

University of Mumbai



No. AAMS_UGS/ICC/2024-25/136

CIRCULAR:-

Attention of all the Principals of the Affiliated Colleges, Directors of the Recognized Institutions and the Head University Departments is invited to this office Circular No. AAMS_UGS/ICC/2023-24/23 dated 08th September, 2023 relating to the NEP UG & PG Syllabus.

They are hereby informed that the recommendations made by the Ad-hoc Board of Studies in Library and Information Science at its meeting held on 09th August, 2024 and subsequently passed by the Board of Deans at its meeting held on 03rd September, 2024 vide item No. 8.13 (N) has been accepted by the Hon'ble Vice Chancellor as per the power confirmed upon him under Section 12(7) of the Maharashtra Public Universities Act, 2016 and that in accordance therewith syllabus for **Master of Library and Information Science Sem – III & IV** is introduced as per appendix (NEP 2020) with effect from the academic year 2024-25.

(The said circular is available on the University's website www.mu.ac.in).

MUMBAI – 400 032
21st September, 2024


(Dr. Prasad Karande)
REGISTRAR

To,

The Principals of the Affiliated Colleges, Directors of the Recognized Institutions and the Head, University Departments.

BOD 8.13(N)/03/09/2024

Copy forwarded with Compliments for information to:-

- 1) The Chairman, Board of Deans,
- 2) The Dean, Faculty of Interdisciplinary Studies,
- 3) The Chairman, **Board of Studies in Library and Information Science**,
- 4) The Director, Board of Examinations and Evaluation,
- 5) The Director, Department of Students Development,
- 6) The Director, Department of Information & Communication Technology,
- 7) The Director, Centre for Distance and Online Education (CDOE), Vidyanaagari.
- 8) The Deputy Registrar, Admissions, Enrolment, Eligibility & Migration Department (AEM).

Copy forwarded for information and necessary action to :-	
1	The Deputy Registrar, (Admissions, Enrolment, Eligibility and Migration Dept)(AEM), dr@eligi.mu.ac.in
2	The Deputy Registrar, Result unit, Vidyanagari drresults@exam.mu.ac.in
3	The Deputy Registrar, Marks and Certificate Unit,. Vidyanagari dr.verification@mu.ac.in
4	The Deputy Registrar, Appointment Unit, Vidyanagari dr.appointment@exam.mu.ac.in
5	The Deputy Registrar, CAP Unit, Vidyanagari cap.exam@mu.ac.in
6	The Deputy Registrar, College Affiliations & Development Department (CAD), deputyregistrar.uni@gmail.com
7	The Deputy Registrar, PRO, Fort, (Publication Section), Pro@mu.ac.in
8	The Deputy Registrar, Executive Authorities Section (EA) eau120@fort.mu.ac.in He is requested to treat this as action taken report on the concerned resolution adopted by the Academic Council referred to the above circular.
9	The Deputy Registrar, Research Administration & Promotion Cell (RAPC), rapc@mu.ac.in
10	The Deputy Registrar, Academic Appointments & Quality Assurance (AAQA) dy.registrar.tau.fort.mu.ac.in ar.tau@fort.mu.ac.in
11	The Deputy Registrar, College Teachers Approval Unit (CTA), concolsection@gmail.com
12	The Deputy Registrars, Finance & Accounts Section, fort draccounts@fort.mu.ac.in
13	The Deputy Registrar, Election Section, Fort drelection@election.mu.ac.in
14	The Assistant Registrar, Administrative Sub-Campus Thane, thanesubcampus@mu.ac.in
15	The Assistant Registrar, School of Engg. & Applied Sciences, Kalyan, ar.seask@mu.ac.in
16	The Assistant Registrar, Ratnagiri Sub-centre, Ratnagiri, ratnagirisubcentre@gmail.com
17	The Director, Centre for Distance and Online Education (CDOE), Vidyanagari, director@idol.mu.ac.in
18	Director, Innovation, Incubation and Linkages, Dr. Sachin Laddha pinkumanno@gmail.com
19	Director, Department of Lifelong Learning and Extension (DLLE), Dlleuniversityofmumbai@gmail.com

Copy for information :-

1	P.A to Hon'ble Vice-Chancellor, vice-chancellor@mu.ac.in
2	P.A to Pro-Vice-Chancellor pvc@fort.mu.ac.in
3	P.A to Registrar, registrar@fort.mu.ac.in
4	P.A to all Deans of all Faculties
5	P.A to Finance & Account Officers, (F & A.O), camu@accounts.mu.ac.in

To,

1	The Chairman, Board of Deans pvc@fort.mu.ac.in
2	Faculty of Humanities, Dean 1. Prof.Anil Singh Dranilsingh129@gmail.com Associate Dean 2. Dr.Suchitra Naik Naiksuchitra27@gmail.com 3.Prof.Manisha Karne mkarne@economics.mu.ac.in
	Faculty of Commerce & Management, Dean 1. Dr.Kavita Laghate kavitalaghate@jbims.mu.ac.in Associate Dean 2. Dr.Ravikant Balkrishna Sangurde Ravikant.s.@somaiya.edu 3. Prin.Kishori Bhagat kishoribhagat@rediffmail.com

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3	Chairman, Board of Studies,
4	The Director, Board of Examinations and Evaluation, dboee@exam.mu.ac.in
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6	The Director, Department of Information & Communication Technology, director.dict@mu.ac.in

As Per NEP 2020

UNIVERSITY OF MUMBAI



Title of the Program

Master of Library and Information Science

Syllabus for

Semester – Sem III and IV

Ref: GR dated 16th May, 2023 for Credit Structure of PG

(With effect from the academic year 2024-25)

University of Mumbai



(As per NEP 2020)

Sr. No.	Heading	Particulars
1	Title of program O: _____ B	Master of Library and Information Science
2	Scheme of Examination R: _____	NEP 50% Internal 50% External, Semester End Examination Individual Passing in Internal and External Examination
3	Standards of Passing R: _____	40%
4	Credit Structure R. <u>IMP-5B</u>	Attached herewith
5	Semesters	Sem. III & IV
6	Program Academic Level	6.5
7	Pattern	Semester
8	Status	New
9	To be implemented from Academic Year	2024-25

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Preamble

1) Introduction

The National Education Policy 2020

The National Education Policy (NEP) was announced by Government of India in 2020 with the aim to transform Higher Education Institutes into large multidisciplinary universities, colleges and knowledge hubs. The aim is to deliver high-quality education with equity and inclusion. The NEP 2020 envisages a holistic and multidisciplinary education system that would aim to develop all capacities of aspirants –intellectual, aesthetic, social, physical, emotional, ethical, and moral in an integrated manner. Such education will help to develop well-rounded individuals that will possess critical 21st century capacities across the diverse subject field.

History of Department of Library and Information Science

Library Education was initiated in the form of a Diploma in Librarianship by the then Bombay University Library in 1943 at the Fort Campus. The increasing demand of the course led to the establishment of the Department of Library Science in 1964 and the Diploma course was converted into full time degree course of Bachelor of Library Science. In 1967 the Master of Library Science course was introduced. In 1984 the Department was shifted from the Fort Campus to the Jawaharlal Nehru Library at Vidyanagari Campus.

The Bachelor of Library Science course was first revised in 1978, so as to strengthen the professional contents and to include the modern techniques of Documentation and Information studies. A project report was also added as a component to introduce an element of research in the course. Practical in Indexing and Abstracting were also added. In 1995-96, project work was replaced by practical on Computer. A separate computer laboratory was set up in the Department so as to provide hands on experience to the students on computer applications. New topics in tune with the current developments in the field were introduced.

From the academic year 1997- 98 the nomenclature of the Bachelor's degree was changed to Bachelor of Library & Information Science and Master's degree was changed to Master of Library & Information Science respectively. The nomenclature of Department was also changed to the Department of Library and Information Science. The course was further revised in 1995-96 and partly in 2000, 2005 and 2006.

The Ph.D. programme in Library Science was initiated from the year 1995-96. The Credit Based Semester System for the Bachelor of Library & Information Science Course was introduced from the academic year 2012-2013.

Based on UGC guidelines the oneyear Bachelor of Library & Information Science (BLISc.)and one year Master of Library & Information Science(MLISc.) courses were converted into two years integrated Master of Library & Information Science course from

the academic year 2015-16. It is designed, keeping in view the changing ICT trends in the Library Science profession as well as the requirements of the academic, public and corporate sector libraries. This integrated course has replaced the earlier one year BLISc and one year MLISc courses. BLISc course was ceased during the revision. Choice Based Credit System (CBCS) was introduced from academic year 2016-2017. The National Education Policy 2020 recommended a complete restructuring of UG and PG education system. Accordingly, Department prepared a revised Curriculum for MLISC programme. It will be implemented from the academic year 2023-2024 in progressive manner.

The Department functions as a unit with University Library and is housed in 'D' wing of J. N. Library building. The Department has made substantial contribution in the field of Library & Information Science by producing eminent professionals who are occupying key positions in Universities, Government Departments, Public Sector Undertakings and industrial establishments in India and abroad. This forms a strong and resourceful network of Alumni. The Department makes constant efforts for suitable job placements of students through its Job Watch Service.

2) Aims and Objectives:

- i. To educate graduates to make them capable for managing the various types of libraries effectively.
- ii. To develop critical thinking skills of students to handle the diverse task of libraries.
- iii. To educate them with ICT skills to work in digital era.
- iv. To demonstrate about the different manifestations of information resources and its evaluation.
- v. To prepare graduates to explore, identify and use information for its dissemination to library users.
- vi. To create LIS professionals who will work for the fulfillment of Institutional aims and objectives

3) Learning Outcome

- i. Effective and fluent communication. Producing students who are capable in speaking fluent English in any type of libraries (Academic, Corporate, Special)
- ii. Critical Thinking – students will demonstrate clarity of thought and unity of action in various situations.
- iii. Knowledge and awareness of latest trends in ICT and its application to libraries.
- iv. Inculcation of the desire to give service and satisfy the readers need for information in the quickest possible time.
- v. Awareness of equality: providing information to all regardless of any bias.

- vi. Respect all manifestations of information carriers' weather print or digital.
- vii. Green Libraries – Creating in novice librarian and awareness of and respect for the environment with the goal of creating Green Libraries in the future.
- viii. Soft skill and Library Environment – providing the workforces who are trained in skills to increase the footfalls in the libraries.
- ix. LIS Professional Ethics- the future librarians are taught the importance of ethics, moral responsibility and accountability of their action in the working environment.

4) Any other points (if any) :An exit option is provided after successful completion of two semester of Master of Library and Information Science. The nomenclature of the degree awarded will be “P. G. Diploma in Library and Information Science”.

