ARULMIGU PALANIANDAVAR ARTS COLLEGE FORWOMEN

(Autonomous)

(RE-ACCREDITED WITH 'A' GRADE BY NAAC)

(A GOVERNMENT AIDED COLLEGE - AFFILIATED TO MOTHER TERESA WOMEN'SUNIVERSITY, KODAIKANAL)

CHINNAKALAYAMPUTHUR (PO), PALANI -624 615.

DEPARTMENT OF LIBRARY

CURRICULUM FRAMEWORK AND

SYLLABUS FOR OUTCOME BASED EDUCATION

IN

PART – IV / SKILL ENHANCEMENT COURSE
NON-MAJOR ELECTIVE COURSES

UNDER

CHOICE BASED CREDIT SYSTEMWITH EFFECT FROM 2023 ONWARDS

BASED ON THE RECOMMENDATIONS OF

TAMIL NADU STATE COUNCIL FOR HIGHER EDUCATION, CHENNAI

2023 – 2024 ONWARDS

Preamble:

Arulmigu Palaniandavar Arts College for Women has emerged as a knowledge resource centre by providing innovative services to cater to the needs of the students, research scholars and the faculty members. The college library was started in the year 1970. The Library has huge collection of more than 38000 books. The books are classified according to Dewey Decimal Classification (DDC) and Online Public Access Catalogue (OPAC) is implemented to enable the users find out the availability of documents. The Library has a separate Back Volume Collection and a Research section for the use of research community. The Library has subscribed to INFLIBNET N-LIST consortium, which covers more than 6000 plus full text e-journals. The best practices of the Library include DEAR (Drop Everything and Read) Programme and the Best Library User Awards to the students.

Course Objectives:

At the end of completing this course, students will

- Gain basic knowledge on library and information science.
- Know the nature of information and its characteristics
- Comprehend the communication concepts and
- Acquire knowledge on types of library and information centres

Programme Specific Outcomes (PSOs)

- Find placement in public, academic, corporate and special libraries in India and abroad
- Apply fundamental concepts, theories, and principles to promote information organization and access, communicate capably with diverse stakeholders, promoting not just access to but also effective use of information services and systems in specific contexts
- Use evidence to help address information problems, meet information needs, and create relationships in their institutions, communities, profession, and the world
- Compare and critique contemporary information practices, structures, and standards in
- relation to historical and global alternatives
- Apply core ethical principles in professional practice.

Programme Outcomes:

At the end of the course, certain outcomes are expected from the learners.

- Acquiring knowledge in the basic professional skills for managing information centres

- Comprehending the basic principles of Library and Information Science
- Appreciating and developing Professionalism for the competitive environment
- Acquainting themselves with the development of the Knowledge system and methods oforganization of a library/information system.
- Practising latest trends in libraries and information centers.
- Knowing the various sources of information and training in techniques of disseminationof information.
- Extending the service to the society through the library and information centres.

Bloom's Taxonomy in fixing the Learning Objectives:

The curriculum for Part IV / NME has been designed and the learning objectives and the outcomes of the course are set, following the Bloom's Taxonomy Cognitive Domain. Accordingly, it is broken into six levels of learning objectives of each course. They are-

K1 / Knowledge=Remember

K2 / Comprehension =

UnderstandK3 /

Application = Apply

K4 / Analysis =

Analyze K5 /

Evaluation =

EvaluateK6 /

Synthesis = Create

Bloom's Taxonomy Action Verbs:

K1 / Knowledge: Arrange, Define, Describe, Duplicate, Identify, Label, List, Match, Memorize, Name, Order, Outline, Recognize, Relate, Recall, Repeat, Reproduce, Select, State

K2 / Comprehension: Classify, Convert, Defend, Describe, Discuss, Distinguish, Estimate, Explain, Express, Extend, Generalize, Give example(s), Identify, Indicate, Infer, Locate, Paraphrase, Predict, Recognize, Rewrite, Review, Select, Summarize,

Translate

K3 / Application: Apply, Change, Choose, Compute, Demonstrate, Discover, Dramatize, Employ, Illustrate, Interpret, Manipulate, Modify, Operate, Practice, Predict, Prepare, Produce, Relate, Schedule, Show, Sketch, Solve, Use, Write

