- Gill, N. S. (2016). Handbook of computer fundamentals. New Delhi: Khanna book publishing Co.
- Gupta, V. (2005). Rapidex computer course. New Delhi: Pustak mahal.
- Hunt, R., & Shelley, J. (2002). Computers and common sense. New Delhi: Prentice-Hall.
- James, K. L. (2013). Computer hardware. Delhi: PHI Learning Pvt. Ltd.
- Jeanne, F. M. (2006). A librarian's guide to the internet: A guide to searching and evaluating information. Oxford: Chandos publishing.
- Kashyap, M. M. (2003). Database systems. New Delhi: Vikas.
- Kumar, A. (2006). Information technology for all. New Delhi: Anmol.
- Kumar, P. S. G. (2004). Information technology: Applications, theory and practice. Delhi: B.R. publishing.
- Lucy, A. T. (2005). An introduction to computer based library system. Chichester : Wiley.
- Manjunath, G. (2010). Computer basics. Chennai: Vasan publications.
- Mrunalini, T. (2012). Information and communication technology (ICT) in education. New Delhi: Pearson.
- Norton, P. (2017). Introduction to computers. New York: McGraw Hill education.
- Pandey, V. C. (2004). Information and communication technology. New Delhi: Isha books.
- Patnaik, S. (2001). First text book on information technology. New Delhi: Dhanpat Rai.
- Prasher, R. G. (2003). Indian libraries in IT environment. Ludhiana: Medallion press.

Rajaraman, V. (2000). Fundamentals of computer. New Delhi: Prentice Hall of India.

Rajshree, B. (2006). Information and communication technology. Agra: H P Bhargava book house.

Ramesh, B., Arora, A., & Jalota, S. (2009). Computer software and applications. New Delhi: Firewall.

Robert, W, S. (2001). Concepts of programming languages. Singapore: Pearson education Asia.

Satyanarayana, R. (2005). Information technology and its facets. Delhi: Manak.

Saxena, S. (2001). A first course in computers. New Delhi: Vikas publishing house.

Shrivastave, R. K. (2001). A text book of information technology. Delhi: Dominant publishers.

Shroff, R. (2000). Computer systems and applications. Mumbai: Himalaya.

Sivasubramanyam, Y., & Shenoy, D.R. (2007). Computer hardware and system software concepts. Bangalore: Infosys.

Srinivasan, T. M. (2002). Information and communication technology. Jaipur: Aavishkar publishers & distributors.

Tanenbaum, A. S. (2010). Computer networks. New Jersey: Pearson education.

Thareja, R. (2019). Fundamentals of computers. Oxford: Oxford University press.

Tucker, A., & Noonan, R. (2002). Programming languages: principles and paradigms. New Delhi: Tata McGraw-Hill publishing company Ltd.

Zorkoczy, P. (2005). Information technology: An introduction. London: Pitman.

SOFT CORE(ANY ONE)

SC1.1: PUBLIC LIBRARIES

(Hours of teaching : L:T:P = 3:1:0)

(Lectures=3x16= 48 hrs)

(Tutorials = 1x16=16x2=32 hrs)

Objectives :

- 1. To train the students in Collection Development and Management of Information resources in a Public Library ;**
- 2. To impart skills required to manage Public Library;**
- 3. To train students in Planning and organise various types of information services to the different categories of users.**

COURSE OUTCOMES (COs)	
After completing this paper, the students will be able to:	
CO 1	Identify and understand the role of public libraries in the modern society.
CO 2	Understand the organization and management of various types of resources and services.
CO 3	Identify the type of human resources required to serve in the public libraries.
CO 4	Understand the importance of Library Legislation in the promotion of public libraries in India.
CO 5	Impart skills required to manage Public Library

Unit 1 Public Libraries:

Meaning, definition, origin, objectives, and functions of Public Libraries;
History and development of public libraries in India and other countries;
Role of public libraries in 21st century;
Role of government and non-government agencies in the development of public libraries;
Role of public library in literacy and mass education; Public library users.

Unit 2 Managing Public Library:

Public library administration; Financial management of public libraries; Resource mobilization and sources of finance, Budgeting techniques budgetary control; Different types of Budget and application of PPBS in Public Libraries; Planning and designing of modern public library building; furniture and equipment; Recent development in public libraries in India; Library & information policy: National and international.