5) Credit Structure of the Program

Post Graduate Programs in University Parishishta - 1

Master of Library and Information Science

R. IMP-5B

Exit option : P. G. Diploma (44 Credits) after Three Year U G Degree								
Year (2 Yr PG)	Level	Sem (2Yr)	Major		RM	OJT/FP	RP	CUM . CR.
			Mandatory	Electives (Any One)				
2	6.5	Sem III	<u>Course 1 Credit 4</u> Readers Advisory Services (TH: 4 Cr) <u>Course 2 Credit 4:</u> Management of Libraries and Information Centers (TH: 4 Cr) <u>Course 3 Credit 4:</u> Electronic Resource Management (TH: 4 Cr) <u>Course 4 Credit 2:</u> Information Services & Systems (TH: 2 Cr)	<u>Credit 4</u> Statistics in Research (TH: 4 Cr) OR Commerce & Management Librarianship (TH: 4 Cr) OR Science and Technology Librarianship (TH: 4 Cr) OR Social Science Librarianship (TH: 4 Cr) OR Law Librarianship (TH: 4 Cr) OR Medical Librarianship (TH : 4 Cr)	<u>Credit 2</u> Research and Publication Ethics (TH)		<u>Credit 2</u> Preparing Research Proposal	22
								Master of Library and Information Science

Credits of Sem III			14	4	2		2	22	
		Sem IV	<u>Course 1 Credit 4:</u> Digital Library (TH : 4 Cr) <u>Course 2 Credit 4:</u> LIS based Web Technologies (PR: 4 Cr) • Creation of IR with DSpace • Creation of Library Webpage with Joomla/WIX • Library Blog Writing	<u>Credit 4</u> Content Writing (TH : 4 Cr) OR Library Metrics (TH: 4 Cr)		<u>Credit 4</u> Off-Campus Internship	<u>Credit 6:</u> Dissertation	22	
		Sem IV	8	4		4	6	22	
Sem III & IV			22	8	2	4	8	44	
Total credit (Sem I +II+III+IV)			52	16	4	8	8	88	
Students will be awarded a degree of "Master of Library and Information Science" after completion of 4 Semester									

Credit Structure Outline: Master of Library and Information Science

PG Programme : Level 6.5

SEMESTER III

Programme Code : 4940263

Subject Code	Courses	Course Type	Theory	Practical	Total Credits
	Readers Advisory Services	Core	4	-	4
	Management of Libraries and Information Centers	Core	4	-	4
	Electronic Resource Management	Core	4	-	4
	Information Services & Systems	Core	2	-	2
	Statistics in Research	Elective	4	-	4
	Commerce & Management Librarianship	Elective	4	-	4
	Science and technology Librarianship	Elective	4	-	4
	Social Sciences Librarianship	Elective	4	-	4
	Law Librarianship	Elective	4	-	4
	Medical Librarianship	Elective	4	-	4
	Research and Publication Ethics	RM	2	-	2

	Preparing Research Proposal	RP	2	-	2
	Total Credits: Sem III		22		22

SEMESTER IV

Programme Code : 4940264

Subject Code	Courses	Course Type	Theory	Practical	Total Credits
	Digital Library	Core	4	-	4
	LIS based Web Technologies	Core	-	4	4
	Library Metrics	Elective	4	-	4
	Content Writing	Elective	4	-	4
	Off-Campus Internship	OJT	-	4	4
	Dissertation	RP	-	6	6
	Total Credits: Sem III		8	14	22
	Total Credits: Sem III + Sem IV		30	14	44

Exam Structure:

SEMESTER III

Programme Code : 4940263

Subject Code	Course Name	Total Marks	*Internal	**External	Credits
	Readers Advisory Services	100	50	50	4
	Management of Libraries and Information Centers	100	50	50	4
	Electronic Resource Management	100	50	50	4
	Information Services & Systems	50	50	-	2
	ELECTIVES (Any One)				
	Statistics in Research	100	50	50	4
	Commerce & Management Librarianship	100	50	50	4
	Science and technology Librarianship	100	50	50	4
	Social Sciences Librarianship	100	50	50	4
	Law Librarianship	100	50	50	4
	Medical Librarianship	100	50	50	4
	Research and Publication Ethics	50	-	50	2
	Preparing Research Proposal	50	50	-	2
	Total Marks for 22 Credit	550	300	250	22

SEMESTER IV

Programme Code : 4940264

Subject Code	Course Name	Total Marks	*Internal	**External	Credits
	Digital Library	100	50	50	4
	LIS based Web Technologies	100	50	50	4
	ELECTIVES (Any One)				
	Content Writing	100	50	50	4
	Library Metrics	100	50	50	4
	Off-Campus Internship	100	100		4
	Dissertation	150	150	-	6
	Total Marks for 22 Credit	550	400	150	22

***Internal marks will be based on College Assessment i.e. Departmental Assessment.**

****External marks will be based on University Assessment.**

Scheme of Examination:

The NEP 2020 based examination pattern is **Internal : External**, which will be measured as 50 : 50. Internal will be continuous assessment done by the University Department and external will be Semester End Examination conducted by University Examination House.

A. Theory Examination

1. Internal Assessment –	50 marks	25 Marks
a. Subject Based Practical	*50 marks	
b. Attendance & Participation in Class	10 marks	05 marks
c. One Classroom Test	10 marks	10 marks
d. One Presentation	10 Marks	
d. Two Classroom Assignments	20 marks	10 marks

Note :

i.* Semester III & IV covers certain compulsory practical components. These practical will be assessed for 50 marks

ii. In case of other subjects, teachers can plan the internal assessment as per the requirement of the syllabus. For assignments teacher can make use of any methods as per the requirement of topic. Example Field Visit Report, Book Review, Preparation of Bibliography on a given topic, Seminar, Essay Writing etc

2. Semester End Exam – 50 marks

- a. In Section I 10 MCQs will be asked. Each question will be for 1 mark each. All questions will be compulsory.
- b. In Section II 3 questions will be asked. Out of which student will attempt any 2 questions. Each question will be for 5 marks.
- c. In Section III 4 question will be asked. Out of which student will attempt any 3 questions. Each question will be for 10 marks.

B. Practical Examination

Practical examination will be conducted in each semester at the Department of Library and Information Science, University of Mumbai, Kalina Campus. External examiners shall be appointed from the panel of examiners appointed by the BOS and approved by the University.

C. Dissertation Evaluation

Assessment of the written dissertation and viva voce will be held at Department of Library and Information Science, University of Mumbai, Kalina Campus, conducted by the panel of external and internal examiners appointed by the BOS and approved by the University.

Standard of Passing

The learners to pass a course shall have to obtain a minimum of 40% marks in aggregate for each course. The course consists of Internal Assessment & Semester End Examination. The learners shall obtain minimum of 40% marks (i.e. 20 out of 50) in the Internal Assessment and 40% marks in Semester End Examination (i.e. 20 Out of 50) separately to pass the course. A learner will be said to have passed the course if the learner passes the Internal Assessment & Semester End Examination together.

SEMESTER

III

Syllabus
Master of Library and Information Science
SEMESTER III

Course Code :

Course Name: **Readers Advisory Services**

Total Credits : 04

Total Marks : 100

Internal assessment : 50

University assessment : 50

Course Description:

This course provides an in-depth exploration of Readers' Advisory Services, focusing on techniques for helping library patrons discover books and other reading materials that align with their interests and needs. Students will learn to assess reader preferences, use various tools for book recommendations, and apply strategies for effective advisory interactions.

Course Objectives:

- i. Teach the importance of reading and leisure reading
- ii. Learn about historical legacy of Readers Advisor Service(RAS)
- iii. Understand purpose, role and importance of RAS
- iv. Know about various types of leisure reading material and its features
- v. Familiarity with different tools useful for RAS and different genres of reading material

Learning Outcomes: Students will be able to

- a. Explain the importance of reading and leisure reading
- b. Describe how RAS can be provided in different types of libraries
- c. Categorize the various types of leisure reading material
- d. Illustrate the usage of different tools in providing RAS
- e. Provide effectively RAS

Unit	MODULE 1	Credits	No. of Lectures
1	Reading i. Reading – meaning, process, advantages ii. Read-aloud- meaning, process, advantages, types of reading material to be read-Aloud ; iii. Sustained silent reading- meaning, process, advantages iv. Different types of users and role of leisure reading in their life	1	15
2	Readers advisory service: meaning, need, history	1	15

	i. History and importance of Readers Advisory Services ii. Basic principles and ethics iii. Readers advisory service and reference service iv. Readers advisory service in different types of libraries (public, school, college, university) v. Tools for reader's advisory service: Print sources: Bibliographies, reading lists, annotated lists of books, books about books); Technology based tools (websites e.g. Goodreads; database e.g. Novelist) vi. Bibliotherapy: meaning, history, process, advantages		
	MODULE II		
3	Readers' Advisory Service Interview and annotation writing: i. Meaning, need, procedure ii. Techniques for effective Advisory Interviews iii. Listening and questioning skills iv. Understanding Patrons Needs and Preferences v. Writing Annotations: Need, method/procedure	1	15
4	Types of reading resources (genres) and their features i. Overview of major genres and subgenres and its characteristics ii. Fiction (genre literature- definition, types: mystery, science fiction, romance, western and more), iii. Non-fiction (self-help, biography and history, etc.) iv. Non-fiction for leisure reading v. Understanding Appeal Factors	1	15

Select Reading List

1. Burgin, Robert, editor. Nonfiction Readers' Advisory. Westport, CT: Libraries Unlimited, 2004.
2. Herald, Diana Tixier. Edited by Wayne A. Wiegand. Genreflecting: A Guide to Popular Reading Interests. Westport, CT: Libraries Unlimited, 2006.
3. Jessica E. Moyer and Kaite Mediatore Stover, (eds.) The Readers' Advisory Handbook, Chicago: ALA, 2010
4. Kenneth D. Shearer, and Robert Burgin (eds). The Readers' Advisor's Companion, Englewood, Colo: Libraries Unlimited, 2001.
5. Maatta, Stephanie L. A Few Good Books: Using Contemporary Readers' Advisory Strategies to Connect Readers with Books. New York: Neal-Schuman, 2010.
6. Moyer, Jessica E. and KaiteMediatore Stover, editors. The Readers' Advisory Handbook. Chicago: ALA, 2010.

