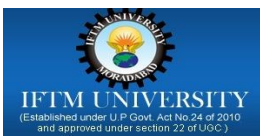# IFTM UNIVERSITY

Syllabus

of

Bachelor of Library and Information Science (B.L. & I. Sc.)

Department of Library and Information Science
School of Social Science
IFTM University,
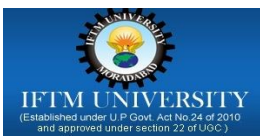Lodhipur Rajput, Delhi Road Moradabad

(Effective from session 2022-23)

(As per guidelines of Common Minimum Syllabus by U.P. Government according to National Education Policy- 2020, w.e.f. the session 2021-22)

Programme	B.L. & I. Sc.
Course Level	Degree
Duration	One year (**Two semesters**) Full Time
Medium of Instruction	English/ Hindi
Minimum Required Attendance	75%
Maximum Crédits	**52**

Programme Outcomes:

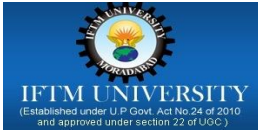The POs of Bachelor's degree in Library and Information Science are to:

1. Train the students in modern library administration and prepare them for careers in Academic, Public, School, Corporate, Museum and Special or Research Libraries.
2. Impart education and training for generating budding library professionals.
3. Develop manpower for libraries and information centres for effective and efficient services, professional values, dedication and attitude.
4. Equip students with competent skills essential for carrying out various housekeeping operations of library and Information Centres using ICT.
5. Develop LIS students as competent professionals in the field by imparting employability skills based on effective communication, critical thinking, and ethical literacy.
6. Enable to become lifelong learners for their personal growth and development.

IFTM University, Moradabad
Study and Evaluation Scheme
Programme: Bachelor of Library & Information Science (B. L. & I. Sc)

S.N.	Paper code	Title of the Course	Period per Week			Credit	Evaluation Scheme		
			L	T	P		Internal	External	Total
SEMESTER –I									
1	A190101T	Foundations of Library and Information Science	3	1	--	4	25	75	100
2	A190102T	Library Classification (Theory)	3	1	--	4	25	75	100
3	A190103T	Library Cataloguing (Theory)	3	1	--	4	25	75	100
4	A190104P	Library Classification (Practical)	3	1	--	4	25	75	100
5	A190105P	Library Cataloguing (Practical)	--	--	4	4	25	75	100
6		Project Work in LIS (a) Library Survey and (b) Literature Survey	--	--	6	6	Viva = 25 Project = 75		100
	Total Credits for Semester-I					**26**			
SEMESTER –II									
7	A190201T	Management of Library & Information Centers	3	1	--	4	25	75	100
8	A190202T	Information Sources and Services	3	1	--	4	25	75	100
9	A190203T	Information Processing and Retrieval	3	1	--	4	25	75	100
10	A190204T	Library and Information Technology (Theory)	3	1	--	4	25	75	100
11	A190205P	Library and Information Technology (Practical)	--	--	4	4	25	75	100
12		Project Work in LIS (a) Field Survey and (b) Compilation of Annotated Bibliography	--	--	6	6	Viva = 25 Project = 75		100
	Total Credits for Semester-II					**26**			
	Total Credits for Degree					**52**			

As per guidelines of Common Minimum Syllabus by U.P. Government according to National Education Policy- 2020, w.e.f. the session 2022-23

Semester-I

A190101T: **Foundations of Library and Information Science (Theory)**

Objective: This paper aims a learning of basic concepts of Library Profession and history of libraries. Understanding the latest trends in Library Associations

UNIT-I
Contribution of Indian LIS Professionals in the development of Library Profession:
Ranganathan, S.R, Kaula, P.N, Mangla, P.B.

Essentials of Library and Information Science

Librarianship as a Profession; User Education; Extension Service; Library Building

UNIT-II
Conceptual framework and history of libraries

Social foundation of Libraries; History of Libraries; Development of libraries in India, U.S.A. and Britain; Five Laws of Library Science; Types of Libraries

UNIT-III
Laws relating to libraries and information centres

Library Legislation-Need and essential Features; Library Acts in India; Intellectual Property Right

UNIT-IV
Library Associations

Role and contribution of National Organizations such as UGC, ILA, IASLIC; Role and contribution of International Organizations such as LA, ALA, IFLA, FID, UNESCO, ASLIB in the growth and Development of Libraries

Course Outcomes: Students completing this course will be able to**:**

CO1: Comprehend the concept, objectives and development of libraries and its importance to the society for skill development and employability.

