

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. 2022 – 2023 Batch onwards)

E.M.G. YADAVA WOMENS COLLEGE, MADURAI -14.**(An Autonomous Institution – Affiliated to Madurai Kamaraj University)****(Re –accredited (3rd cycle) with Grade A⁺ and CGPA 3.51 by NAAC)****DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE-UG****(w.e.f. 2022– 2023 Batch onwards)****CBCS with OBE****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	22OULIID1	IDC: Fundamentals of Library and Information Science	2	3	25	75	100	2
II	IV	22OULIID2	IDC : Information Sources and Services	2	3	25	75	100	2

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(w.e.f. 2022– 2023 Batch onwards)

CBCS with OBE

DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE				Class: UG				
Sem	Category	Course Code	Course Title	Credits	Contact Hours/Week	CI A	S E	Total
I	Inter Disciplinary Course	22OULIID1	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 at different levels of information system in the society and their functions.
3. To enable the students apply their knowledge in various library practice.

Unit - I

Meaning- Definition - Objectives of Libraries - History - Development of Libraries in UK and India - Madras Public Libraries Act 1948 - Role of libraries in the Socio-Economic Development - Formal and Non –Formal Education

Unit - II

Types of Libraries-Public Libraries (National and State libraries) -Special Libraries (Specific materials / specific users) – Academic-Libraries - (College and University Libraries)-Objective - Function and services of Public Libraries-Objective - Function and services of Special Libraries-Objectives - Function and services of Academic Libraries.

Unit - III

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

Unit - IV

Information Sources: Print Resources – Primary – Secondary - Tertiary Resources – Reference Books-Information Sources - E-resources – Meaning - Features and Types Information services - Traditional / Conventional Services And Modern / Online / web Based Services

Unit - V

Scientific Management - POSDCORB – Library Committee- Function of the Committee-Library housekeeping operation s - Acquisition Section –Periodicals Section- Circulation Section- Technical Processing Sections (including Classification and Cataloguing) – Maintenance Section (Including Stock Verification) – Library Finance Library rules and regulations – library Annual Report

Books for Reference:

1. Khanna,J.K.LibraryAnd 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:S.S Publication 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 users
2. Gain knowledge about books and library source

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.
- To Use of leisure time study

Course learning Outcomes (CLO's):

CLO	Course Outcomes Statement	Knowledge(According to Bloom's Taxonomy)
CLO1	Understanding the developing libraries.	K1 to K3
CLO2	Understanding the Types of Libraries and their Functions	K1 to K3
CLO3	Understanding the Library Concepts & Legislation Five Laws of Library Science, Professional Ethics of Librarian, library association .MALA & ALA	K1 to K3
CLO4	To learn Information sources and E- Resources	K1 to K3
CLO5	To learn Library Rules and Regulation, Stock Verification, Annual Reports, Budgets, Library Buildings Furniture, Equipment's.	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 - Madras Public Libraries Act 1948 - Role of libraries in the Socio-Economic Development - Formal and Non –Formal Education	8	Chalk and Talk
2	Types of Libraries-Public Libraries (National and State libraries) -Special Libraries (Specific materials / specific users) – Academic-Libraries - (College and University Libraries)-Objective - Function and services of Public Libraries-Objective - Function and services of Special Libraries-Objectives - Function and services of Academic Libraries.	6	Chalk and Talk
3	Five Laws of Library Science - Implications of Five Laws In library and information centers-Librarianship as a profession - Professional Ethics of Librarianship - Skills and competencies required for LIS –Professionals-Library Associations – MALA – ILA - ALA	6	Chalk and Talk
4	Information Sources: Print Resources – Primary – Secondary - Tertiary Resources – Reference Books-Information Sources - E-resources – Meaning - Features and Types Information services - Traditional / Conventional Services And Modern / Online / web Based Services	5	Chalk and Talk
5	Scientific Management - POSDCORB – Library Committee- Function of the Committee-Library housekeeping operations - Acquisition Section – Periodicals Section- Circulation Section- Technical	5	Chalk and Talk

	Processing Sections (including Classification and Cataloguing) – Maintenance Section (Including Stock Verification) – Library Finance Library rules and regulations – library Annual Report		
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**Course Designer(s):
Mrs. R.JEYANTHI**

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DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE				Class: I UG				
Sem	Category	Course Code	Course Title	Credits	Contact Hours/Week	CI A	S E	Total
II	Inter Disciplinary Course	22OULIID2	Information Sources and Services	2	2	25	75	100

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

Course objective:

1. To enable the students acquire knowledge regarding various information sources and services
2. To enable the students understand handling traditional and digital
3. To enable the students apply their knowledge in information sources and services.
4. Different types of information

UNIT – I

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

UNIT – II

Documentary - Non Documentary Sources - Types of Information Sources –Primary - Secondary - Tertiary Sources.

UNIT – III

Directions – Encyclopedias - Year Books – Handbooks - Almanacs & Atlases - Geo Sources - News Summaries –Indexes – Bibliographies - Biographical Sources –Chronologies – Directories - Electronic Sources.

UNIT – IV

Definition -Types of Reference Service- Ready Reference Service-Long-range reference service-- Initiation to Fresh Man – CAS – SDI.

UNIT – V

Computerized Circulation Service- Library Website – Virtual References-Service –Web OPAC – e-SDI-Electronic Document Delivery – Machine Translation -Service – Multimedia – based information Products Access to e-publications alerting -Service – FAQs – Ask a Librarian – IM (Instant Messaging) - RSS Feeds – TOC -(Table of Content) Service – Social Media and Networking (What’s app social Book Marking, Mash up).

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.

Web Resources/ E-Books:

- 1.<https://epgp.inflibnet.ac.in/Home/ViewSubject?catid=9JW4FTxYrU+Wsr8x18vgiw>
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/DLIS006INFORMATI ON-SOURCES AND SERVICES.pdf](https://ebooks.lpude.in/library_and_info_sciences/DLIS/Year_1/DLIS006INFORMATI ON-SOURCES_AND_SERVIC ES.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:

To Understand characteristics of information to learn books to effectively search and retrieve information.

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	K1 to K3
CLO3	Understanding the various types reference books to effectively search and retrieve information	K1 to K3
CLO4	To learn the different types of information services	K1 to K3
CLO5	To learn the basics of a computer.	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, Barrier to Communication	8	Chalk and Talk
2	Documentary, Non Documentary Sources, Types of Information Sources, Primary, Secondary -, Tertiary Sources.	6	Chalk and Talk
3	Directions – Encyclopedias - Year Books – Handbooks - Almanacs & Atlases - Geo Sources - News Summaries –Indexes – Bibliographies - Biographical Sources –Chronologies – Directories - Electronic Sources.	6	Chalk and Talk
4	Types of Reference Service, Ready Reference Service, Long range reference service, Initiation to Fresh Man, CAS, SDI.	5	Chalk and Talk
5	Computerized Circulation Service, Library Website , Virtual References, Service ,Web OPAC, e-SDI,Electronic Document Delivery, Machine Translation ,Service , Multimedia , based information Products Access to e-publications alerting ,Service ,FAQS ,Ask a Librarian , IM (Instant Messaging) , RSS Feeds , TOC (Table of Content) Service ,Social Media and Networking (What’s app social Book Marking, Mash up).	5	Chalk and Talk

**Course Designer(s):
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