7. Moyer, Jessica E. Research-based Readers' Advisory. Chicago: ALA, 2008.
8. Ross, Catherine Sheldrick, Lynne McKechnie, and Paulette Rathbauer. Reading Matters: What the Research Reveals About Reading, Libraries, and Community. Westport, CT: Libraries Unlimited, 2005.
9. Saricks, Joyce G. Readers' Advisory Service in the Public Library. 3rd Chicago: American Library Association, 2005.
10. Saricks, Joyce G. The Readers' Advisory Guide to Genre Fiction. 2nd Chicago: American
11. Shearer, Kenneth D. and Robert Burgin, editors. The Readers' Advisor's Companion. Englewood, CO: Libraries Unlimited, 2001.
12. Smith, D. (2016). The Readers' Advisory Guide to Horror. ALA Editions.
13. Wyatt, N. (2007). The Readers' Advisory Guide to Nonfiction. American Library Association.

Course Code :

Course Name: Management of Libraries and Information Centers

Total Credits : 04

Total Marks : 100

Internal Assessment : 50

University Assessment : 50

Course Description:

This course explores the principles and practices involved in managing libraries and information centers. Students will gain an understanding of library administration, strategic planning, human resources management, budgeting, and the development of services and programs. The course emphasizes practical skills and strategies for effective management in diverse library settings.

Course Objectives:

- i. Summarize the principles and techniques of management to Libraries and Information Centres.
- ii. Learn about planning, planning process, planning tools and marketing,
- iii. Know the intricacies of Human Resource Development and control in libraries and information centres.
- iv. Elaborate on leadership and creativity
- v. Familiarity with the techniques of monitoring and evaluating libraries.

Learning outcomes:

- a. Ability to apply principles and techniques of management to Libraries and Information Centers.
- b. Familiarity with the concepts of planning, marketing, Human Resource Development and control in libraries and information centers.
- c. Familiarity with the techniques of monitoring and evaluating libraries.
- d. Development of skills and competencies to manage a library system.

e. Development of entrepreneurship skills to establish and manage a library.

1	Management approach to Library: i. Systems approach: Concept – Library as a system, ii. Change Management iii. Knowledge Management iv. Qualities and responsibilities of Manager (Library)
2	Planning: Need and importance of planning. i. Planning process, time and motion study, data flow diagram, ii. Planning tools – SWOT analysis, MBO, PERT/CPM, DELPHI, MIS, decision tree, brainstorming. iii. Planning of library building and its interior, Green Library iv. Library Automation: Planning & Implementation v. Organizing: Purpose and need for organizing, organizational structure, line and staff functions, departmentalization, organization charts, authority and decentralization, quality circles, total quality management, quality audit, Library audit vi. Marketing: Publicity and marketing of library services: need, policies, methods, annual reports, library guides, Public Relations, library promotion programmes, promotion techniques including use of electronic media Identification of markets for libraries, market segmentation, best and innovative practices, outreach services.
3	Human Resource Management: i. Staffing – job description, recruitment, job analysis, training and development, people skill: personal competencies, skills for communication, negotiation, decision making, assertiveness, time management, interpersonal relations, motivation, job enrichment, performance evaluation and appraisal. ii. Leadership and Creativity – effective leadership in library, functions, activities and qualities of library managers, creativity and innovation, entrepreneurship.
4	Financial Management: i. Financial Planning – ,types of budgets Sources of funds, funds raising, accounting and auditing practices, costing, cost analysis of library services. ii. Control: Techniques, budgetary and non-budgetary techniques. iii. Library Insurance, Disaster Management. iv. Outsourcing v. Evaluation and Feedback: Standards, measurement of performance, evaluation of services, Balanced Scorecard, corrective measures.

Select Reading List

1. Awad, Elias M. & Ghaziri, Hassan M. :Knowledge management. Delhi: Pearson Education, 2003.
2. Baker, David :Strategic change management in public sector organizations. Oxford: Chandos, 2007.
3. Bratton, J. & Gold, J. :Human resource management: theory and practice. 2nd ed.Hampshire: Macmillan Press, 1999.
4. Brophy, Peter :Measuring library performance : principles and techniques. London: Facet Publishing, 2006.
5. Ceynowa, Klaus and others :Cost management for university libraries. Munchen: K. G. Saur, 2003.
6. Clayton, Peter & Gorman, G. E. :Managing information resources in libraries: collection management in theory and practice. London: Library Association, 2001.
7. Cohn, John M. & others :Planning for integrated systems and technologies : a howto do manual for librarians. London: Facet Publishing, 2002.
8. Crawford, J. :Evaluation of Library & information Services. London: Aslib, 1996.
9. Curzon, Susan Caro :Managing change, rev. ed London: Facet, 2006.
10. De Sa'ez Eileen Elliott :Marketing concept for libraries and information services, 2nd ed. London: Facet, 2002.
11. Evans, G. E. :Management techniques for librarians, 2nd ed. New York: Academic Press, 1983.
12. Evans, G. E., & Alire, C. A. (2013). Management Basics for Information Professionals. 3rd Edition. Neal-Schuman Publishers.
13. Gorman, G. E & Ship, S. J. (eds) :Preservation management for libraries, archives and museums. London, Facet Publishing, 2006
14. Gorman, G. E. (ed.) :Collection management. London: Library Association, 2001.
15. Handzic, Meliha& Zhou, Albert Z. :Knowledge management : an integrative approach. Oxford: Chandos Publishing, 2005.
16. Haravu, L. :Lectures on knowledge management : paradigms, challenges and opportunities. Bangalore: SRELS, 2002.
17. Hayness, Robert M. :Models for library management, decision making, planning. San Diego: Academic Press, 2001.
18. Hernon, P., & Rossiter, N. (2007). Making a Difference: Leadership and Academic Libraries. Libraries Unlimited
19. Hobohm, H (Ed.). Knowledge Management: Libraries and Librarians Taking up the Challenge. Munchen: K G Saur, 2004
20. Hyde, James H. :Library collection management. New Delhi: Dominant Pub., 2003.
21. Jagannathan, N. (ed.) :Outreach library services for distance learners. New Delhi: Viva, 2004.
22. Jain, A. K. & others (eds) : Marketing of information products and services. Ahmedabad: Indian institute of Management, 1995.
23. Jones, N. & Jordan, P. :Staff Management in library and information work, 2nd ed.. Aldershot: Gower, 1987.
24. Jorden, Peter & Lloyd, Caroline : Staff management in library and information work. Hampshire; Ashgate, 2002.

25. Kamalavijayan, D. [et al]. (Eds.). International Conference on Information Management in a Knowledge Society (ICIM 2005) February 21-25, 2005 : Conference Papers.2 Vols. New Delhi : Allied, 2005
26. Kashyap, M. M. The systems view of the library. Library Herald 26(1-4). p. 39-65, 1988
27. Koenig, Michael E. D. and Srikantaiah, T. Kanti (Ed.) :Knowledge management lessons learned : what works and what doesn't. New Delhi: EssEss, 2008.
28. Koontz, M. &O'Donnell :Essentials of Management. New Delhi: Tata McGraw Hill, 1978
29. Lancaster, F. W.: If you want to evaluate your library.... London: The Library Association, 1988.
30. Lankes, D. R.: The atlas of new librarianship. Cambridge: The MIT Press, 2011
31. Lawes, A.(Ed.) : Management skills for the information manager. Mumbai: Jaico., 1997.
32. Malwad N. M.[et al.] (eds.). Digital Libraries: Dynamic Storehouse of Digitized Information. New Delhi: New Age International, 1996.
33. Mitchell, B. J. : Cost analysis of library functions : a total systems approach. Greenwich: Jai Press, 1978.
34. Narayana, G. J. :Library and information management. New Delhi: Prentice Hall, 1991.
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38. Rikowski Ruth (ed.) :Knowledge management : Social, cultural and theoretical perspective. Oxford: Chandos, 2007.
39. Rizzo, J. R. :Management for librarians: fundamentals and issue. Westport: Greenwood. 1980.
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43. Stuart, R. D & Eastlick, J. T:Library management, 2nd ed. Littleton: Libraries Unlimited, 1981.
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45. Tough, Alistair & Moss, Michael (eds.) : Record keeping in a hybrid environment : managing the creation, use, preservation and disposal of unpublished information objects in context. Oxford: Chandos, 2006.
46. Trumpeter, M. C & Rounds, R. S. :Basic budgeting practices for librarians,Chicago: ALA, 1985.
47. Weihrich, Hein & Koontz, Harold. Management : a global perspective, 10th ed. New York: McGraw Hill, 1993.

48. Williams, D. E., Nyce, J. M., & Golden, J. (Eds). Advances in library administration and organization vol.28. Bingley: Emerald Group Publishing.

Course Code :

Course Name: Electronic Resource Management

Total Credits : 04

Total Marks : 100

Internal assessment : 50

University assessment : 50

Course Description:

This course covers the principles and practices involved in managing electronic resources in libraries and information centers. Students will explore the lifecycle of electronic resources, including acquisition, licensing, access, and assessment. The course emphasizes practical skills and strategies for effective management of digital content and services.

Course Objectives:

- i. Understand the electronic resources evolution, system and its life-cycle
- ii. Learn about licensing and legal issues associated with electronic resources
- iii. Develop skills in selecting and acquiring electronic resources
- iv. Evaluate electronic resources for usability, accessibility and relevance
- v. Learn about consortia and economics of e-resources

Learning Outcomes:

- a. Knowledge about evolution of ER and how the system works
- b. Negotiate, analyze and write the licenses of E-Resources
- c. Efficient and effective management of e-resources for a library
- d. Conduct e-resources usage and usability study
- e. Implementation of consortia and apply economics of e-resources

Unit	MODULE 1	Credits	No. of Lectures
1	Electronic Resources : i. Concept, terminology, definition, evolution, scope, characteristics and drawbacks ii. Life cycle of ER	1	15
2	i. Electronic Resource Management Systems (ERMS) workflow: Selecting, acquiring/ subscription/ purchasing, implementation, maintenance ii. Evaluation and renewing electronic resources/ cancellation, reviewing iii. Negotiating Licensing Agreements. Techniques for Electronic Resource Management (TERMS),	1	15

	iv. Strategic planning for ERM – Media and Format Migration		
	MODULE II		
3	Electronic Collection Development i. Formulating policy, collection building process, budgeting ii. Strategic planning for ERM iii. Electronic resources usage statistics, standards and guidelines	1	15
4	Consortia and Economics of E-Resources i. Concept, need, purpose & limitations; ii. E-ShodhSindhu: Consortium for Higher Education Electronic Resources. iii. ERM Software's – commercial, Open source iv. User behaviour and expectations. v. Economics of E-resources – Pricing. vi. Access management of E-resources: authentication and access management, remote access vii. Subscription models viii. Discovery tools: concept, software (commercial & open)	1	15

Select Reading List

1. Collins, M. (2012). *e-Resource Management: Tools and Techniques*. ALA Editions.
2. Dhiman, A. K. and Yashoda Rani. (2005). *Learn Library and Society*. Ess Ess Publications.
3. Emery, J., and Stone, G. (2013). *Techniques for Electronic Resource Management (Library Technology Reports)*. Chicago: American Library Association.
4. Hawthorne, D. (2008). History of electronic resources. In *Electronic resource management in libraries: Research and practice*. IGI Global
5. Johnson, P. (2018). *Fundamentals of Collection Development and Management*. 4th Edition. ALA Editions.
6. Jennings, L. (2009). *Electronic resources management for electronic resources librarians: a bibliography*. Bath: University of Bath
7. Mitchell, E. T., & Surratt, B. E. (2011). *Library Use of e-Books: Studies of Information Behavior*. ALA Editions.
8. Pandey, D. K. (2013). *Library and Information Science*. Atlantic
9. Patra, N. K. (2014). *Electronic Resource Management: A Case Study of Management School Libraries In India*. Sambalpur: Sambalpur University.
10. Yu, H., & Breivold, S. (2008). *Electronic resource management in libraries research and practice*. Hershey: Information Science Reference

Course Code:**Course Name: Information Services and Systems**

Total Credits : 02

Total Marks : 50

Internal assessment : ----

University assessment : 50

Course Description:

This course explores the principles and practices involved in designing, implementing, and managing information services and systems. Students will gain insights into the lifecycle of information systems, including needs assessment, system design, implementation, and evaluation. The course emphasizes practical skills and strategies for delivering effective information services in various organizational settings.

