

## **Courses offered by the Department Spring Semester 2020( Jan- June 2020)**

**Name of School:** School of Mathematics Computer & Information Sciences

**Name of Department:** Library And Information

**Name of Programme of Study:** M.LIB

### **Courses for Semester II (Second)**

<b>Sr. No.</b>	<b>Course Code</b>	<b>Course Name</b>	<b>Credits</b>	<b>Teacher</b>
1.	LIS405A	Library Cataloguing(Theory)	4	Dr. Dimple Patel
2.	LIS411A	Management of Libraries and Information Centres	4	Nimmala Karunaker
3.	LIS406A	Knowledge Organization and Information Processing (Practical):Cataloging	4	Nimmala Karunaker
4.	LIS412A	Internship	4	Nimmala Karunaker



# Central University of Himachal Pradesh

[Established under Central Universities Act 2009]

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**Course Code :** LIS-405A

**Course Name:** Library Cataloguing (Theory)

**Faculty:** Dr. Dimple Patel

**Credits Equivalent:** 4 Credits (One credit is equivalent to 10 hours of lectures / organised classroom activity / contact hours; 5 hours of laboratory work / practical / field work / Tutorial / teacher-led activity and 15 hours of other workload such as independent individual/ group work; obligatory/ optional work placement; literature survey/ library work; data collection/ field work; writing of papers/ projects/dissertation/thesis; seminars, etc.)

## **Course Objectives:**

To acquaint students with the theoretical aspects of:

- Library catalogues: Types, history and development
- Principles of library cataloguing
- Conceptual foundation of subject cataloguing and tools
- International Bibliographic description standards
- Metadata Standards

## **Attendance Requirements:**

Students are expected to attend all lectures in order to be able to fully benefit from the course. A minimum of 75% attendance is a must failing which a student may not be permitted to appear in examination.

## **Evaluation Criteria:**

1. Mid Term Examination: 25%
2. End Term Examination: 50%
3. Continuous Internal Assessment: 25%
  - Assignment/Library Work/Class Test/Surprise Test/Quiz: 15%
  - Class Attendance: 10%



## **Course Contents**

### **Unit-I: Introduction to Cataloguing**

Library catalogue: need, purpose and functions  
Physical forms of catalogue; OPAC; Inner forms of catalogue  
Centralized cataloguing; Cooperative cataloguing  
Union Catalogue – Definition, Structure, Methods of preparation  
Pre-publication cataloguing: Meaning, Types - Prenatal, CIS, CIP

### **Unit-II: Canons, Laws and Principles of cataloguing**

Normative principles  
Need and importance of Canons of cataloguing  
Canons of cataloguing  
General Laws of cataloguing  
Principles of cataloguing

### **Unit-III: Subject cataloguing and Indexing techniques**

Concept, need, purpose and principles of subject cataloguing.  
General theory of subject indexing language (SIL)  
Subject heading lists – Concept, need and purpose. Overview of LCSH, SLSH, MeSH and ERIC Thesaurus  
Indexing techniques: Pre-coordinate indexing – Chain Indexing, PRECIS, Overview of POPSI.  
Post-coordinate indexing – Uniterm indexing. Keyword indexing.

### **Unit-IV: Bibliographic Description standards**

ISBD  
AACR2R  
ALA Rules for filing of catalogue entries  
MARC-21  
Overview of Z39.50, FRBR and RDA

### **Unit-V: Metadata Standards**

Metadata: Concept, need and purpose, types, categories.  
Dublin Core Metadata Element Set (DCMES)  
Interoperability standards: Concept, need; Overview of OAI-PMH