CO2: Understand the professional ethics of librarianship and the five laws of library science with their implications on various services of the libraries for skill development and employability.

As per guidelines of Common Minimum Syllabus by U.P. Government according to National Education Policy- 2020, w.e.f. the session 2022-23

CO3: Understand the importance of library legislation and features of library Acts for skill development and employability.
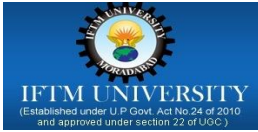
CO4: Familiarize with the role of various National and International Library Associations and Organizations for skill development and employability.

Suggested Readings:
1. Jafferson, G: Library Cooperation. London : Andre Deutsch, 1977
2. Kent, Allan: Resource sharing in libraries. New York: Dekker, 1974.
3. Khanna, JK: Library and Society. Kurukshetra: Research Publications, 1987.
4. Pandey, SK Sharma: Libraries and Society. New Delhi:EssEss, 1992.
5. Ranganathan, SR: The Five Laws of Library Science. Bangalore: Sarda Ranganathan
6. Endowment for Library Science, 1988.
7. Sukula, Shiva: Librarianship: Redefining and Redesigning Beyond the Customary Craft. New Delhi, Ess Ess Publications, 2016.
8. 'kekZ] ch0 ds0]̃ Bkdqj] ;w0,e0] ,ao yky] lh0 % xzUFkky; ,ao lwpuk foKku] vkxjk] okÃ0 ds0 ifCy'kj] 2015

Suggestive digital platforms web links
❖ https://lisstudymaterials.wordpress.com/
❖ http://egyankosh.ac.in/
❖ http://library-soup.blogspot.co

A190102T: **Library Classification (Theory)**

Objective: This paper aim to provide Understand the meaning, purpose, functions, theories and canons of library classification and features of major classification schemes: DDC, CC & UDC

UNIT-I

Library Classification

Definition, Need, Purpose of Library Classification, Terminology of Classification General Theory of Classification, Species of Classification, Major Schemes of Classification: DDC, CC, UDC: An Overview

UNIT –II

Normative Principles of Classification

Work of classification in three Planes: Canons and their applications in Standard Schemes

UNIT-III

Mnemonics: Definition, types, Canons and their applications in Standard Schemes. Hospitality in Notational System: Canons and Devices

UNIT-IV

Facet Sequence: Concept and Principles. Postulation Steps in practical Classification. Book Number and Collection Number, Library Classification and Trends
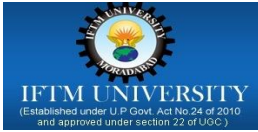
Course Outcomes: Students completing this course will be able to**:**

CO1: Understand the meaning, purpose, functions, theories and canons of library classification for skill development and employability

CO2: Analyze the characteristics, merits and demerits of different species of library classification schemes for skill development and employability

CO3: Highlight salient features of major classification schemes for skill development and employability

CO4: Elucidate various facets of notation and call number, Review current trends in library classification for skill development and employability

As per guidelines of Common Minimum Syllabus by U.P. Government according to National Education Policy- 2020, w.e.f. the session 2022-23

Suggested Readings:

- ➢ Ranganathan, S. R. (1962). Elements of library classification. Bombay: Asia Publishing
- ➢ Bavakutty, M. (1981).Canons of library classification. Trivandrum: Kerala library Association
- ➢ Ranganathan, S. R. & Gopinath, M. A.(1989). Prolegomena to Library Classification v.1, Bangalore: Sarada Ranganathan Endowment for Library Science
- ➢ Sayers,W.C.Berwick (1955). Introduction to Library Classification: Theoretical, Historical and
- ➢ Practical with. London: Grafton and Company
- ➢ Dutta, D.N. (1978). Library Classification: a manual. Calcutta: The World Press
- ➢ Husain, Shabahat (2004). Library Classification: Facets and Analyses. Delhi: B.R. Publishing
- ➢ Corporation.
- ➢ Krishan Kumar (1979). Theory of Classification. New Delhi: Vikas Publishing
- ➢ /;kuh] iq'ik% iqLrdky; oxhZdj.k] fnYyh] usgk ifCy'klZ] 2016
- ➢ f=ikBh] ,l0 ,e0% xzUFkky; oxzhdj.k ds ewy rU=% vkxjk] okÃ0 ds0 ifCy'kj]