Course Objectives:

- i. Understand the concept, need, scope and different types of information service.
- ii. Study different types of traditional and Web enabled information services
- iii. Learn about different information products
- iv. Know different methods of processing information.
- v. Learn indexing methods and techniques for retrieval of information

Learning Outcomes

- a. Describe the concept, need and scope of information services
- b. Discuss different types of information services.
- c. Differentiate between traditional and web enabled information services
- d. Understand the concept of Information repacking and Consolidation and develop a information product for the library
- e. Explain the different methods of information processing
- f. Prepare an index of any product

Unit	MODULE 1	Credits	No. of Lectures
1	Information service: Concept, definition, need, scope. i. Types of Information Services: Traditional and Web enabled, CAS and SDI services, translation service, Document Delivery Services, Literature search and Information Consolidation and Repackaging etc ii. Information Products: Bibliographies, state-of the-art reports, trend reports, newsletters, house journals, library manual, library websites and blogs.	1	15

2	Information Processing : i. Historical background of abstracting and indexing ii. Types of abstracts - informative, indicative, statistical, special purpose. iii. Types of indexes, Indexing language, pre and post co-ordinate indexing systems – Chain Indexing, POPSI, PRECIS, Keyword indexing – KWIC, KWAC, KWOC.	1	15
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Select Reading List

1. Alberico, R. & Mico, M.: Expert Systems for Reference & Information Retrieval. Westport: Meckler, 1990.
2. Allan, B.: E – Learning and teaching in library and information services. London: Facet, 2002.
3. Atherton, P. : Handbook for Information System and Services. Paris: Unesco, 1977.
4. Baker, D. : The Strategic Management of Technology: A Guide for Library and Information Services. Oxford: Chandos, 2004.
5. Batley, Sue : Information Architecture for information Professionals. Oxford: Chandos, 2007.
6. Bopp, Richard E & Smith, Linda C. : Reference and information services : an introduction, 3rd ed. Colorado, Libraries Unlimited, 2001.
7. Borgman, Christine L. : From Gutenberg to the global information infrastructure access to the information in the networked world. Cambridge: M. I. T., 2000.
8. Borko, H. P., & Bernies, C. L. : Indexing concepts & methods. New York: Academic Press, 1978.
9. Borko, Harold & Bernier, Charles L : Abstracting concepts & methods. New York: Academic Press, 1975.
10. Bradford, S.C. : Documentation. London: Crosby Lockwood, 1953.
11. Brown, A. G. (1982). An introduction to subject indexing. London : Clive Bingley.
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14. Chakraborty, A.K. : Introduction to documentation science. Hyderabad: Andhra Pradesh Library Association, 1980.
15. Chakraborty, A.R. : Indexing : principles, processes and products. Calcutta: World Press, 1984.
16. Cleveland, D. B., & Cleveland, A. : Introduction to indexing and abstracting. Colorado: Libraries Unlimited, 1983.
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18. Convey, J. : On line information retrieval. London: LA, 1992.
19. Craven, Jenny ,ed. : Web accessibility : practical advice for the library and information professional. London: Facet, 2008.

20. Eisenberg, Michael B. & others : Information literacy : essentials skills for the information age, 2nd rev. ed. Westport: Libraries Unlimited, 2004.
21. Foskett, D. J. : Information Service in Libraries. New Delhi: Akashdeep, 1990.
22. Godwin, Peter & Parker, Jo ,eds. : Information literacy meets library 2.0. London: Facet Publishing , 2008.
23. Gorman, G. E. Ed. : Information services in an electronic environment. London: LA, 2002.
24. Gorman, G. E. : Digital factor in library & information services. London: Facet, 2002.
25. Gorman, G.E., Ed. : Information service in an electronic environment. London:LA, 2002.
26. Guha, B. : Documentation & information services : techniques and systems. Calcutta: World Press, 1999.
27. Harter, Stephen : Online information retrieval concepts, principles and techniques.
28. London: Academic Press, 1986.
29. Kawatra, P. S.: Library user studies: a manual for librarians and information Scientists. New Delhi: Jaico, 1992.
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31. Large, Andrew and others : Information seeking in the online age : principles and practice. Munchen: K.G.Saur, 2001.
32. Martin, A. and others : Information and IT literacy in the 21st century. London: Facet, 2003.
33. Riaz, M. : Advanced Indexing and Abstracting Practices. New Delhi: Atlantic, 1989.
34. Rowley, J. E. & Turner, C.M.D. : Dissemination of information. London:, Andre Deusche, 1978.
35. Rowley, J.E. : Abstracting and indexing. 2nd Ed. London: Aslib,1984.
36. Seetharama, S. : Information consolidation and repackaging. New Delhi: Ess,Ess, 1997.
37. Shera, Jesse H. : Documentation & the organisation of knowledge. London: Crosby Lockwood, 1966.
38. Sorgal, Dagobert : Organising information : principles of database and retrieval systems. Orlando: Academic Press, 1985.
39. Sturges, Paul: Public internet access in libraries & information services. London: Facet, 2002.
40. UNESCO: Consolidation of information: a handbook of evaluation, restructuring, repackaging of scientific and technical information. Paris: Unesco, 1981.
41. Vickery, B.C. & Vickery, A.: Information science: theory and practice. London: Butterworths, 1987.
42. Webb, S. P.: Creating an information service. 2nd Ed. London: Aslib, 1988.

Course Code:Course Name: **Statistics in Research**

Total Credits : 04

Total Marks : 100

Internal assessment : 50

University assessment : 50

Course Description:

This course provides an introduction to statistical methods and their applications in research within the field of Library and Information Science. Students will learn fundamental statistical concepts, data analysis techniques, and how to apply these methods to various types of LIS research, including user studies, information retrieval, and library management.

Course Objectives:

- i. Understand basic statistical concepts and methods.
- ii. Learn statistical techniques for summarizing and describing the features of dataset.
- iii. Develop skills to interpret and present statistical findings effectively.
- iv. Understand methods for making predictions or inferences on sample data
- v. Gain hands-on experience on statistical software ethical considerations related to data collection and analysis.

Learning Outcomes:

- a. Explain the statistical concepts and different methods
- b. Calculate and interpret measures of central tendency, dispersion and
- c. Apply data visualization techniques to draw inferences
- d. Proficient in hypothesis testing
- e. Perform statistical analysis based on statistical software

Unit no.	Modules	Credits	No. of Lectures
1	Introduction to Statistics and Research in LIS i. Overview of statistics and its importance in LIS ii. Types of Data and Measurement Scales iii. Preparation of a Questionnaire iv. Basics of Research Design in LIS	1	15
2.	Descriptive Statistics i. Measure of Central Tendency (Mean, Median, Mode) ii. Measure of Dispersion (Range, Variance, Standard Deviation) iii. Data Visualization Techniques (Histograms, Box Plots, Scatter Plots)	1	15

3.	Inferential Statistics i. Sampling Methods and Sample Size Determination ii. Hypothesis Testing: Null and Alternative Hypotheses iii. p-Values and Significance Levels iv. Chi-Square, t- tests, ANOVA, Correlation and Regression Analysis v. Data Analysis and Interpretations	1	15
4.	Statistical Software i. Introduction to Statistical Software eg. SPSS/ R/ Excel ii. Interpretation of Software output	1	15

Select Reading List

1. Beck, S. E., & Manuel, K.: *Practical research methods for librarians and information professionals*. Munchen: Neal Schuman, 2008.
2. Busha, C. H., Harter, S. P. : *Research methods in librarianship*. New York : Academic Press, 1980.
3. Carpenter and Vasu: *Statistical methods for Librarians*. Chicago: ALA, 1978.
4. Devarajan, G. : *Applied research in library and information science*. New Delhi: Ess Ess, 2005
5. Goswami, P. R. : *Statistical information system and libraries*. New Delhi: Anmol, 1989.
6. Krishnaswami, O. R.: *Methodology of Research in Social Sciences*. Mumbai: Himalaya, 1993.
7. Savanur, S .K.: *Research Methodology for Information Sciences*. Pune : Universal, 2008.
8. Sehgal, R. L. (n.d.). *Statistical Techniques for Librarians*, New Delhi: EssEss Publications.
9. Sehgal, R. L. : *Applied statistics for library science research*, Vol I and II. New Delhi, Ess. Ess, 1998.

Course Code:Course Name: **Commerce and Management Librarianship**

Total Credits : 04

Total Marks : 100

Internal assessment : 50

University assessment : 50

Course Description:

This course explores the role and practices of librarianship within the fields of commerce and management. It covers the management of information resources, research methodologies, collection development, and services specific to business and management disciplines. The course also addresses current trends and technologies affecting commerce and management librarianship.

Course Objectives:

- i. Understand the role of librarians in commerce and management contexts
- ii. Develop skills in managing and curating business and management information resources.
- iii. Apply research methods and tools relevant to business and management.
- iv. Explore effective information services and support for business professionals and students.
- v. Stay updated with current trends and technologies in commerce and management librarianship.