### **Prescribed Texts**

1. Chan, Lois Mai and Salaba, Athena. Cataloging and Classification: an introduction. Fourth Edition. Rowman and Littlefield Publishers. 2016.
2. Chambers, Sally, Ed. Catalogue 2.0: the future of the library catalogue. Facet Publishing, 2013.
3. Zeng, Marcia Lei and Jian Qin. Metadata. 2<sup>nd</sup> Edition. Facet Publishing, 2016.
4. Chu, Heting. Information Representation and Retrieval in the Digital Age. ASIST Monograph Series. 2003
5. Bowman, J. H. Essential Cataloguing. London : Facet, 2003
6. Understanding MARC. <http://www.loc.gov/marc/umb/> (Web)
7. Krishan Kumar. Theory of Library Cataloguing, ED.2, New Delhi, Vikas, 1980
8. Kumar, P.S.G. Knowledge Organization, Information Processing and Retrieval Theory, Delhi: BR, 2003.

### **Online Resources**

1. Bristow, Barbara A., Ed. (2014), Sears List of Subject Headings, 21<sup>st</sup> Ed. New York, HW Wilson. (Sample pages) <https://www.ebscohost.com/promoMaterials/SearsFM.pdf>
2. Sears List of Subject Headings, 22<sup>nd</sup> Ed. 2018, New York, Grey House Publishing. (Sample pages) [https://www.hwwilsoninprint.com/pdf/sears\\_pgs.pdf](https://www.hwwilsoninprint.com/pdf/sears_pgs.pdf)
3. IFLA Library Reference Model (LRM) <https://www.ifla.org/publications/node/11412>
4. IFLA Library Reference Model (LRM) (PDF file) [https://www.ifla.org/files/assets/cataloguing/frbr-lrm/ifla-lrm-august-2017\\_rev201712.pdf](https://www.ifla.org/files/assets/cataloguing/frbr-lrm/ifla-lrm-august-2017_rev201712.pdf)

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**Course Code:** LIS 411A

**Course Name:** Management of Libraries and Information Centers

**Credits Equivalent:** 4 Credits (One credit is equivalent to 10 hours of lectures / organised classroom activity / contact hours; 5 hours of laboratory work / practical / field work / Tutorial / teacher-led activity and 15 hours of other workload such as independent individual/ group work; obligatory/ optional work placement; literature survey/ library work; data collection/ field

work; writing of papers/ projects/dissertation/thesis; seminars, etc.)

**Course Objectives:**

1. To acquaint students with various functions and management of library / information centers
2. To train the students to become effective librarians/Information managers

**Attendance Requirements:**

Students are expected to attend all lectures in order to be able to fully benefit from the course. A minimum of 75% attendance is a must failing which a student may not be permitted to appear in examination.

**Evaluation Criteria:**

1. Mid Term Examination: 25%
2. End Term Examination: 50%
3. Counseling, Activities and Tutorials (CAT): 25%
  - i. Assignment: 10%
  - ii. Library Work: 5%
  - iii. Seminar: 5 %
  - iv. Surprise Test: 5%

**Course Content:**

**UNIT - I: Concept; Functions and principles of management (10 Hours)**

- Management concept - Historical overview; Principles of management and their application in Libraries and Information Centres
- Schools of Management Thought
- Systems Analysis and Design
- Change management

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**UNIT - II: Human Resource Management (8 Hours)**

- Organisation models
- Job analyses and Job description; recruitment training development
- Motivation and leadership.
- Job evaluation and Performance appraisal

### **UNIT - III: Financial Management (10 Hours)**

- Financial Management in LICs - Sources of finance; resource mobilization
- Budgeting - methods and techniques
- Budgetary control techniques- Cost Benefit, Cost Effective analysis

### **UNIT - IV: Project Management (6 Hours)**

- SWOT
- PERT, CPM
- TQM - applications
- Six sigma , Reengineering

### **UNIT - V: Library and Information centre Management (6 Hours)**

- Library routines; Acquisition procedures
- Technical processing; Circulation control; Serials control
- Collection development : policies and procedures

#### **Prescribed Text Books:**

1. Beardwell, Ian and Holden, Len. Ed. Human Resource Management: Contemporary Perspective. New Delhi: McMillan, 1996
2. Brophy, Peter and Courling Kote, Quality Management for Information and Library Managers. Bombay: Jaico, 1997
3. Krishna Kumar. Library Administration and Management. Vikas: Delhi, 2004.