Suggestive digital platforms web links

- ➢ https://lisstudymaterials.wordpress.com/
- ➢ http://egyankosh.ac.in/
- ➢ http://library-soup.blogspot.com/

A190103T: **Library Cataloguing (Theory)**

Objective: This paper aims a learning of basic concepts of Library Catalogue Codes – CCC and AACR-II and Understand the concept of co-operative and centralized cataloguing, complexities in rendering of entries and alphabetization.

UNIT-I

Library Catalogue: Definition, Need, Objective & Functions. Normative Principles of Cataloguing, Cataloguing and Classification: Symbiotic relationship Forms of Library Catalogue

UNIT-II

Types and Functions of Cataloguing: Dictionary, Classified. Library Catalogue Codes – CCC and AACR-II: Historical Development

UNIT-III

Subject Cataloguing: Concept, Principles. Chain Procedure, Lists of Subject Headings, Centralized and Cooperative Cataloguing: Need, CIS and CIP, Prenatal Cataloguing. Union Catalogue: Need, Rules for Compilation. NUCSSI, DELNET, IndCat, WORLDCAT

UNIT-IV

Indic Names: Problems and Rendering. Cataloguing Rules according to A.A.C.R.II and CCC for Joint authors, Corporate Authors and Pseudonyms. Cataloguing of Non-book Materials: Microfilms, Gramophone Records, Maps, Computer files

Course Outcomes: Students completing this course will be able to**:**

CO1: Understand the concept and objectives of library catalogue, Know about the normative principles of cataloguing; comprehend various forms (inner and outer) of library catalogue for skill development and employability

CO2: Review the features and development of different cataloguing codes for skill development and employability

As per guidelines of Common Minimum Syllabus by U.P. Government according to National Education Policy- 2020, w.e.f. the session 2022-23

CO3: Understand the concept of co-operative and centralized cataloguing; examine the current trends in library cataloguing for skill development and employability

CO4: Understand various approaches of deriving subject headings; understand the complexities in rendering of entries and alphabetization for skill development and employability

Recommended Books:

➢ Girja Kumar &Krishan Kumar (1975). Theory of cataloguing. New Delhi: Vikas Publishing House
➢ Sharma, Pandey S. K. (1986). Cataloguing Theory. New Delhi: EssEss Publication.
➢ Viswanathan, C. G. (1983). Cataloguing: Theory and Practice. Lucknow: Print House.
➢ Shera, Jesse H. & Eagan, Margret E. (1956). Classified Catalog: basic principles and practices Chicago: American Library Association.
➢ Sengupta, B (1974). Cataloguing: Its theory & practice. Calcutta: World Press.
➢ Krishan Kumar (2001). An Introduction to AACR-2 (Anglo-American Cataloguing Rules) New Delhi: Vikas Publishing.
➢ Siddiqui, JA and Husain, Mohd Sabir. Library Cataloguing with AACR-II. New Delhi, Ess Ess Publications, 2018. ISBN 978-93-87698-03-1
➢ Siddiqui, JA; Husain, Mohd. Sabir and Sharma, BK. Hindi Granthon ki Suchikaran Pirkriya, Agra, Y. K. Publishers, 2018. ISBN 978-93-80668-97
➢ 'kekZ] ik.Ms; ,l0 ds0% iqLrdky; lwphdj.k ds fl)kUr] uÃ fnYyh] izHkkr izdk'ku] 2015

Suggestive digital platforms web links.