Learning Outcomes

- a. Explain the concept and role of commerce and management library resources
- b. Apply skills in managing and curating commerce and management library resources
- c. Utilize research methods and tools relevant to business and management.
- d. Implement effective information services and support for business professionals and students
- e. Apply current trends and technologies in commerce and management librarianship

Unit no.	Modules	Credits	No. of Lectures
1	Introduction: i. Organizational structure of libraries ii. Strategic planning and policy development iii. Human resource management iv. Financial management and budgeting v. Marketing and public relations	1	15
2.	Collection Development and Management	1	15

	i. Principles and practices of collection development ii. Selection criteria for business and management print and online resources(Database, Journals and books) iii. Acquisitions and licensing of electronic resources iv. Evaluation and weeding of collections		
3.	Information Resources and Services i. Print resources for Commerce & Management Libraries : Core text books, reference books, core journals ii. E-Resources for Commerce & Management Libraries : Subscription based database, open access resources, e-books iii. Reference services and research assistance iv. Information literacy instruction v. Digital library initiatives and institutional repositories related to Commerce & Management Libraries	1	15
4.	User Services i. User needs assessment and service evaluation ii. Personalized services for different user groups (e.g., students, faculty, entrepreneurs) iii. Evaluation of popular database of Commerce & Management Libraries	1	15

Select Reading List

1. Chapman, Liz : *Managing acquisitions in library and information services*. London: Library Association, 2001.
2. Corbett, E. V. : *Fundamentals of library organization and administration : a practical guide*. London: Library Association, 1978.
3. David, Nicholas, Harris, Kevin & Erbach, Gertrud: *Online searching: its impact on information*. London: Mansell, 1987.
4. Dossett, P. (Ed.): *Handbook of special librarianship and information work*. 6th ed. London: Aslib, 1992.

5. Evans, G. E. : *Management Basics for Information Professionals*. Munchen: Neal Schuman, 2000.
6. Evans, G. E. : *Management techniques for librarians, 2nd ed.* New York: Academic Press, 1983.
7. Garter, Edward D. (ed.) : *Advances in library administration and organization*. Amsterdam: Elsevier, 2005.
8. Godden, I. P. (ed.): *Library Technical services: Operations & management*. San Diego : Academic Press. 1991.
9. Godden, Irene P.,(ed.) : *Library technical services : operation and management*, 2nd ed., San Diego: Academic Press, 1984.
10. Gorman, G. E. (ed.): *Collection Management*. London: Library Association Publishing, 2001.
11. Gupta, S. R. : *Stock verification in libraries : problems and solutions*. Delhi: Ken Publication, 1990.
12. Harrison, C. & Beenham, R. *The basics of librarianship. 3rd ed.* London: Clive Bingley, 1991.
13. Harvey, Ross : *Preservation in libraries : a reader*. London: Bowker Saur, 1993.
14. Hubbard, William J. : *Stock management : a practical guide to shelving and maintaining library collections*. Chicago: A.L.A., 1981.
15. Johnson, Peggy and MacEwan, Bonnie (ed.): *Collection Management and Development: Issues in an Electronic Era*. Chicago: ALA, 1993.
16. Mahapatra, Piyush Kanti : *Collection management in libraries*. New Delhi: EssEss, 1999.
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18. Narayana, G. J. : *Library and information management*. New Delhi: Prentice Hall, 1991.
19. Prajapati, C. L. : *Conservation of documents : problems and solutions*. New Delhi : Mittal, 2005.
20. Prasher, R. G. : *Developing library collection*. New Delhi: Medallion Press, 1993.
21. Singh, R. S. P.: *Fundamentals of Library Administration and Management*. Delhi: Prabhat, 1990
22. Spiller, D. : *Book Selection Principles and Practices. 5th ed.* London : Library Association Publication, 1991.
23. Spiller, David : *Book selection*, 4th ed. London: Clive Bingley, 1986.
24. Stueart, R. D. & Eastlick, J. T.: *Library management*, 2nd ed. Littleton (Colorado): Libraries, 1981

Course Code:Course Name: **Science and Technology Librarianship**

Total Credits : 04

Total Marks : 100

Internal assessment : 50

University assessment : 50

Course Description:

This course explores the specialized field of librarianship in science and technology contexts. It covers the management of scientific and technical information resources, research support services, and the application of current technologies in libraries. Students will learn about collection development, information retrieval, and the role of librarians in supporting research and innovation in science and technology.

Course Objectives:

- i. Understand the role of librarians in science and technology contexts.
- ii. Develop skills in managing and curating scientific and technical information resources.
- iii. Apply information retrieval techniques and research methodologies relevant to science and technology.
- iv. Implement effective information services and support for researchers and professionals in science and technology fields.
- v. Stay updated with current trends and emerging technologies affecting science and technology librarianship.

Learning Outcomes:

- a. Explain the concept and role of science and technology libraries
- b. Apply skills in managing scientific and technical information resources.
- c. Utilize research methods and tools relevant to Science and Technology.
- d. Implement effective information services and support for scientific professionals and students
- e. Apply current trends and technologies in science and technology librarianship

Unit no.	Modules	Credits	No. of Lectures
1	Introduction: i. Organizational structure of libraries, ii. Strategic planning and policy development iii. Human resource management iv. Financial management and budgeting v. Role of CSIR, DST in development of science and technology libraries	1	15
2.	Collection Development and Management	1	15

	i. Principles and practices of collection development ii. Selection criteria for business and management print and online resources(Database, Journals and books) iii. Acquisitions and licensing of electronic resources iv. Evaluation and weeding of collections		
3.	Information Resources and Services i. Print resources for science and technology Libraries : Core text books, reference books, core journals, patents, research reports ii. E-Resources for science and technology Libraries : Subscription based database, open access resources, e-books iii. Reference services and research assistance iv. Information literacy instruction v. Institutional repositories related to science and technology Libraries	1	15
4.	User Services i. User needs assessment and service evaluation ii. Personalized services for different user groups (e.g., students, faculty, entrepreneurs) iii. Overview of journals of Indian Academy of Sciences, Bengaluru, NISCAIR Online Periodicals iv. Evaluation of popular database of science and technology Libraries	1	15

List of references: As given in Commerce and Management Librarianship

Course Code:Course Name: **Social Science Librarianship**

Total Credits : 04

Total Marks : 100

Internal assessment : 50

University assessment : 50

Course Description:

This course delves into the specialized field of librarianship within the social sciences. It covers the management of social science information resources, research support services, and the application of library science principles to social science disciplines. Students will learn about collection development, information retrieval, and the role of librarians in supporting research and education in the social sciences.

Course Objectives:

- i. Understand the role of librarians in Social Science Librarianship.
- ii. Develop skills in managing and curating Social Science information resources.
- iii. Apply information retrieval techniques and research methodologies relevant to Social Science.
- iv. Implement effective information services and support for researchers and professionals in Social Science fields.
- v. Learn current trends and emerging technologies affecting Social Science Librarianship.

Learning Outcomes

- a. Explain the concept and role of Social Science libraries
- b. Apply skills in managing and curating social and technical information resources.
- c. Utilize research methods and tools relevant to Social Science Librarianship.
- d. Implement effective information services and support for social professionals and students
- e. Apply current trends and technologies in Social Science Librarianship

Unit no.	Modules	Credits	No. of Lectures
1	Introduction: i. Organizational structure and governance of libraries ii. Strategic planning and policy development iii. Human resource management iv. Financial management and budgeting v. Marketing and public relations vi. Role of ICSSR in development of Social	1	15

	Science libraries, NASSDOC		
2.	Collection Development and Management i. Principles and practices of collection development ii. Selection criteria for Social Science print and online resources(Database, Journals and books) iii. Acquisitions and licensing of electronic resources iv. Evaluation and weeding of collections	1	15
3.	Information Resources and Services i. Print resources for Social Science Libraries : Core text books, reference books, core journals ii. E-Resources for Social Science Libraries : Subscription based database, open access resources, e-books iii. Reference services and research assistance iv. Information literacy instruction v. Institutional repositories related to Social Science Libraries	1	15
4.	User Services i. User needs assessment and service evaluation ii. Personalized services for different user groups (e.g., students, faculty, entrepreneurs) iii. Evaluation of popular database of Social Science Libraries	1	15

List of references: As given in Commerce and Management Librarianship

Course Code:**Course Name: Law Librarianship**

Total Credits : 04

Internal assessment : 50

Total Marks : 100

University assessment : 50

Course Description:

This course covers the specialized field of librarianship within the legal sector. It explores the management of legal information resources, research methodologies, and the role of librarians in supporting legal research and practice. Students will learn about collection development, legal information retrieval, and the application of librarianship principles to legal contexts.

Course Objectives:

- i. Understand the role and responsibilities of law librarians.
- ii. Develop skills in managing and curating legal information resources.
- iii. Apply research methodologies and information retrieval techniques relevant to legal studies.
- iv. Provide effective research support and reference services for legal professionals and researchers.
- v. Learn about current trends and challenges in law librarianship.

Learning Outcomes:

- a. Explain the concept and role of law librarians
- b. Apply skills in managing and curating law information resources.
- c. Utilize research methods and tools relevant to Law Librarianship.
- d. Implement effective information services and support for law professionals and students
- e. Apply current trends and technologies in Law Librarianship

Unit no.	Modules	Credits	No. of Lectures
1	Introduction: i. Types of Law Libraries ii. Organizational structure and governance of libraries iii. Strategic planning and policy development iv. Human resource management v. Financial management and budgeting vi. Bar Council of India	1	15

2.	Collection Development and Management i. Understanding Key Resources: Case Law, Statutes, Regulations, Legal Treatises ii. Principles and practices of collection development iii. Selection criteria for law related print and online resources(Database, Journals and books) iv. Acquisitions and licensing of electronic resources v. Evaluation and weeding of collections	1	15
3.	Information Resources and Services i. Print resources for Law Libraries : Core text books, reference books, core journals ii. E-Resources for Law Libraries : Subscription based database, open access resources, e-books iii. Reference services and research assistance iv. Information literacy instruction v. Institutional repositories related to Law Libraries	1	15
4.	User Services iv. User needs assessment and service evaluation v. Personalized services for different user groups (e.g., students, faculty, entrepreneurs) vi. Evaluation of popular database of law Libraries (Manupatra, LexisNexis, Westlaw, Hein Online) etc.	1	15

Select Reading List

1. Anyaogu, U. (2010), "National workshop on technical services in law libraries: an overview", *Library Hi Tech News*, 27 (1), 4-5.
2. Bell, V. (2012), "The IALL International Handbook of Legal Information Management", *Library Management*, 33 (3), 196-200.