K4 / Analysis: Analyze, Appraise, Breakdown, Calculate, Categorize, Compare, Contrast,Criticize, Diagram, Differentiate, Discriminate, Distinguish, Examine, Experiment, Identify,Illustrate, Infer, Model, Outline, Point out, Question, Relate, Select, Separate, Subdivide, Test

K5 / Evaluation: Appraise, Argue, Assess, Attach, Choose, Compare, Conclude, Contrast,Defend, Describe, Discriminate, Estimate, Evaluate, Explain, Judge, Justify, Interpret, Relate,Predict, Rate, Select, summarize, Support, Value

K6 / Synthesis: Arrange, Assemble, Categorize, Collect, combine, Comply, Compose, Construct, Create, Design, Develop, Devise, Explain, Formulate, Generate, Plan, Prepare, Rearrange, Reconstruct, Relate, Reorganize, Revise, Rewrite, Set up, Summarize, Synthesize, Tell, Write.
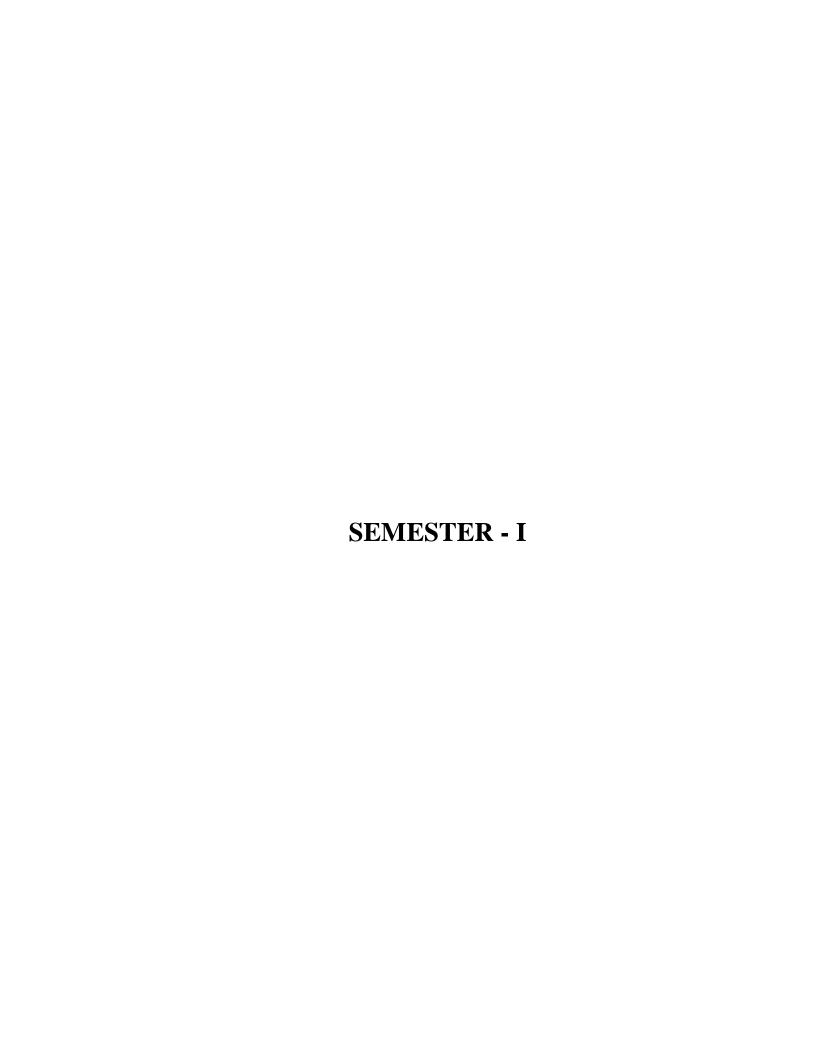
Mapping COs, Pos and PSOs with IOs:

For each course, which falls under Part – IV / NME, the definite outcomes are set, giving challenge to the cognitive domain. The performance of the stakeholders is assessed and the attainment rate is fixed, by using the measurement 'high, 'medium' and 'low'. The restructuring of the curriculum is done based on the rate of attainment in the courses.