1. https://lisstudymaterials.wordpress.com/
2. http://egyankosh.ac.in/
3. http://library-soup.blogspot.com/

As per guidelines of Common Minimum Syllabus by U.P. Government according to National Education Policy- 2020, w.e.f. the session 2022-23

A190104P: **Library Classification (Practical)**

Objective: These papers aims a learning of basic concepts of Classify and constructs the class numbers for complex titles using DDC scheme and Classify and construct the class numbers for titles using Colon Classification Scheme

UNIT-I

Section – A: Classification of documents (using DDC)

Classification of documents with the Dewey Decimal Classification19th Edition with the following details: Main Classes, Divisions, Sectors, Sub-sectors, Auxiliary Tables

UNIT-II

Section – B: Classification of documents (using CC)

Classification of documents by Colon Classification 6thRevised and Enlarged edition with following details Basic Subject, compound and complex subject, phase Relations, common isolates etc.

Course Outcomes: Students completing this course will be able to

CO1: Classify and construct the class numbers for complex titles using DDC scheme for skill development and employability

CO2: Synthesize class numbers by using the tables and 'add to instructions' of DDC scheme, Use of different schedules, manual and relative index of Classification Schemes for skill development and employability

CO3: Classify and construct the class numbers for titles using Colon Classification Scheme for skill development and employability

CO4: Synthesize class numbers by using common isolates and 'different devices of CC scheme for skill development and employability

Recommended Books:
1. Dewey, Melvil: Decimal Classification and Relative Index. 19th ed. New York, Lake Placed Club, 1979.
2. Ranganathan, SR: Elements of Library Classification. 3rd ed. Bombay, Asia Pub. House, 1962.
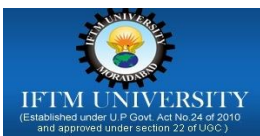
3. Ranganathan, SR: prolegomena to Library Classification. Assisted by M A Gopinath. 3rd ed. Bangalore, SRELS, 1969.
4. Satija, MP: Colon Classification: a practical introduction. Delhi, EssEss, 1989.
5. Ranganathan, SR: Colon Classification. 6th rev ed. Banglaore, SRELS, 1968.
6. Satija, MP: Manual of Practical Colon Classification. 3rd rev ed. New Delhi, Sterling

A190105P: **Library Cataloguing (Practical)**

Objective: These papers aim a learning cataloguing of books and periodicals in accordance with the Classified Catalogue Code (CCC) 5th Edition

UNIT-I

Cataloguing of documents (using AACR II)

Cataloguing of books and periodicals in accordance with the latest edition of AACR II and Sears List of Subject Headings

UNIT-II

Cataloguing of documents (using CCC)

Cataloguing of books and periodicals in accordance with the Classified Catalogue Code (CCC) 5th Edition.

UNIT-III

Computerised Cataloguing through MARC

Course Outcomes: Students completing this course will be able to

CO1: Use of AACR-2 cataloguing code for cataloguing printed documents of a library for skill development and employability

CO2: Prepare catalogue entries for corporate authors, multi-volume and composite works in a library, and Prepare different types of entries in order to fulfil various approaches of users. Practically identify and describe various bibliographic elements of the documents for skill development and employability
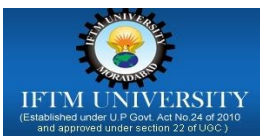
CO3: Derive subject headings using Sear's List of Subject Headings for subject approach of users; Use the CCC cataloguing codes for cataloguing of printed documents in a library for skill development and employability

CO4: Preparation of catalogue for single personal author, joint personal author and pseudonymous works. Prepare different types of entries in order to fulfil various search approaches of users for skill development and employability

CO5: Practically identify and describe various bibliographic elements of the documents. Derive subject headings using Chain Procedure method for subject entries for skill development and employability

Recommended Books:

1. Ranganathan, SR: Classified Catalogue Code with additional rules for Dictionary Catalogue
2. Code. Assisted by A. Neelameghan. 5th reprinted ed. Bangalore, SRELS, 1988.
3. Anglo American Cataloguing Rules. (North American Text). Chicago, ALA, 1967.
4. Ranganathan, SR: Cataloguing Practice. Assisted by G. Bhattacharya. Bombay, Asia Pub. House, 1974.
5. Job, M.M. (1989). Theory and practice of Cataloguing. New Delhi: Metropolitan.
6. Gernert, Leigh (2003). A Textbook of Cataloguing. New Delhi: Dominant Publishers and Distributors.
7. Krishan Kumar (2001). An Introduction to AACR-2 (Anglo-American Cataloguing Rules). New Delhi: Vikas Publishing.
8. Siddiqui, JA and Husain, Mohd Sabir. Library Cataloguing with AACR-II. New Delhi, Ess Ess Publications, 2018. ISBN 978-93-87698-03-1
9. Siddiqui, JA; Husain, Mohd. Sabir and Sharma, BK. Hindi Granthon ki Suchikaran Pirkriya. Agra, Y. K. Publishers, 2018. ISBN 978-93-80668-97

Programme/Class: Certificate	Year: **First**	Semester: **First**
Subject: **Library and Information Science**		
Course Code:	Course Title: **Project Work in LIS:** (a) **Library Survey** (b) **Literature Survey**	
Credits: **6**	*Core Compulsory*	
Max. Marks: **25+75**	Min. Passing Marks: **40**	

Department of Library Science
Bachelor of Library & Information Science (B. L. & I. Sc.) Programme
Semester-II

A190201T: **Management of Library & Information Centers**

Objective: This paper aim to provide understanding concepts and scope of library management and maintain the library statistics and prepare annual report

UNIT-I

Essentials of management: Concept, history and functions of management. Concept and principles of scientific management Concept, elements and standards of TQM

UNIT-II

Library Management-general aspects: HRM, Job description, analysis, specification and evaluation. Selection and Recruitment, Motivation, Training and Development, Performance appraisal Stock Verification

UNIT-III

Library Management –specific aspects: Library authority and library committee, Staffing, Different sections of libraries and their working. Annual report

UNIT-IV

Preservation and Conservation of library resources (printed and digital). Financial Management in Libraries: Budget

Course Outcomes: Students completing this course will be able to

CO1: Understand the concept and scope of library management for skill development and employability

CO2: Elaborate principles and functions of library management for skill development and employability

CO3: Efficiently carry out various operations of Library and Information Centres, Comprehend the concept of financial management and human resource management for skill development and employability

As per guidelines of Common Minimum Syllabus by U.P. Government according to National Education Policy- 2020, w.e.f. the session 2022-23

CO4: Designing of library and information system/ MIS. Maintain the library statistics and prepare annual report for skill development and employability

Recommended Books:

1. Mittal, RL: Library and Administration: Theory and practice. New Delhi: Metropolitan Book, 1983.
2. Ranganathan, SR: Library Book Selection. Bombay: Asia Pub. House, 1966
3. Brown, James Duff: Manual of Library Economy. London: Andre Deutsch, 1961.
4. Mahapatra, PK and Chakrabarti, B: Preservation in Libraries. New Delhi: EssEss, 2003
5. Adhikari, Rajiv: Library Preservation and Automation. Delhi: Rajat Publications, 2002.

A190202T: Information Sources and Services

Objective: This paper aims a learning of basic concepts of reference and information sources and services provided in libraries. Understanding the latest trends in Reference & Information

UNIT-I
Information Sources: Concept of information sources. Primary sources of information -journal, conference proceedings, archival materials, standards, Newspapers, patents, research reports, thesis and their electronic form etc

UNIT-II
Information Sources : Secondary sources of information- Bibliographic Sources – INB and BNB, Encyclopaedias – General and Special, Dictionaries – General and Special Yearbooks, Biographical Source, Geographical Source, text book, Index and abstract and their electronic form

UNIT-III
Information Sources: Tertiary source of information- Bibliography of bibliographies, Directory, and guide to literature and their electronic form. Human Resources, Information Centres

UNIT-IV
Five Laws and Reference Sources

Course Outcomes: Students completing this course will be able to

CO1: Understand the concept of reference and information sources and services provided in libraries for skill development and employability

CO2: Understand criteria of evaluation of different sources of information for skill development and employability

CO3: Understand the reference interview and various techniques of searching information for skill development and employability

CO4: Understand the latest trends in Reference & Information Sources and Services for skill development and employability