3. Corral, S. and O'Brien, J. (2011), "Developing the legal information professional: A study of competency, education and training needs", *Aslib Proceedings*, 63(2/3), 295-320.
4. Dina, Yemisi/ Law Librarianship in Academic Libraries: Best Practices. Amsterdam: Elsevier, 2015.
5. Gillian Hallam (2014), "Law Firm Librarianship: Issues, Practice, and Directions", *Library Management*, 35(8/9), 689-691.
6. Kroski, Ellyssa (eds)/ Law Librarianship in the Digital Age. London: Scarecrow Press, 2014.
7. Satija, M.P. (2008), "Law Librarianship in the Twenty-First Century", *Collection Building*, 27(3), 126-126.

Course Code:

Course Name: **Medical Librarianship**

Total Credits : 04

Total Marks : 100

Internal assessment : 50

University assessment : 50

Course Description:

This course provides an overview of the principles and practices of medical librarianship. Students will learn about the organization and management of medical libraries, information retrieval, reference services, and the role of medical librarians in supporting healthcare professionals and researchers. The course covers essential skills in information literacy, evidence-based practice, and the use of specialized databases and resources in the medical field.

Course Objectives:

- i. Understand the roles and responsibilities of medical librarians.
- ii. Navigate and utilize medical and health sciences databases effectively.
- iii. Develop skills in information retrieval and evidence-based practice.
- iv. Provide reference and research support in a medical or health sciences setting.
- v. Manage and evaluate medical library collections and services.

Learning outcomes:

- a. Describe the various roles and responsibilities of medical librarians, including their impact on healthcare delivery and research.
- b. Demonstrate proficiency in using medical databases such as PubMed, MEDLINE, and Embase to conduct comprehensive literature searches.

- c. Utilize evidence-based medicine (EBM) principles to evaluate and apply research findings to support clinical decision-making and health research.
- d. Design and deliver educational programs and resources to improve information literacy among users, including instructional materials and workshops.
- e. Conduct collection development and evaluation activities, including selecting, acquiring, and assessing medical and health sciences resources to meet user needs.

Unit no.	Modules	Credits	No. of Lectures
1	Introduction: i. Organizational structure and governance of libraries ii. Strategic planning and policy development iii. Human resource management iv. Financial management and budgeting v. Medical Council of India, Medical Library Association of India	1	15
2.	Collection Development and Management i. Principles and practices of collection development ii. Selection criteria for Medical related print and online resources(Database, Journals and books) iii. Acquisitions and licensing of electronic resources iv. Evaluation and weeding of collections	1	15
3.	Information Resources and Services i. Print resources for medical Libraries : Core text books, reference books, core journals ii. E-Resources for medical Libraries : Subscription based database, open access resources, e-books iii. Reference services and research assistance iv. Information literacy instruction v. Institutional repositories related to medical Libraries vi. Evidence-Based Librarianship	1	15
4.	User Services i. User needs assessment and service evaluation	1	15

	ii. Personalized services for different user groups (e.g., students, faculty, entrepreneurs) iii. Evaluation of popular database of medical Libraries (PubMed, MEDLINE, Embase etc)		
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Select Reading List

1. Burns, Elizabeth/ Being a solo librarian in health care: pivoting for 21st century healthcare information delivery. Amsterdam: Elsevier, 2015.
2. Carmel, Michael/ Medical librarianship: Handbook on library practice. London: Library Association,
3. David, A. Matthews; Picken, Fiona Macky. Medical Librarianship. London: Clive Bingley,
4. Kumar, P. S. G./ Medical Librarianship. Delhi: B. R. Publishing Corporation, 2015.
5. Thornton, John L./ Medical Librarianship: Principles and Practice. London: Crosby Lockwood

Course Code:

Course Name: **Research and Publication Ethics**

Total Credits : 02

Total Marks : 50

Internal assessment : ----

University assessment : 50

Course Description:

This course explores the ethical principles and practices involved in conducting and publishing research. Students will examine the ethical issues related to research design, data management, authorship, conflicts of interest, and the peer review process. The course emphasizes the importance of maintaining integrity and transparency in research and publication.

Course Objectives:

- i. To understand the philosophy of science and ethics, research integrity and publication ethics
- ii. To identify research misconduct and predatory publications.
- iii. To understand indexing and citation databases, open access publications, research metrics (citation, h-index, impact factor, etc).
- iv. To understand the usage of plagiarism tools.

Learning Outcomes:

- a. Gain Awareness about the publication ethics and publication misconducts
- b. Develop understanding of citation and indexing databases,
- c. Knowledge about research metrics and sustainability in scholarly publications
- d. Use of different anti-plagiarism tools

Unit	MODULE 1	Credits	No. of Lectures
1	Philosophy and Ethics i. Introduction to philosophy: definition, nature and scope, concept, branches ii. Ethics: definition, moral philosophy, nature of moral judgments and reactions Scientific Conduct i. Ethics with respect to science and research ii. Intellectual honesty and research integrity iii. Scientific misconducts: Falsification, Fabrication, and Plagiarism (FFP) iv. Redundant publications: duplicate and overlapping publications, salami slicing v. Selective reporting and misrepresentation of data Publication Ethics i. Publication ethics: definition, introduction and importance ii. Best practices / standards setting initiatives and guidelines: COPE, WAME, etc. iii. Conflicts of interest iv. Publication misconduct: definition, concept, problems that lead to unethical behavior and vice versa, types v. Violation of publication ethics, authorship and contributorship vi. Identification of publication misconduct, complaints and appeals vii. Predatory publishers and journals	1	15
2	Open Access Publishing i. Open access publications and initiatives ii. SHERPA/RoMEO online resource to check publisher copyright & self-archiving policies iii. Software tool to identify predatory publications developed by SPPU –UGC CARE List Journals iv. Journal finder / journal suggestion tools viz. JANE, Elsevier Journal Finder, Springer Journal Suggested, etc.	1	15

	Software Tools i. Use of Plagiarism Software like TURNITIN, Urkund, and Other Open Source Software tools Databases and Research Metrics i. Indexing Databases ii. Citation Databases: Web of Science, SCOPUS etc. iii. Impact Factor of Journal as per Journal Citation Report, SNIP, SIR, IPP, Cite Score iv. Metrics: H-index, G-index, i10 index, Altmetrics		
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Select Reading List

1. Dutta, N. (2015), "Identifying values of special library professionals of India with reference to the JOCLAI Code of Ethics", Library Management, 36(1/2), 142-156.
2. Smith, M. (2001), "Information ethics", Lynden, F.C. (Ed.) Advances in Librarianship (Advances in Librarianship, Vol. 25), Emerald Group Publishing Limited, Leeds, pp. 29-66.

Course Code:

Course Name: **Preparing Research Proposal**

Total Credits : 02

Total Marks : 50

Course Description:

This course provides a comprehensive guide to preparing research proposals. Students will learn how to develop a research question, design a research project, and write a proposal that meets the standards of funding agencies and academic institutions. The course covers proposal structure, literature review, methodology, and budget preparation, with a focus on practical skills for crafting successful research proposals.

Course Objectives:

- a. Understand the basic principles of academic writing
- b. Identify research problem and frame research questions
- c. Learn different citations style
- d. Understand the process of preparing research proposal.

Learning Outcomes

- a. Conduct a scientific research in LIS
- b. Apply research ethics in study
- c. Knowledge about use of APA/MLA/Chicago citation style

d. Prepare and present a research proposal

Unit	MODULE 1	Credits	No. of Lectures
1	Academic Writing: Basics of academic writing i. Research Process: Research Problem definition and formulating research questions , conducting research review, identifying research design and research methodology, research ethics ii. Research Proposal : Structure and Guidelines iii. Citation style and guides	1	15
2	Preparation and Presentation of Research Proposal	1	15

Select Reading List

1. Beck, S. E., & Manuel, K.: *Practical research methods for librarians and information professionals*. Munchen: Neal Schuman, 2008.
2. Bell, Judith: *Doing your research: a guide for first time researcher in education and social science*. Buckingham: Open University press, 1997.
3. Blaxter, Loraine & Others : *How to research*. Buckingham: Open University Press, 1997.
4. Busha, C. H., Harter, S. P. : *Research methods in librarianship*. New York : Academic Press, 1980.
5. Finte, A : *Conducting research : from paper to the internet*. London, Sage, 1998.
6. Moore, Nick : *How to do research : a practical guide to designing and managing research projects*. 3rd ed. London : Facet, 2006.
7. Walliman, Nicholas : *Your research project : a step by step guide for the first time researcher*. New Delhi: Vistaar Pub., 2005.

SEMESTER

IV

Course Code:Course Name: **Digital Libraries**

Total Credits: 04

Total Marks : 100

Internal assessment: 50

University assessment: 50

Course Description:

This course explores the theory and practice of digital libraries, focusing on the creation, management, and use of digital collections. Students will learn about the technologies used in digital libraries, including metadata standards, digital preservation techniques, and user access systems. The course emphasizes both the technical and managerial aspects of digital libraries and their role in contemporary information environments.

Course Objectives:

- i. Study the concept and evolution of digital libraries.
- ii. Acquire skills in digitizing physical materials and managing born-digital content.
- iii. Gain proficiency in metadata creation and management using standards such as Dublin Core, MARC, and METS.
- iv. Develop skills in managing day-to-day operations of a digital library.
- v. Understand issues related to digital rights management, copyright, and licensing

Learning Outcomes

- a. Knowledge and awareness of the concept of digital libraries.
- b. Understanding the characteristics and components of digital libraries.
- c. Developing managerial skills for organizing digital resources.
- d. Awareness about digital library software, prerequisite software for creation of digital library.
- e. Knowledge of DRM, Licensing and copyright issues associated with digital libraries.