#### **Suggested Extra Readings:**

1. Krishan Kumar. Library Manual. Delhi: Vikas, 2003
2. Ranganathan, S R. Library manual. 2nd ed. Bangalore : Sharada Ranganathan Endowment, 1988
3. Ranganathan, S R. Library administration. Bombay: Asia, 1959



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**Course Code:** LIS 406A

**Course Name:** Knowledge Organization and Information Processing  
(Practical):Cataloguing

**Credits Equivalent:** 4 Credits (One credit is equivalent to 10 hours of lectures / organised

classroom activity / contact hours; 5 hours of laboratory work / practical / field work / Tutorial /teacher-led activity and 15 hours of other workload such as independent individual/ groupwork; obligatory/ optional work placement; literature survey/ library work; data collection/field work; writing of papers/ projects/dissertation/thesis; seminars, etc.)

## **Course Objectives:**

To give practice and train students in the techniques of Cataloguing practices the various

Documents according to AACR-2R, MARC-21, train in the use of LCSH and Sear's list for subject heading, assigning Book Numbers, etc.

## **Attendance Requirements:**

Students are expected to attend all lectures in order to be able to fully benefit from the course.

A minimum of 75% attendance is a must failing which a student may not be permitted to appear in examination.

## **Evaluation Criteria:**

Mid Term Examination: 25%

End Term Examination: 50%

Counseling, Activities and Tutorials (CAT): 25%

I. Assignment: 10%

II. Library Work: 5%

III. Case study of cataloguing: 10%

## **Course Content**

1. Cataloguing of books and non book materials according to AACR-2R

**(20Hours)**

2. Cataloguing of books and non book materials according to MARC21 **(20**

**Hours)**

**Prescribed Text Books:**

1. Anglo-American cataloguing Rules 2<sup>rd</sup> ed., 1988 Revision

2. Eritz, Deborah A. Cataloging with AACR2 and MARC21 for books, electronic resources, sound recording, video recordings and serials. 2<sup>ne</sup> ed. Delhi, Pentagon, 2009

**Suggested Extra Readings:**

1. Singh S.N and Prasad, H.N. Cataloguing Manual AACR - II. Delhi, B.R.Pub,1985

2. Weillis, Jean Ed. The Principles and Features of AACR. Ottawa, Canadian Lib., 1997

**\*\*\*END\*\*\***



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**Course Code:** LIS412

**Course Name:** Internship

**Credits Equivalent:** 2 Credits (One credit is equivalent to 10 hours of lectures / organised classroom activity / contact hours; 5 hours of laboratory work / practical / field work / Tutorial / teacher-led activity and 15 hours of other workload such as independent individual/ group work;

obligatory/ optional work placement; literature survey/ library work; data collection/ field work; writing of papers/ projects/dissertation/thesis; seminars, etc.)

### Course Objectives:

1. To provide opportunities to students to put to practice the knowledge gained by them in class room/Lab.
2. To help students to have adequate perception of challenges, problems and ongoing changes at work place.
3. To acquaint the students with the operations and functions of a selected Library/ Information centre by engaging them in work performance of various sections, divisions of the library for a specified period of 30 days.

### Learning outcomes:

After completion of their internship, the students will have adequate knowledge of operations, procedures and systems in place in libraries, for acquisition organization and dissemination of information. The students will also be able to learn by doing and putting their knowledge to practice. They will also have an assessment of what more they require to learn for better work performance.

### Evaluation Criteria

Institution Led evaluation = 20 marks \*

Reports to be prepared by students = 60 marks

Presentation and Viva-Voce = 20 marks

\* Institution led evaluation of 20 marks will be sent on by the Incharge/Chief of the library where the student completes his/her internship on the basis of criterion and performance approved by the BOS.