E.M.G. YADAVA WOMEN'S COLLEGE, MADURAI – 625 014.

(An Autonomous Institution – Affiliated to Madurai Kamaraj University)
Re-accredited **(3rd Cycle)** with Grade **A+** & **CGPA 3.51** by NAAC

DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE

CBCS with OBE

COURSE STRUCTURE

(w.e.f. 2023 – 2024 Batch onwards)

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DEPARTMENT OF LIBRARY -UG
(w.e.f. 2023– 2024 Batch onwards)
COURSE STRUCTURE

Sem	Part	Sub code	Title of the Paper	Teaching hrs (per week)	Exam Duration (hrs)	Marks allotted			Credits
						CIA	SE	Total	
I	IV	23OULISECN1	SEC1: Fundamentals of Library and Information Science	2	3	25	75	100	2
II	IV	23OULISECN2	SEC2 : Information Sources and Services	2	3	25	75	100	2

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DEPARTMENT OF LIBRARY -UG
(w.e.f. 2023– 2024 Batch onwards)

DEPARTMENT OF LIBRARY				Class:All 1 UG				
Sem	**Category**	**Course Code**	**Course Title**	**Credits**	**Contact Hours/Week**	**CIA**	**SE**	**Total**
I	Skill Enhancement Course (NME-1)	**23OULISECN1**	Fundamentals of library and information Science	2	2	25	75	100

Nature of the Course		
Knowledge and Skill Oriented	Employability Oriented	Entrepreneurship Oriented
✔		

Course Objectives

1. To enable the students to know the types of libraries and their functions.
2. To enable the students to understand different levels of information system in the society and their functions.
3. To enable the students apply their knowledge in various library practices.

Course Content

Unit - I

Meaning- Definition - Objectives of Libraries - History - Development of Libraries in UK and India – Tamil Nadu Public Libraries Act 1948 - Role of libraries in the Socio-Economic Development

Unit - II

Types of Libraries- Objectives, Functions, Services and activities of Public Libraries, Special Libraries and Academic Libraries (School, College and University).

Unit - III

Five Laws of Library Science and their Implications - Librarianship as a profession - Professional Ethics of Librarianship - Skills and competencies required for LIS Professionals- Role of Library Associations – MALA – ILA - ALA

Unit - IV

Information Sources: Print Resources – Primary – Secondary - Tertiary Resources – Reference Books ; E-resources – Meaning - Features and Types ; Information services - Traditional Services and web Based online Services

Unit - V

Management – Meaning and Functions : POSDCORB – Library Committee - Library housekeeping operations : Acquisition Section –Periodicals Section- Circulation Section- Technical Section – Maintenance Section - Library Finance **-** Library Rules and Regulations – Library Annual Report

Books for Reference:

1. Khanna,J.K. Library and Society, Kurushetra; Research Publication 1987.

2. Ranganathan, S.R. Five Laws of Library Science, Madras Library Association, Madras, 1957.

3. Ranganathan, S.R. Reference Service, Ed2, Asia, Bombay, 1961.

4. Mittal,R.L. Library Administration: and Practice.New Delhi:Ess Ess Publications, 2007.

5. Ramlingam, M.S. Library Cataloguing and Classification System. Kalpak Publications

Web Resources/ E-Books:

1.https://epgp.inflibnet.ac.in/Home/ViewSubject?catid=9JW4FTxyrU+Wsr8xl8vgiw
2 .https://egyankosh.ac.in/handle/123456789/4771
3 https://egyankosh.ac.in/handle/123456789/32979
4.https://www.nios.ac.in/online-course-material/sr-secondary-courses/library-and-information-science.aspx
5 .https://lisstudymaterials.wordpress.com/

Pedagogy:

Chalk, PPT, group discussion and block board.

Rationale for nature of Course:

As gateways to knowledge and culture, libraries play a fundamental role in society.

Knowledge and Skill:

1. Developing library user.
2. Gain knowledge about books and library sources.

Employability Oriented:

Explore the latest resources, reports of carrier readiness.

Activities to be given:

- To understand the binding work.
- To understand the arrangement of book in the library
- To Use of leisure time effectively

Course learning Outcomes (CLO's):

CLO	Course Outcomes Statement	Knowledge(According to Bloom's Taxonomy)
CLO1	Understanding the development of libraries.	K1 to K3
CLO2	Understanding the Types of Libraries and their Functions	K1 to K3
CLO3	Understanding the Library Concepts, Five Laws of Library Science, Professional Ethics of Librarian and activities of library associations - MALA, ILA & ALA	K1 to K3
CLO4	To learn Information sources, E- Resources and services	K1 to K3
CLO5	To learn Management-POSDCORB, Housekeeping operation, Library Rules and Regulation, Stock Verification, Annual Reports, Budgets,	K1 to K3