Recommended Books:
1. Bradford, SC: Documentation. 2nd ed. London, Lockwood, 1953.
2. Foskett, AC: Subject approach to Information. 5th ed. London, Library Association, 1997.
3. Guha, B: Documentation and Information: services, techniques and systems. 2nd rev ed. Calcutta, World Press, 1983.
4. 4. Kawatra, PS: Fundamentals of Documentation with special reference to India. New Delhi, Sterling,   1983.
5. Khanna, JK: Documentation and Information Services: systems and techniques. Agra, Y K Publishers, 2000.
6. Lancaster, FW: Information Retrieval Systems: Characteristics, Testing and Evaluation. New York, John Wiley, 1968.
7. Ranganathan, SR: Documentation and its facets. London, Asia Pub. House, 1963.
8. Prasher, RG: Index and Indexing. New Delhi, Medallion Press, 1989.
9. Sukula, Shiva: Information Retrieval. New Delhi, Ess Ess Publications, 2014.

Suggestive digital platforms web links

➢ https://lisstudymaterials.wordpress.com/
➢ http://egyankosh.ac.in/
➢ http://library-soup.blogspot.com/

As per guidelines of Common Minimum Syllabus by U.P. Government according to National Education Policy- 2020, w.e.f. the session 2022-23

A190203T: Information Processing and Retrieval

Objective:
This paper aim to provide the students concepts and process of documentation and its services of libraries and different methods of providing user studies in libraries

UNIT-I
Documentation: Definition, Need, Purpose. Documentation Work, Service, CAS and SDI. Index and Indexing: Scope and Importance Types of indexes, Keyword indexing

UNIT-II
Index and Indexing: Pre and Post Co-ordinate Indexing. Chain Procedure, PRECIS, POPSI, Citation Indexing. Indexing Languages: Types and characteristic, Vocabulary Control and IR Thesaurus Indexing Services: National and International

UNIT-III
Abstracting: Types and Guidelines, Abstracting Services: National and International, Chemical Abstract, Biological Abstract, Physics Abstract, Psychological Abstract, Sociological Abstract, Indian Science Abstract

UNIT-IV
Search Strategies: Feedback and Refining. Information Users: Categories. User Studies: Methods, Techniques and Evaluation

Course Outcomes: Students completing this course will be able to

CO1: Understand the concept and process of documentation and its services in libraries for skill development and employability

CO2: Understand the types and characteristics of indexing languages including the vocabulary control and information retrieval thesaurus for skill development and employability

CO3: Understand the concept and types of indexing and abstracting services at the National and International Level for skill development and employability

CO4: Understand the various categories of users and different methods of providing user studies in libraries for skill development and employability

PO-CO Mapping (Please write 3,2,1 wherever required)

As per guidelines of Common Minimum Syllabus by U.P. Government according to National Education Policy- 2020, w.e.f. the session 2022-23

Recommended Books

1. Brown, A.G. (1982). An Introduction to Subject Indexing. London: Clive Bingly.
2. Mohammad, Riaz (1989). Advanced Indexing and Abstracting Practices. New Delhi: Atlantic Publishers.
3. Chakraborty, A.R. and Chakraborty, B. (1984). Indexing: Principles, Process and Products. Calcutta: The World Press.
4. 5. Sengupta, B. and Chatterjee, M. (1977). Documentation and Information Retrieval. Calcutta: The World   Press.
5. Rajan, T.N. (1981). Indexing Systems: Concepts, Models and Techniques. Calcutta: IASLIC.
6. Ranganathan, S.R. (1963). Documentation and its Facts. London: Asia Publishing House.
7. Shera, J.H., Kent, A. and Pessy, J.W. (1957). Documentation in Action. New York: Reinhold Publishing.