Unit no.	Modules	Credits	No. of Lectures
1	Introduction to Digital Library i. Concept, Definition and Characteristics ii. Hardware and Software: Types, Characteristics, and requirements	1	15
2.	Collection Development: i. Print and electronic ii. Digitization: Selection Criteria, Process and work flow management, file formats. iii. Born Digital resources, iv. licensing agreements v. open source material	1	15

	Collection Organization: i. File naming conventions, ii. mark up languages –HTML and XML; iii. Metadata, Folksonomy, Interoperability Standards: OAI-PMH , OAI-ORE Open Archives and Repositories: i. Definition and management, ii. Types: Subject, institutional, & cross institutional repositories, iii. Data Repositories and Preprint server		
3.	Digital Library Services: i. Browse, Search and retrieval, ii. User interfaces iii. Digital reference services, iv. Search engines, Boolean operators, v. Personalization and authentication. vi. Preservation and archiving. vii. Migration, back up and data security.	1	15
4.	Digital Library Management: i. Planning, evaluation and feedback, ii. Social and legal issues including IPR, Copyright and Licensing.	1	15

Select Reading List

1. Malwad, N M: Digital libraries: dynamic storehouse of digitized information. New Delhi: New Age International.
2. Arms, William Y.: Digital Libraries. Cambridge: MIT Press.
3. Prasad, A R D.: Digital libraries: managing convergence, continuity. Bangalore: Documentation Research and training centre.
4. Jeevan, V K J.: Digital libraries. New Delhi : Ess Ess Publications.
5. Judith, Andrews. Digital libraries: policy, planning and practice. Aldershot : Ashgate.
6. Vijay, Lakshmi: Digital libraries, Vol.1: digital library: principles. Delhi: Isha books
7. Vijay, Lakshmi: Digital libraries, Vol.2: digital library and archives. Delhi: Isha books
8. Amjad, Ali.: Digital libraries in higher education, New Delhi :Ess Ess, 2005
9. Tedd, Lucy A., Large : Digital libraries : principles and practice in a global environment, Munchen: K. G. Saur, 2005
10. Dahl, Mark and others. Digital libraries: integrating content and systems. Oxford: Chandos, 2006

11. Ali, Amjad.: Digital libraries and information networks. New Delhi :EssEss, 2007
12. Anandan, C: Digital libraries: from technology to culture. New Delhi: Kanishka Publishers. 2006
13. Papy, Fabrice: Digital libraries. Hoboken: John Wiley & Sons.2008
14. Janakiraman , C: Digital libraries. Delhi: pacific Books International. 2011
15. Peterson, Ann.: Digital library use: social practice in design and evaluation. New Delhi: Ane books. 2005
16. Dwivedi, S C.: Digital library, Vol. 1.New Delhi: Shree Publishers & Distributors.
17. Baker, David: Digital library economics: an academic perspective. Oxford: Chandos, 2009
18. Rajshekharan, K. Digital library basics: a practical manual. New Delhi :Ess Ess Publications, 2010
19. Verheul, Ingeborg. Digital library futures: user perspectives and institutional strategies. The Hague: International Federation of Library Association, 2010.
20. Nirmal, Harshad. Digital library automation. Jaipur: Vista Pub., 2013.
21. Marcum, Deanna B.: Digital library development: the view from Kanazawa. Westport: Libraries Unlimited, 2006.
22. Theng, Yin-Leng: Design and usability of digital libraries: case studies in the Asia pacific. Hershey: Information Science Publishing
23. Satyanarayan, V VV.: Modern librarianship ushering in digital library. Delhi: Author Press, 2006.
24. Li, Lili : Emerging technologies for academic libraries in the digital age. Oxford. Chandos Publishing, 2009.
25. Baker, David: Digital library economics: an academic perspective. Oxford. Chandos Publishing. 2009
26. Theng, Yin-Leng: Handbook of research on digital libraries: design, development, and impact. Hershey : Information Science Reference ,2009
27. Singh, Gurdev: Digital libraries and digitization. New Delhi : EssEss, 2011.
28. Sembok, Tengku: Digital libraries: technology and management of indigenous knowledge for global access. Berlin: Springer, 2003
29. Sathaiah, B.: Management of digital libraries: trends, issues and challenges. New Delhi: Swastik Publication, 2012.
30. Gathegi, John N.:Digital librarian`s legal handbook: powerful, concise insight into intellectual property rights in 21st century digital library collections. New Delhi: Ess Ess, 2013.

Course Code:**Course Name: LIS based Technologies**

Total Credits : 04

Total Marks : 100

Internal assessment : 50

University assessment : 50

Course Description:

This course explores the integration and application of information technologies within the field of Library and Information Science (LIS). It provides a comprehensive understanding of how modern technologies are transforming library operations, services, and user interactions. Students will gain knowledge and practical skills in various library systems and digital tools, focusing on their design, implementation, and management.

Course Objectives:

- i. Learn in detail use of ILMS
- ii. Understand the importance of social media in promotion of library services
- iii. Teach to create digital library or institutional library using DSpace
- iv. Explore the open source software for creation of library webpages
- v. Study the principles and practices of information retrieval

Learning Outcomes:

- a. Effectively use and manage library management systems to support library operations
- b. Create a library blog to disseminate information
- c. Design, develop and maintain digital libraries/ institutional repository
- d. Develop a library webpage using open source software
- e. Apply information retrieval techniques to locate and access information efficiently

Unit no.	Modules	Credits	No. of Lectures
1	Integrated Library Management Software: Soul/ KOHA	1	30
2.	Library Blog : Creation and maintenance	1	30
3.	Creation of Digital Library/Institutional Repository with DSpace	1	30
4.	Creation of Library Webpage with Joomla/Drupal/WIX	1	15

Course Code :
Course Name : Content Writing

Total Credits : 04
University assessment: 50

Total Marks : 100
College assessment: 50

Course Description:

This course focuses on the art and science of content writing within the library context. Students will learn how to create compelling and useful content for various library materials, including websites, newsletters, social media, promotional materials, and internal documents. The course emphasizes understanding the library's audience, writing for different formats, and enhancing library engagement and outreach.

Course Objectives

- i. To analyse the need for in-house publications for marketing and improved delivery of library services
- ii. To design and develop content for various kinds of printed and digital resources for promotion of library collection and services.
- iii. To create tutorials and training programmes on library orientation, information literacy, research and use of e-resources.
- iv. To conduct and deliver trainings in library use and measure effectiveness

Learning Outcomes:

- a. Create Effective Content for Different Platforms like websites, newsletters, social media, and promotional materials.
- b. Demonstrate Proficiency in writing and managing content across multiple platforms, including print and digital media.
- c. Design effective communications for internal and external library users, including promotional materials and press releases.
- d. Creation and presentation of promotional materials and press releases for library events or services
- e. Evaluate the effectiveness of content based on feedback, performance metrics, and user engagement.

Unit no.	Modules I	Credits	No. of Lectures
1	Professional content strategy i. Basics and jargons: difference between Tactical and Strategy, Expert and an Influencer,	1	15

	Agglomeration and Aggregation, Creative and Technical Writing, Readability and Searchability, Content Formats ii. Grammar Skills: Writing Styles and its Types, sentence structure, common grammatical errors and difference in spellings with reference to UK and US English, Punctuation Rules, the content flow and presentation, and text designing iii. Transmedia storytelling: ways of identifying, engaging, and learning from readers' response across physical and digital domains, models of creative thinking, along with different tools and techniques used for story boarding iv. Editing and proofreading		
2.	Academic Content and its creation i. Instructional design strategies : designing library orientation programmes, information literacy trainings, tutorials, question banks, rubrics and workbooks ii. Structure and format of user manuals and guides giving instructions on use of library resources and systems, databases, and software iii. Research and grant proposals, research paper, elements of research reports – short and long/formal. Everyday reports on collection assessment, usage statistics, library visits iv. Visual communication: principles and effectiveness in library promotion	1	15
	Module II		
3.	Writing for library promotion i. Writing for newsletter, brochure, flyer, invitation, business e-mail, meeting agenda and invites. ii. Layout and structure of blogposts, official posts on organization's social media accounts, podcasts, short reports, taglines and tagging terms iii. Book review writing, summary of popular books relevant to specific library user community, infographics for library promotion, product reviews and descriptions (relevant to library work)	1	15

4.	Internal Communications and Documentation i. Writing internal documents, policies, and procedures ii. Creating user guides and instructional materials Project ONE of the following 1. Formal Organizational Report 2. Information literacy programme 3. E-book	1	15
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Select Reading List

1. Agrawal, S. P., & Aggarwal, J. C. (1992). Library and Information Science in India. Concept Publishing Company.
2. Blakiston, R. (2012). Content Strategy for Libraries: Establishing a Plan for Creating and Sharing Your Message. *Journal of Electronic Resources Librarianship*, 24(3), 209-221. Retrieved from <https://doi.org/10.1080/1941126X.2012.731942>
3. Berger, J. (2013). Contagious: How to Build Word of Mouth in the Digital Age. Simon & Schuster.
4. Brown, V. A., & Bussert, P. D. (2007). Public Library Websites: The Best Practices for Creating and Maintaining Effective Websites. ALA TechSource.
5. Crestodina, A. (2018). Content Chemistry: An Illustrated Handbook for Content Marketing (4th ed.). Orbit Media Studios.
6. Dean, B. (2021, March 1). The Ultimate Guide to Writing Blog Posts That Rank in Google's Top 10. Backlinko. Retrieved from <https://backlinko.com/how-to-write-a-blog-post>
7. Dhiman, A. K. (2017). Impact of Social Media on Academic Libraries in India. *Library Philosophy and Practice*. Retrieved from <https://digitalcommons.unl.edu/libphilprac/1533/>
8. Felder, L. (2011). Writing for the Web: Creating Compelling Web Content Using Words, Pictures, and Sound. New Riders.
9. Fernandez, M. (2020, July 23). 10 Tips for Effective Website Content Writing. OptinMonster. Retrieved from <https://optinmonster.com/effective-website-content-writing/>
10. Handley, A. (2014). Everybody Writes: Your Go-To Guide to Creating Ridiculously Good Content. Wiley.
11. Heath, C., & Heath, D. (2007). Made to Stick: Why Some Ideas Survive and Others Die. Random House.