Institutional Objectives:

● Women Education
● Women Empowerment
● Self-reliance and
● Making Model Citizens

COMMON ACADEMIC STRUCTURE / SEC / NME/ 2023 ONWARDS

Sem	Title of the Paper	Course Code	Hrs	Credits	Marks		
					CIA	CE	Total
I	Fundamentals of Library and Information Science		02	02	25	75	100
II	Information Sources and Services		02	02	25	75	100

SEMESTER - I

Course Code			Hrs	Credits	CIA	CE
All Under-graduate Programmes / Sem – I / SEC / NME - I		Fundamentals of Library and Information Science	2	2	25	75

Learning Objectives:

- To make the students aware of the types of libraries, their functions and services
- To enable the students to understand the importance of five laws of library science and theconcept of Information and features of Information centres.
- To identify the Promoters of Library and Information Services.
- To imbibe the relevance of Library professionalism and equip themselves to get therelated job opportunities.

COURSE CONTENT

Unit –I: Introduction, History and Role of Libraries

Meaning, Definition and Objectives of Libraries

History & Development of Libraries in UK, USA and India

Madras Public Libraries Act 1948

Role of libraries in the Socio-Economic Development

Unit – II: Types of Libraries

Types of Libraries: Public Libraries (National, State, District and Village Libraries) ; Special libraries (Specific materials / specific users) ; Academic Libraries (School, College and University Libraries)

Objectives, Functions and Services of Public Libraries

Objectives, Functions and Services of Special Libraries

Objectives, Functions and Services of Academic Libraries

Unit – III: Five Laws of Library Science and LIS (Library and Information Science) Profession

Five Laws of Library Science: Implications of Five Laws in library and information centres

New Insights and wider interpretations of Five Laws

Librarianship as a profession; Professional Ethics of Librarianship; Skills and competencies required for LIS professionals

Unit – IV: Technical Processing

Library Classification: Meaning, Need and Purpose

Classification Schemes: Types (Enumerative and Faceted) ; Introduction to major schemes – CC (Colon Classification) DDC(Dewey Decimal Classification) and UDC (Universal Decimal Classification).

Library Cataloguing: Meaning, Purpose and Types (Physical forms and inner forms)

Introduction to cataloguing codes: CCC (Classified Catalogue Code) and AACR-2 (Anglo-American Cataloguing Rules-2)

Unit –V: Management of Library & Information Centres

Scientific Management; POSDCORB

Library housekeeping operations: Acquisition Section – Periodicals Section - Circulation Section – Technical Processing Section – Maintenance Section – Library Finance

Library rules and regulations – Library Annual Report

Books for Reference:

Kumar, P.S.G. *Fundamentals of Information Science. Indraprastha Books, New Delhi, 2006*

Ranganathan, S.R. *Five Laws of Library Science. London: Ess Publication, 2006*

RanganathaN, S. R. *Library Administration. ESS Publications, 2006.*

Mittal, R.L *Library Administration: Theory and Practice. New Delhi: S.S Publication, 2007.*

Richerd E Rubin. *Foundations of Library and Information Science. New York, NY: Neal-Schuman Publishers. 2004.*

Ranganathan, S.R. *Elements of Library Classification South Asia Books (1 April 1990)*

Ramalingam, M.S. *Library Cataloguing and Classification System. Kalpaz Publications; Reprint Book edition (1 January 2012)*

C.G.Viswanathan. Cataloguing theory and Practice,Ess Publication, 1965

Online Sources:

https://epgp.inflibnet.ac.in/Home/ViewSubject?catid=9JW4FTxyrU+Wsr8xl8vgiw==

https://egyankosh.ac.in/handle/123456789/4771

https://egyankosh.ac.in/handle/123456789/32979

https://www.nios.ac.in/online-course-material/sr-secondary-courses/library-and-information-science.aspx

https://lisstudymaterials.wordpress.com/

Question Pattern for CIA:

Section – A   **(2 × 2 =4)**

Three questions are to be given, testing K1 and K2. Two questions are to be answered. Eachquestion carries two marks.

Section – B   **(1× 4=4)**

Two questions are to be given, testing K3 and K4. One question is to be answered. One question carries four marks.

Section – C   **(1× 7=7)**

Two questions are to be given, testing K5 and K6. Any one question is to be answered.One question carries seven marks

Assignment - 5 Marks

Seminar - 5 Marks

Total - 25 Marks

Question Pattern for CE:

Section – A: (10X1=10)

Ten questions are to be given, testing K1. All questions are to be answered. Each question carriesone mark. Questions must be taken from all units.