Unit 3 Public Library Services:

Planning and organization of various types of information services to the different categories of users ; Rural library services; need and importance; library users in rural areas, library services to rural public, library publicity, exhibition, seminar, book talks, A.V. programs, mobile library services; user awareness programmes.
Role of national and international associations and organizations in the promotion of public Libraries; Raja Ram Mohan Roy library foundation, Internet public library. National Digital Library of India, Karnataka State Digital Public Library.

Unit 4 Public Library Legislation in India:

- Study of public library legislation: need and importance;
- An overview of public library acts in UK, USA, and other countries;
- Public library acts in different states with emphasis on Karnataka State Public Library Act, 1965.

Unit 5 Automation & Resource Sharing:

Networking, integrated public library system;

Library automation: Automating the house-keeping services in various sections in the public libraries;- Library services to special groups of people including physically handicapped, mentally challenged, visually impaired, prisoners and children;

Role of National Mission for Manuscripts (NMM) on digitization of manuscripts and rare documents.

References:

- Atman, E. (Ed.). (1980). Local library administration in association with International city management association. (2nd ed.). Chicago: ALA.
- Barua, B P. (1992). National policy on library and information systems and services for India: perspectives and projections. Mumbai: Popular.
- Batt, C. (1998). Information technology in public libraries. London: Library Association
- Bhatt, R.K. (2004). UNESCO: development of libraries and documentation centres in developing countries. , New Delhi: K K publications.
- Esdails, A. (1957). National libraries of the world. London: Library Association.
- Helling, J. (2012). Public libraries and their national policies. Cambridge: Chandos publishing
- Higgins, S E. (2007) . Youth services and public libraries. Oxford: Chandos publishing,.
- IFLA. (2000). IFLA guidelines for public libraries (revised). The Hague: IFLA.
- Jaganayak, S S. (1997). Role of libraries in socio-economic, cultural, and educational development. New Delhi: Classical publication.
- Mittal, R. L. (1971). Public library law. Delhi: Metropolitan.

Muneesh Kumar. (1999). Business information systems. New Delhi: Vikas publishing house.
 Patel, J, & Krishan Kumar (2001). Libraries and librarianship in India. Westport Connecticut: Greenwood press.
 Thomas, V K. (1997). Public libraries in India: development and finance. New Delhi: Vikas publishing house.
 Woodrum, P. (1989). Managing public libraries in 21st century. New York: The Hawork press.

SC1.2: ACADEMIC;LIBRARIES

(Hours of teaching: L:T:P = 3:1:0)

(Lectures=3x16= 48 hrs)

(Tutorials = 1x16=16x2=32 hrs)

- 1.To train students in collection development and management of an Academic Library;
2. To impart skills required to manage an Academic Libraries ;
- 3.To train students in Planning and organise various types of information services to the different categories of users.

COURSE OUTCOMES (COs)	
At the end of this Paper students will be able to:	
CO 1	Understand the importance of Academic Libraries and their role in imparting education at different levels.
CO 2	Know about the role of UGC in the development of University and College libraries in India.
CO 3	Understand the concepts of Collection Development, Resource sharing, and Human Resource Planning & Management.
CO 4	Understand the different sources of finance and budgeting techniques to be adopted in Academic Libraries
CO 5	Impart skills required to manage an Academic Libraries

Unit -1Academic Libraries:

Meaning, definition, importance, functions, services and types of academic libraries;

Users of academic libraries: types of users and their needs.

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

Unit -2Resource Sharing and Networking in Academic Libraries:

Resource Sharing:Meaning, definitions, objectives, advantages, and disadvantages.

Library Networks:Meaning, definitions, the study of various library and information networks – National: INFLIBNET, DELNET; International – CALIS,JANET, OCLC.

Library Consortia:Meaning, definitions, objectives, types, study of various library consortia

-National: FORSA, NKRC, HELINET, CeRA , ICMR, SPACENET, e-ShodhSindhu and -

International: RLUK, ICOLC , EIFL, SANLIC,CONCERT, CARLI, etc.