Mapping of Course Learning Outcomes (CLOs) with Programme Outcomes (POs)

(SCIENCE)

	PO1	PO2	PO3	PO4	PO5	PO6
CLO1	3	1	-	-	-	3
CLO2	2	2	-	-	-	2
CLO3	2	3	3	1	1	3
CLO4	3	1	2	1	2	2
CLO5	3	2	2	2	1	3

1-Basic Level   2- Intermediate Level   3- Advanced Level Mapping of Course Learning Outcomes (CLOs) with Programme Outcomes (POs)

(ARTS)

	PO1	PO2	PO3	PO4	PO5	PO6
CLO1	3	1	-	-	-	3
CLO2	3	2	-	-	-	3

CLO3	3	3	1	1	1	3
CLO4	3	2	2	1	-	3
CLO5	3	2	2	1	1	3

1-Basic Level   2- Intermediate Level   3- Advanced Level

LESSON PLAN: TOTAL HOURS (30HRS)

UNIT	DESCRIPTION	HRS	MODE
1	Meaning- Definition - Objectives of Libraries - History - Development of Libraries in UK and India – Tamil Nadu Public Libraries Act 1948 - Role of libraries in the Socio-Economic Development	8	Chalk and Talk
2	Types of Libraries- Objectives, Functions, Services and activities of Public Libraries, Special Libraries, Academic Libraries (School, College and University) and Public Libraries	6	Chalk and Talk
3	Five Laws of Library Science and their Implications Librarianship as a profession - Professional Ethics of Librarianship - Skills and competencies required for LIS Professionals- Role of Library Associations – MALA – ILA - ALA	6	Chalk and Talk
4	Information Sources: Print Resources – Primary – Secondary - Tertiary Resources – Reference Books ; E-resources – Meaning - Features and Types ; Information services - Traditional Services and web Based online Services	5	Chalk and Talk
5	Management – Meaning and Functions : POSDCORB – Library Committee - Library housekeeping operations : Acquisition Section – Periodicals Section- Circulation Section- Technical Section – Maintenance Section - Library Finance **-** Library Rules and Regulations – Library Annual Report	5	Chalk and Talk

Course Designer(s):
Mrs. R.JEYANTHI

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DEPARTMENT OF LIBRARY -UG
(**w.e.f. 2023– 2024 Batch onwards**)

DEPARTMENT OF LIBRARY				Class: All I UG				
Sem	**Category**	**Course Code**	**Course Title**	**Credits**	**Contact Hours/Week**	**CIA**	**SE**	**Total**
II	Skill Enhancement Course (NME-2)	**23OULISECN2**	Information Sources and Services	2	2	25	75	100

Nature of the Course		
Knowledge and Skill Oriented	Employability Oriented	Entrepreneurship Oriented
✔		

Course Objectives

1. To enable the students acquire knowledge regarding various information sources and services

2. To enable the students understand handling traditional and digital resources

3. To enable the students apply their knowledge in information sources and services.

Course Content

UNIT – I

Information - Definition - Data - Knowledge - Nature and Characteristics of Information - Information Transfer - Barriers to Communication.

UNIT – II

Types of Information Sources : Documentary and Non-documentary Sources – Primary Secondary and Tertiary Sources – Formal and Informal Sources – Printed and Non-Printed Sources – Human and Institutional sources .

UNIT – III

Reference Sources: Encyclopaedias – Dictionaries – Handbooks – Yearbooks – Almanacs – Manuals – Directories ; Biographical Information Sources ; Geographical Information Sources - Maps, Atlases and Globes, Gazetteers, Guide books / Travel Guides ; Evaluation of Information Sources.

UNIT – IV

Information Service – Meaning and Types : Responsive and Anticipatory - Essential Services: Lending /Circulation Service – Reservation – Inter library loan – Reference Service (Short Range and Long Range) – Reader Advisory Service – Library Orientation / Initiation ; Desirable Services : CAS (Current Awareness Service) – SDI (Selective Dissemination of Information) Service - Indexing and Abstracting Service - Reprographic Service – Translation Service - Referral Service – User Education.

UNIT – V

Web Based / Digital information services : Meaning, Need and Advantages – Types : Computerized Circulation Service – Library Website – Virtual Reference Service – Web OPAC - e-SDI - Electronic Document Delivery - Machine Translation Service - Multimedia-based Information Products – Alerting Service – FAQs – Ask a Librarian – IM (Instant Messaging)– RSS Feeds – TOC (Table of Content) Service – Social Media and Networking – INFLIBNET-NLIST.