Suggestive digital platforms web links

➢ https://lisstudymaterials.wordpress.com/
➢ http://egyankosh.ac.in/
➢ http://library-soup.blogspo

A190204T: Library and Information Technology (Theory)

Objective: This paper aim to provide the students an understanding automation in various library housekeeping operation and services with emphasis on their type of computer networks

UNIT-I
Information Technology – I Concept of Information Technology Types of Information Technology. Computer Technology – History, Classification and Generation of Computers Computer Hardware and Software, Operating Systems –WINDOWS, Linux. Programming Languages, Algorithm & Flow Charting

UNIT-II
Information Technology – II Communication Technology – General Aspects Reprographic Technology – General Aspects, Micrographic Technologies – General Aspects

UNIT-III
Library Automation: Concept and need of library automation. Planning and implementation of library automation In-house operations (Acquisition, Cataloguing, Circulation, Serials Control)

UNIT-IV
Library Software's: SOUL and Alice for Windows, Libsys including Open Source Software's, Library Networks, New development in Library Automation such as use of RFID etc

19

Course Outcomes: Students completing this course will be able to

CO1: Understand the planning and implementation of automation in various library housekeeping operations and services for skill development and employability

CO2: Understand and assess the feasibility of various library automation software and their functionalities for skill development and employability

CO3: Understand the computer networks and their types, topologies, protocols and Standards for skill development and employability

Recommended Books:

1. Kumar, PSG: Computerization of Indian Libraries. Delhi, B. R. Publishing, 1987.
2. Pandey, SK Sharma: Library Computerization: theory and practice. New Delhi, Ess Ess, 1993.
3. Satyanarayana, NR: A manual of Library Automation and Networking. 2nd ed. Lucknow, New Royal Book, 2003.
4. Dhawan, A: Computers for Beginners. New Delhi, Frank Bros, 1990.
5. Sehgal, RL: An introduction to Library Networks. New Delhi, EssEss, 1996.
6. Devrajan, G and Rahelamma, AV: Library Computerization in India. New Delhi, EssEss, 1990.
7. Siddiqui, J A: Information Technology Application in Libraries. New Delhi, Shree Publishers & Distributors. 2019. ISBN 978-81-8329-988-6.
8. Sukula, Shiva: Demystifying Databases: A hands-on Guide to Database Management. New Delhi, Ess Ess Publications, 2016.

Suggestive digital platforms web links

➢ https://lisstudymaterials.wordpress.com/
➢ http://egyankosh.ac.in/
➢ http://library-soup.blogspot.com/

As per guidelines of Common Minimum Syllabus by U.P. Government according to National Education Policy- 2020, w.e.f. the session 2022-23

A190205P: Library and Information Technology (Practical)

Objective: This paper aims to acquaint the students with housekeeping operation using library management software packages, search online database and offline databases

UNIT-I

Installation and Functions of Different Operating Systems: Windows NT, Linux. Setting of Desktop, Library Server and its Maintenance, Editing and Formatting Word Documents Creating Presentations with PowerPoint

UNIT-II
Database Creation and Library Software Installation and Creation of Databases: Import, Export, Hyperlinks and Alice for Windows

UNIT-III

Installation, Configuration and Functions Installation, Configuration and Application of SOUL

UNIT-IV

Online and Offline Searching, Web Searching, Advanced Internet Searching, Search through Meta Search Engines, Offline Databases Internet and E-mail

Course Outcomes: Students completing this course will be able to

CO1: Familiarize with housekeeping operations using library management software packages for skill development and employability
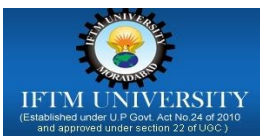
CO2: Create database for different categories of documents for skill development and employability

CO3: Generate barcode labels and membership cards for skill development and employability

CO4: Search online databases and offline databases for skill development and employability

Recommended Books:
➤ Kumar, PSG: Computerization of Indian Libraries. Delhi, B. R. Publishing, 1987.
➤ Pandey, SK Sharma: Library Computerization: theory and practice. New Delhi, Ess Ess, 1993.
➤ Satyanarayana, NR: A manual of Library Automation and Networking. 2nd ed. Lucknow, New Royal Book, 2003.
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➢ Shiva Sukula: Information Technology: Bridge to the Wired Virtuality, New Delhi, Ess Ess Publications, 2008.
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Semester-II

Programme/Class: Certificate	Year: **First**	Semester: **Second**
Subject: **Library and Information Science**		
Course Code:	Course Title: **Project Work in LIS:** **(a) Field Survey** **(b) Compilation of Annotated Bibliography**	
Credits: **6**	*Core Compulsory*	
Max. Marks: **25+75**	Min. Passing Marks: **40**	