12. Jain, P. K. (2018). Content Writing for Libraries: An Indian Perspective. *Journal of Indian Library Association*, 54(2), 23-31.
13. King, D. L. (2018). Effective Content Writing for Library Websites. *Public Libraries Online*. Retrieved from <http://publiclibrariesonline.org/2018/04/effective-content-writing-for-library-websites/>
14. Kumar, P. S. G., & Hirwani, S. S. (Eds.). (2009). *Library and Information Science: Parameters and Perspectives*. B. R. Publishing Corporation.
15. Lee, K. (2016, September 29). How to Create a Content Strategy: A Start-to-Finish Guide. Buffer. Retrieved from <https://buffer.com/library/content-strategy/>
16. Lucas-Alfieri, D. (2015). Creating a Library Marketing Plan: A How-To-Do-It Manual for Librarians. *Library Leadership & Management*, 29(1), 1-8. Retrieved from <https://journals.tdl.org/llm/index.php/llm/article/view/7031>
17. Mallon, S. (2019, June 12). The Complete Guide to Writing Web Content That Captures Attention. Vertical Measures. Retrieved from <https://www.verticalmeasures.com/blog/strategy/the-complete-guide-to-writing-web-content-that-captures-attention/>
18. Malwad, N. M., Rajashekar, T. B., & Ravichandra Rao, I. K. (Eds.). (1996). *Library Services in The Knowledge Web*. New Age International Publishers.
19. Mangla, P. B. (2018). Role of Libraries in Promoting Reading Habits Among Students: An Indian Scenario. *Library Herald*, 56(1), 10-19.
20. Mathews, B. (2009). *Marketing Today's Academic Library: A Bold New Approach to Communicating with Students*. American Library Association.
21. Patel, N. (2021, February 20). How to Write Content for the Web: A Beginner's Guide. Neil Patel. Retrieved from <https://neilpatel.com/blog/content-writing/>
22. Ramaiah, L. S. (Ed.). (2006). *Digital Libraries in Knowledge Management*. Allied Publishers.
23. Sangam, S. L. (2014). Content Development and Management in Digital Libraries. *Annals of Library and Information Studies*, 61(2), 144-150.
24. Schaefer, M. W. (2015). *The Content Code: Six Essential Strategies to Ignite Your Content, Your Marketing, and Your Business*. Schaefer Marketing Solutions.
25. Singh, S. N., & Gupta, P. K. (2013). Marketing of Library and Information Services in Global Era: A Current Approach. *DESIDOC Journal of Library & Information Technology*, 33(3), 172-182.
26. Smallwood, C. (Ed.). (2010). *Writing and Publishing: The Librarian's Handbook*. American Library Association.
27. Solomon, L. (2013). *The Librarian's Nitty-Gritty Guide to Social Media*. ALA Editions.
28. Tharp, J. A. (2017). Library Marketing and Promotion via Social Media: How Academic Libraries Use Facebook. *Journal of Library Administration*, 57(3), 227-238. Retrieved from <https://doi.org/10.1080/01930826.2016.1276848>

29. Younger, J. A. (2015). Digital Content Management in Libraries: A Shared Responsibility. *Information Services & Use*, 35(3), 175-182. Retrieved from <https://doi.org/10.3233/ISU-150784>

Course Code :

Course Name : Library Metrics

Total Credits : 04

Total Marks : 100

Internal assessment : 50

University assessment : 50

Course Description: This course provides an in-depth understanding of library metrics, focusing on the evaluation and assessment of library services, collections, and user satisfaction. Students will learn about various quantitative and qualitative methods used to measure library performance and the impact of libraries on their communities.

Course Objectives:

- i. Understand the laws and principles of metrics in library management and decision-making.
- ii. Describe the importance of bibliometrics and webometrics
- iii. Learn about bibliometric and webometrics indicators to enhance research visibility
- iv. Understand the different citation analysis methods
- v. Explore recent trends in library metrics

Learning outcomes:

- a. Ability to apply different metrics in decision making and managing library
- b. Knowledge about bibliometrics and webometrics
- c. Familiarity with the techniques of metrics to enhance research visibility.
- d. Apply the citation analysis technique to develop a research activity in a library
- e. Knowledge about analysis & visualization software.

Unit	MODULE 1	Credits	No. of Lectures
1	Introduction to Library Metrics: i. Concept and Definition of Librametrics, Bibliometrics, Scientometrics, Informetrics, Webometrics and Almetrics ii. Classical laws of bibliometriccs: Bradford's law, Zipfs Law, Lotka's Law,	1	15

	iii. Brookes, Radford-Zipf's Distribution Garfield's Law of Concentration, Mathew Effect		
2	Bibliometrics and Webometrics Tools and Indicators i. Bibliometric tools: SCI, SSCI, A7HCI, SCOPUS, Google Scholar ii. Webometric Tools : Generic search engines, and specialized tools (LexiURL, SocBOT Internet Archive, Pajek etc) iii. Almetrics tools : Almetric, ImpactStory, PloS etc iv. Bibliometric indicators : Journal Impact Factor, h-index and its derivation, g-index v. Webometric indicators : Web Impact Factor, WISER etc	1	15
	MODULE II		
1	Citation Analysis and its Application i. Journal Ranking: Age Study and obsolescence ii. Authorship Collaboration: Self-Citation, Productivity iii. Mapping of Science, Bibliographic Coupling, Co-word, Co-citation coupling	1	15
2	Current trends in library metrics i. Scientometrics Analysis Tools: R Software, Bibliometrix, Publish or Perish, Bibexcel ii. Network Visualization Software :Vosviewer, Cite-Space etc iii. Responsible Research metrics : DORA declaration, Leiden Manifestation	1	15

Select Reading List

1. Egghe, L, & Neelamegha, A. (ed.) : Lectures on informatics and scientometrics. Bangalore: SRELS, 2000.
2. Egghe, L. & Rousseau, R. : Introduction to informatics : quantitative methods in library , documentation and information science. Amsterdam: Elsevier Science, 1990.
3. Hernon, P., & Dugan, R. E. (2009). *Assessing Service Quality: Satisfying the Expectations of Library Customers*. 2nd Edition. ALA Editions.
4. Kyrillidou, M., & Cook, C. (2008). *The Library Assessment Cookbook*. ALA Editions.
5. Lancaster, F. W. : Bibliometric methods in assessing productivity and impact of research. Bangalore: SRELS, 1991

6. Matthews, J. R. (2015). *Library Assessment in Higher Education*. Libraries Unlimited.
7. Nicholas, D., & Ritchie, M. : Literature and Bibliometrics. London: Clive Bingley, 1978.
8. Oakleaf, M. (2010). *The Value of Academic Libraries: A Comprehensive Research Review and Report*. Association of College and Research Libraries.

Course Code:

Course Name: Off- Campus Internship

Total Credits : 04

Total Marks : 100

Internal assessment : 50

University assessment : 50

Course Description: The Off-Campus Internship in Library and Information Science provides students with a unique opportunity to gain practical experience in a professional library or information science setting. This internship is designed to bridge the gap between academic learning and professional practice, allowing students to apply theoretical knowledge and skills acquired through coursework in real-world environments.

Course Objectives:

- i. To provide hands-on experience in a professional LIS environment.
- ii. To develop practical skills in library and information science through direct involvement in various tasks and projects.
- iii. To enhance understanding of professional practices, challenges, and trends in the LIS field.
- iv. To foster professional growth through mentorship and networking with experienced professionals.
- v. To prepare students for successful careers in library and information science by refining their professional skills and knowledge.

Learning Outcome

- a. Demonstrate the ability to apply theoretical concepts and methods from their academic coursework to practical tasks and projects in a professional setting.
- b. Develop and refine both technical and soft skills relevant to their field of study
- c. Exhibit professional behaviors, including punctuality, reliability, ethical conduct, and adherence to organizational policies and standards.
- d. Gain a deeper understanding of the library, including current trends, challenges, and best practices through metorship
- e. Develop a clearer understanding of potential career paths and personal career interests within the field.

Course Components:

1. Internship Centres: Students will be placed in a library, archive, museum, information center, or related organization that aligns with their career interests and academic background by the Department.
2. Supervised Work Experience: Under the guidance of a professional mentor, students will engage in a variety of tasks, such as cataloging, reference services, information management, Library automation, digitization and archival work, and user services (as per the work going on in the internship centre)
3. Professional Development: Participation in professional development activities such as workshops, seminars, conferences, and networking events to broaden their understanding of the field.
4. Reflection and Evaluation: Students will maintain a diary, documenting their experiences, challenges, and growth. Regular evaluations will be conducted by the site supervisor and academic advisor to assess progress and provide feedback.
5. Final Report: A detailed report summarizing the internship experience, and personal insights gained will be prepared and submitted to the Department.
6. Presentation: After completion of internship, students will present their internship report. It will be assessed by an internal/external expert.

Professional Expectations:

- Students are expected to commit to a minimum of 120 hours (4 credit: 30 days) of on-site work over the course of the internship.
- Adherence to the professional standards and practices of the host organization.
- Active participation in all assigned tasks and projects, demonstrating initiative, responsibility, and a positive attitude.
- Regular communication with the site supervisor and academic advisor to ensure alignment of internship activities with learning objectives.

Course Code:

Course Name: **Dissertation**

Total Credits : 06

Total Marks : 150

Internal assessment :

University assessment : 150

Course Description: The Dissertation work in Library and Information Science is a culminating academic endeavor that requires students to conduct a basic original research on a topic relevant to the field of library and information science. This course is designed to develop students' research skills, critical thinking, and ability to contribute to the scholarly body of knowledge. Students under the guidance of a supervisor will

formulate research questions, design and implement a research study, analyze data, and present their findings in a comprehensive dissertation.

Course Objectives:

- i. Enable students to conduct independent, original research in library and information science.
- ii. Develop research skills, including literature review, research design, data collection, and data analysis.
- iii. Enhance critical thinking and problem-solving
- iv. Contribute to the scholarly and professional knowledge base in library and information science.
- v. Prepare a platform for students for further academic endeavors.

Learning Outcomes:

- a. Develop a well-defined research proposal
- b. Conduct a comprehensive and critical review of literature
- c. Design and implement an appropriate research methodology
- d. Analyze data systematically, using qualitative, quantitative, or mixed methods as appropriate for the research study
- e. Demonstrate advanced academic writing

Course Components:

Phase I

- Preparation of a research proposal on the research question thought by the student.
- Presentation and discussion of research proposal in Department Dissertation Committee.
- Acceptance/ revision (if required) if asked by the committee.

Phase II

- Preparation of research tool(as per the subject of research)
- Data collection
- Analysis of data
- Preparation of the dissertation, including multiple drafts and revisions based on feedback from the guide.
- Regular meetings with the dissertation guide to discuss progress, address challenges faced during data collection, and receive guidance. Students have to maintain a data sheet of visit to the guide. It will cover information like Date, Time, Topic discussed and mentor suggestions.
- Submission of the final dissertation document, formatted according to institutional guidelines.

- Viva-voce on dissertation before a committee of faculty members.
- Assessment will be based on actual Dissertation, Presentation and Viva-voce.

Professional Expectations:

- Students are expected to commit to a minimum of 360 hours for 6 credit in Sem IV. A daily diary on dissertation work will be maintained by the student.
- Adherence to the professional standards and practices of the host organization.
- Active participation in all assigned tasks and projects, demonstrating initiative, responsibility, and a positive attitude.
- Regular communication with the site supervisor and academic advisor to ensure alignment of internship activities with learning objectives.

Grading System: Letter Grades and Grade Points

Semester GPA/Program CGPA Semester/ Program	% of Marks	Alpa-Sign/ Letter Grade Result
9.00 -10.00	90.0-100	O (outstanding)
8.00<9.00	80.0<90.0	A+ (Excellent)
7.00<8.00	70.0<80.0	A (Very Good)
6.00<7.00	60.0-<70	B+ (Good)
5.50<6.00	55.0-<60.0	B (Above Average)
5.00<5.50	50.0-<55.0	C (Average)
4.00<5.00	40.0-<50.0	P (Pass)
Below 4.00	Below 40	F (Fail)
Ab(Absent)	-	Absent

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