Section – B: (5X7=35)

Five questions are to be given in the internal choice (Either-or) pattern, testing K2 and K3. Questions must be taken from all units. Each question carries seven marks.

        Q.No-11 (A and B) from Unit – I

        Q.No -12 (A and B) from Unit – II

        Q.No-13 (A and B) from Unit – III

        Q.No-14 (A and B) from Unit – IV

        Q.No-15 (A and B) from Unit – V

Section – C (3X10=30)

Five questions are to be given, testing K4 and K5. Three questions are to be answered.Each question carries Ten Marks. Questions must be taken in this order.
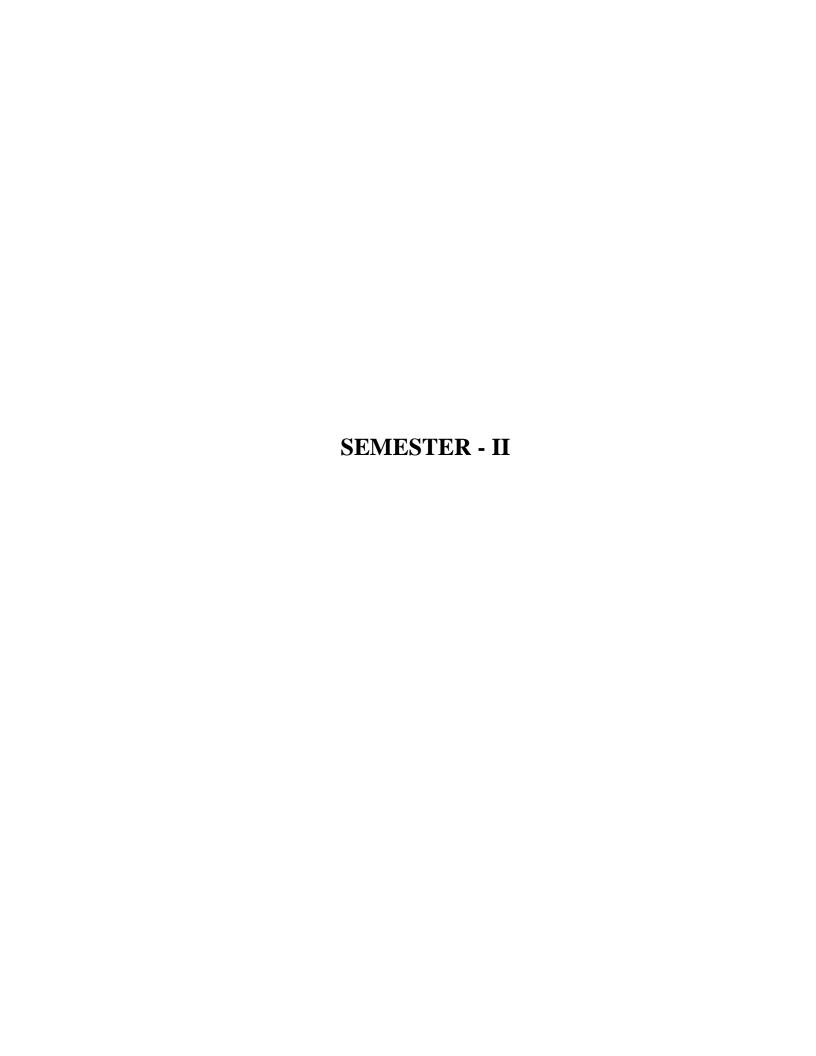
        Q.No. – 16 from Unit – I

        Q.No. – 17 from Unit – II

        Q.No. – 18 from Unit - III

Q.No. – 19 from Unit - IV

Q.No. – 20 from Unit – V

SEMESTER - II

Course Code		Information Sources and Services	Hrs	Credits	CIA	CE
All Under-graduate Programmes / Sem – II / SEC / NME - II			2	2	25	75

Learning Objectives:

- To familiarize the students with a broad range of Information Sources (Documentary, Non-documentary, Institutional and Human sources of Information; Electronics referenceand information sources).
- To develop skills for handling building information sources
- To provide practical exposure to different information sources.
- To get awareness on different kinds of conventional library services
- To know the modus operandi of various web based information services.