Books for Reference:
1. Davin son, "Reference Services", London, Clive Bingley, 1980
2. Foskett,"Library System and information services", London, Crossy & LockWood
3. Jog ender Singh Burman,Libraries and Reference Services, New Delhi:Rajat
   Publication 2007.
5. Gopinath,M.A : Information Sources and communication Media.DRTC Annual
   Seminar, Bangalore, 1984.
6. Gurdev Singh. Information Sources, Services and Systems. PHI, New Delhi. 2013
7. K Kumar and C Lal.2005. Reference Services & Information Sources. Ess Ess Publkications,
New Delhi

Web Resources/ E-Books:

1.https://epgp.inflibnet.ac.in/Home/ViewSubject?catid=9JW4FTxyrU+Wsr8xl8vgiw
2. https://egyankosh.ac.in/handle/123456789/4771
3. https://egyankosh.ac.in/handle/123456789/32979
 4.https://www.nios.ac.in/online-course-material/sr-secondary-courses/library-and-information-science.aspx
5.https://ebooks.lpude.in/library_and_info_sciences/DLIS/Year_1/DLIS006INFORMATION-SOURCES_AND_SERVICES.pdf

Pedagogy:

Chalk, PPT, group discussion and block board

Rationale for nature of Course:
Knowing about information sources and service

Knowledge and Skill:
1. Developing library users
2. Manage Information both traditionally and in modern ways.

Activities to be given:

1. To Understand characteristics of information
2. To search and retrieve information
3. To make use of reference sources

Course learning Outcomes (CLOs):

CLO	Course Outcomes Statement	Knowledge(According to Bloom's Taxonomy)
CLO1	Understanding the nature, Definition, characteristics of Information, communication of information and barriers to communication of Information.	K1 to K3
CLO2	Understanding the various sources of Information, printed and Non-printed Sources, Human and Institutional Sources	K1 to K3
CLO3	Understanding the various types reference books, biographical and geographical sources to effectively search and retrieve information	K1 to K3
CLO4	To learn the different types of conventional information services	K1 to K3
CLO5	To learn the different types of web based information services	K1 to K3

Mapping of Course Learning Outcomes (CLOs) with Programme Outcomes (POs)

(SCIENCE)

	PO1	PO2	PO3	PO4	PO5	PO6
CLO1	3	1	-	-	-	3
CLO2	2	2	-	-	-	2
CLO3	2	3	3	1	1	3
CLO4	3	1	2	1	2	2
CLO5	3	2	2	2	1	3

1-Basic Level   2- Intermediate Level   3- Advanced Level

Mapping of Course Learning Outcomes (CLOs) with Programme Outcomes (POs)

(ARTS)

	PO1	PO2	PO3	PO4	PO5	PO6
CLO1	3	1	-	-	-	3
CLO2	3	2	-	-	-	3
CLO3	3	3	1	1	1	3
CLO4	3	2	2	1	-	3
CLO5	3	2	2	1	1	3

1-Basic Level   2- Intermediate Level   3- Advanced Level

LESSON PLAN: TOTAL HOURS (30HRS)

UNIT	DESCRIPTION	HRS	MODE
1	Information - Definition - Data - Knowledge - Nature and Characteristics of Information - Information Transfer - Barriers to Communication.	8	Chalk and Talk
2	Types of Information Sources : Documentary and Non-documentary Sources – Primary Secondary and Tertiary Sources – Formal and Informal Sources – Printed and Non-Printed Sources – Human and Institutional sources .	6	Chalk and Talk
3	Reference Sources: Encyclopaedias – Dictionaries – Handbooks – Yearbooks – Almanacs – Manuals – Directories ; Biographical Information Sources ; Geographical Information Sources - Maps, Atlases and Globes, Gazetteers, Guide books / Travel Guides ; Evaluation of Information Sources.	6	Chalk and Talk
4	Information Service – Meaning and Types : Responsive and Anticipatory - Essential Services: Lending /Circulation Service – Reservation – Inter library loan – Reference Service (Short Range and Long Range) – Reader Advisory Service – Library Orientation / Initiation ; Desirable Services : CAS (Current Awareness Service) – SDI (Selective Dissemination of Information) Service - Indexing and Abstracting Service - Reprographic Service – Translation Service - Referral Service – User Education.	5	Chalk and Talk
5	Web Based / Digital information services : Meaning, Need and Advantages – Types : Computerized Circulation Service – Library Website – Virtual Reference Service – Web OPAC - e-SDI - Electronic Document Delivery – Machine Translation Service - Multimedia-based Information Products – Alerting Service – FAQs – Ask a Librarian – IM (Instant Messaging)– RSS Feeds – TOC (Table of Content) Service – Social Media and Networking – INFLIBNET-NLIST.	5	Chalk and Talk

Course Designer(s):
Mrs. R.JEYANTHI