Study of academic library networks: OCLC,INFLIBNET, DELNET.

Unit -3Collection Development in Academic Libraries:

Types and character of academic library collection;

Acquisition of documents: selection, policy, and procedures, maintenance;

User participation in collection development; Information technology impact.

Problems of collection development.

Unit -4Library and Information Services in Academic Libraries:

Reference Service;ReferralService;Current Awareness Service;

Selective Dissemination Information Service;Abstracting and Indexing Services;

Document Delivery Services;Translation Services;

Online Services: Alerting Services - Listservs and FAQ;

Extension activities.

Unit -5Academic Library Finance and Infrastructure:

- Academic library finance and budgeting;- Human resource management;

- Library buildings and equipment's; Space planning and furniture: Planning and designing of modern Academic Library building; Furniture and equipment; Issues, problems and prospectus of Networking of academic Libraries in India.

Reference:

- Adishesaiah, M. S. (1992). Role of the library in the university. *University News*. 30(35),13.
- Applegate, Rachel (2010). *Managing the small college library*. Englewood, CO: Libraries Unlimited.
- Bhatta, R.K. (1995). *History and development of libraries in India*, New Delhi: Mittal.
- Brophy, P. (2005). *The academic library*. 2nd rev. ed. London: Facet publishing.
- Budd, J. (1998). *The academic library: its context, its purposes, and its operation*. Englewood, Co:Libraries Unlimited.
- Cohen, L. B. (2008). *Library 2.0 initiatives in academic libraries*. Chicago: ALA.
- Dale, P., Beard, J. & Holland, M. (2011). *University libraries and digital learning environments*.
- Datta, N. (1986). *Academic Status for University and College Libraries in India*. Delhi: IBB.
- Deshmukh, S. (2013). *Academic library: design and planning*. New Delhi: Neha publishers
- Fontichiaro, K. (2013). *21st-century learning in school libraries*. Englewood, CO: Libraries Unlimited.
- Ghanch, D.A. (1992). *The library in the university*. *University news*. 30(35), 19-20.
- Gupta, O.P. (1998). *Library services in university and college libraries in India*. New Delhi: ReliancePublishers.
- Hayes, R. M. (1993). *Strategic management for academic libraries*. Westport, CT: Greenwood
- Henry, M, & Morgan, S. (2002). *Practical strategies for modern academic library*. London: Aslib-IMI.
- Hulbert, J. N. Ed. (2007). *Defining relevancy: managing the new academic library*. Englewood, CO:Libraries Unlimited.
- Joseph, B. (2013). *Managing change in academiclibraries*. London: Routledge.
- Li (2009). *Emerging technologies for academic libraries in the digital age*. Pennsylvania: Elsevier.
- Line, M.B. (1990). *Academic library effectiveness*. New Delhi: Ess Ess publications.
- Mahusan, F.S.G., & Mahajan, S.G (2004). *University and college librarianship: An India in the 21stfacilitation committee*, Pune: Dept. of library and information science, Pune University.
- Megan, O. (2010). *The Value of academic libraries: A comprehensive research review and report*.Chicago: The Association of College and Research Libraries (ACRL).

Panda, B.D. (1992). The growth of academic library system. New Delhi: Anmol publication.
 Rajasekharan, K & Nair, T.R. (1980). Academic library development, New Delhi: Ess-Ess publications.
 Sahai, S. N. (1990). Academic library system. New Delhi: Allied
 Singh, G. (2015). Academic library system and services. New Delhi: Ess Ess publications.
 Singh, S & Arora, M. (1995). Handbook of college libraries. New Delhi: Beacon Books.
 Srivastava, S.N. & Verma, S.C. (1980). University libraries in India. New Delhi: Sterling publishers.
 Varalakshmi, R. S. R. (2003). Measurement of college library performance: An evaluative study with Standards. International information and library review 35, 19-37.

SC 1.3: SPECIAL LIBRARIES

(Hours OF Teaching: L: T: P = 3:1:0)

(Lectures = 3 X 16 = 48 hrs)

(Tutorials = 1 X 16 = 16 X 2 = 32 hrs)

Objectives:

- 1.To make students understand different types of special libraries and their characteristics;
2. To train them in managing a special library;
- 3.To train students in planning and organise various types of information services to the different categories of users.