COURSE CONTENT

Unit – 1: Introduction to Information Sources

Information Sources : Meaning, Nature and Characteristics

Classification 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

Reference Sources: Encyclopaedias – Dictionaries – Handbooks – Yearbooks – Almanacs – Manuals – Directories

Unit – II: Biographical and Geographical Sources & Criteria of Evaluation

Biographical Information Sources: Types – Current, Retrospective and Index Type

Geographical Information Sources : Types – General and Geographical : Maps, Atlases and Globes – Gazetteers – Guide books / Travel Guides

Evaluation of Information Sources : Audience, Authority & Credibility, Accuracy & Reliability, Currency, Objectivity, Scope, Arrangement, Format

Unit III: Electronic Information Sources (EIR) and Open Access Resources (OAR)

EIR (Electronic Information Resources)– Meaning, Advantages and Limitations

Types of EIR – E-Journals - E-books - E-databases (Bibliographic, Numeric and Full Text) - E-theses and Dissertations - E-newspapers - E-magazines - E-conference Proceedings - E- Reports - E-Maps - E-Pictures / Photographs - E-Manuscripts

Institutional Repositories - Internet Resources: Newsgroups - Subject Gateways

Online Open Access Resources and Open Educational Resources (OER)

INFLIBNET-NLIST

Unit – IV: Conventional Information Services (IS)

Types: Responsive IS and Anticipatory IS - Reference Service and Information Services

: Meaning and Comparison

Essential Services: Lending /Circulation Service – Reservation – Interlibrary 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- Condensation Service (Indexing and Abstracting Service) - Literature Search and Bibliographic Service - Reprographic Service – DDS (Document Delivery Service) - Translation Service - Referral Service – User Training (Information Literacy)

Unit V: Digital / Web-based Information Services

Concept : Meaning, Need, Advantages of Web Based / Digital information services

Services : Computerized Circulation Service – Library Website – Virtual Reference 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 (Blogs, Facebook, Twitter, WhatsApp, Social Bookmarking, Mashup).

Books for Reference:

Jogender Singh Burman, *Libraries and Reference Services,* New Delhi: Rajat Publications, 2007.

Gopinath, M.A.: *Information Sources and Communication Media.* DRTC Annual Seminar, Bangalore, 1984.

Rao, LK.R. *Electronic Sources of Information.* DRTC Annual Seminar, Bangalore, 2000.

Krishan, Gopal, *Digital Libraries in Electronic Information Era,* Authors Press, Delhi, 2000

Madan Mohan Sinha*Use of New Technology in Library Reference Services,* New Delhi: Anmol Publications,2012.

Krishankumar, *Reference Service, 5*th Edition, New Delhi: Vikas, 2018.

Online Sources:

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https://egyankosh.ac.in/handle/123456789/4771

https://egyankosh.ac.in/handle/123456789/32979

https://www.nios.ac.in/online-course-material/sr-secondary-courses/library-and-information-science.aspx

https://ebooks.lpude.in/library_and_info_sciences/DLIS/Year_1/DLIS006_INFORMATION_SOURCES_AND_SERVICES.pdf

Question Pattern for CIA:

Section – A   (2 × 2 =4)

Three questions are to be given, testing K1 and K2. Two questions are to be answered. Eachquestion carries two marks.

Section – B   (1× 4 =4)

Two questions are to be given, testing K3 and K4. One question is to be answered. One questioncarries four marks.

Section – C   (1× 7 =7)

Two questions are to be given, testing K5 and K6. Any one question is to be answered. Onequestion carries seven marks

Assignment - 5 Marks
Seminar - 5 Marks

Total - 25 Marks

Question Pattern for CE:

Question Pattern:

Section – A: (10X1=10)

Ten questions are to be given, testing K1. All questions are to be answered. Each question carriesone mark. Questions must be taken from all units.

Section – B: (5X7=35)

Five questions are to be given in the internal choice (Either-or) pattern, testing K2 and K3. Questions must be taken from all units. Each question carries seven marks.

Q.No-11 (A and B) from Unit – I

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Section – C (3X10=30)

Five questions are to be given, testing K4 and K5. Three questions are to be answered. Each question carries Ten Marks. Questions must be taken in this order.

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