COURSE OUTCOMES (COs)	
At the end of this Paper students will be able to:	
CO 1	Learn the basic information about the Special Libraries and types of Special Libraries.
CO 2	Plan, design and implement various information services to be implemented in Special Libraries.
CO 3	Understand the concepts of Resource sharing and Human Resource Planning & Management.
CO 4	Analyse the different Budgeting Techniques to be adopted in Special Libraries.
CO 5	Apply different use studies / techniques to solve user problems.

Unit-1 Special Libraries: Meaning and definition, Aims, Objectives and Functions, Types of Special Libraries; Characteristics and their role in R & D Environment, Industries, Hospital, Prison, Newspaper, Decision Making, etc.; History and Development of Special Libraries in India.

Unit-2: Information Resource Development and Management: Meaning and Definitions; Collection Development Process-Community Analysis and User studies, Collection Development Policy, Selection, Acquisition. Functions of Resource Development; Steps in Information Resources Development and Management, Selection and Acquisition of books, periodicals, technical reports, Patents, Standard, learned society publications: weeding, Preservation, Storage and evaluation; organization of information resources including non-book and electronic publications; Planning and organization of library and information services-conventional, computer based including Internet resources and services

Unit 3: Planning of Various Information Services- Reference: Active, Passive and Short-range and Long range and Referral Services; - Current Awareness Services: Current Contents, Bulletin Board and etc.; Selective Dissemination of Information; News Paper Clipping Service; Digest Service, Reprographic and Translation Service; Literature Search and Bibliographic Service and others; Web based Information Services: E-mail, Use of Social Networking Sites; Abstracting and Indexing Services

Unit-4: Library and Information Personnel: Meaning, Definitions, Need, Purpose, Elements, Personal Policy, Training and Development, Advantages. Nature, Size, selection and recruitment, Job Analysis, Job Evaluation, Job Description; Selection and Recruitment, Qualifications, Duties and Responsibilities, Service Conditions, Motivation and Control; Qualification, Duties and Responsibilities, Service Conditions, Training.

Unit-5: Finance and Budgeting: Resource Mobilizations- Meaning and Definitions, Sources of Finance and source finance, budgeting techniques- Meaning and Definitions, Need, Purpose, budgetary control; Characteristics; Types of Budget: Line-item, Lump-sum, Programme Budget, PPBS, ZBB. space planning and furniture: Planning and designing of Modern special library building; Furniture and equipment; Issues, Problems and prospectus of resource sharing and Networking of special libraries in India;

Reference: Ashworth W (Ed). Handbook of special Librarianship and information work. Rev Ed 5. London: Aslib, 1982

Ashworth W. Special Librarianship. London: Clive- Bingley, 1985

Bakewell K G B. Industrial Libraries Throughout the world. Oxford: Pergamon, 1965.

Eva Semertzaki, Special Libraries as Knowledge Management Centres. New Delhi: Chandos, 2011.

Griffith J M and King D W. Special Libraries: Increasing the information edge. Washington D C : SLA, 1993

Grogan Dennis, Science and Technology: an Introduction to the Literature. Ed 4. London: Clive- Bingley, 1982

Houghton B. Technical information Sources Ed 2. London, N Y: Scarecrow, 1985

Jackson F B. Special Librarianship: A New Reader. New York: Scarecrow, 1985.

James, M. Matarazzo and Toby, Pearlstein, Special Libraries: A Survival Guide. Libraries Unlimited Inc., 2013.

Jones N and Jordon P. Staff Management in Library and Information work. Gower: Grafton Book 1982.

Mishra, R.K., Special Library System and Information Services. Centrum Press, 2013

Pruett Nancy Jones. Scientific and technical Libraries. London: Academic, 1986 2 Vols

Rowley J E and Turner C M D . Dissemination of Information. London: Andre Deutsch, 1978

Saha J. Special Libraries and Information Services in India and USA. New York: Scarecrow, 1969

Silva Mania . Special Libraries. London: Grafton, 1970

Sridhar M S. Problems of collection Development in Special Libraries. New Delhi: Concept, 1992.

