



C. U. SHAH UNIVERSITY, Wadhwan City
Name of Program: Bachelor of Library and Information Science (B.Lib.I.Sc.)
Semester: II
W.E.F. – June 2018

FACULTY OF: - Arts and Humanities
DEPARTMENT OF: - Library and Information Science
SEMESTER: - II
CODE: - 4AHO2LIM2
NAME – Library Management

Teaching and Evaluation Scheme: -

| Subject Code | Name of the Subject | Teaching Scheme (Hours) | | | | Credits | Evaluation Scheme | | | | | | | |
|--------------|---------------------------|-------------------------|----|----|-------|---------|-------------------|-----|-----------------|-----|-------------------|----|------------|------------|
| | | Th | Tu | Pr | Total | | Theory | | | | Practical (Marks) | | | Total |
| | | | | | | | Sessional Exam | | University Exam | | Internal | | University | |
| | | | | | | | Marks | Hrs | Marks | Hrs | Pr/Viva | TW | Pr | |
| 4AHO2LIM2 | Library Management | 4 | - | - | 4 | 4 | 30 | 1.5 | 70 | 3 | - | - | --- | 100 |

Objectives: -

1. To become aware of basic management principles
2. To develop skills of administration and management of library resources
3. Identify and describe key policy and planning factors and challenges in library management
4. Built up decision making ability
5. Get acquaintance of library standards

Pre requisite: Knowledge of English Language

Course outline: -

| Unit | Course Contents | Number of Hours |
|------|---|-----------------|
| 1 | <p>Principles of Library Management:</p> <ul style="list-style-type: none"> * Principles of management and their application to library management * Organizational Structure, Management Information Systems: Characteristics, * Advantages & Disadvantages * School Library System: Needs, Development and Indian Scenario. * MIS for Library and Information Managers. | [12] |
| 2 | <p>Information Resources Development :</p> <ul style="list-style-type: none"> * Types of information resources and classification of documents, * Different Types of Selection tools and their importance, * Acquisition: Book selection, ordering and accessioning etc. * Circulation: Charging and discharging etc. | [10] |
| 3 | <p>Use and Maintenance of the Library:</p> <ul style="list-style-type: none"> * Library building, Furniture and equipments * Maintenance: Stock verification, shelf rectification * Binding and Preservation of library materials. | [12] |
| 4 | <p>Human Resources Development :</p> <ul style="list-style-type: none"> * Library authority and library committee * Human resource development: Need, purpose and mechanism * Personal planning in libraries : Recruitment, selection and training | [12] |
| 5 | <p>Library Finance and Budget :</p> <ul style="list-style-type: none"> * Financial management, Budgeting and Accounting * Rules and regulations. | [08] |

Learning outcomes:

- 1) To make familiar with different management concepts and issues.
- 2) To know about key policy and planning factors and challenges in library management

Teaching and learning methodology:

Board teaching, Class interaction, group discussion, Multimedia tools, through Power Point Presentation Presentation, LCD projector, via seminar and assignments, quiz contest etc...

Recommended Books/ study resources:

- 1) Effective library & Information Center Management- Bryson (Grower, England)
- 2) Management Techniques for Library- Evan, G. Edward (Academic Press, York)
- 3) Library Management- Stuart, R.D. and Morgan, B.B. (Library Unl.Inc, Littleton)
- 4) Fundamentals of Library Management – Parida, Baman (Panchasila, Bhubaneswar)

Recommended Books in Gujarati medium

1. BARODIA (NAVIN) : **Pustak Pasandgi**, Gujarat Pustakalaya Mandal.
2. BAROT (C P) : **Rang Nathi Vyavastha (Granthalaya Vyavastha)**, Gujarat Pustakalaya Mandal, 1965.
3. BHAYA (C M) : **Granthalaya Vyavastha and Sanchalan**, Gurjar Granth, 1989.
4. CHARAN (Shiv) : **Granthalaya Sanchalan**, Parshva Prakashan, 1987.
5. CHARAN (Shivdan) : **Pustakalaya Kshetra Panch Sutronu Pradan**, Granthalaya Vidhyabhavan, Sardar Patel University, 1991.



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FACULTY OF: - Arts and Humanities
DEPARTMENT OF: - Library and Information Science
SEMESTER: - II
CODE: - 4AH02RST2
NAME – Reference and Information Sources and Services: Theory

Teaching and Evaluation Scheme:-

| Subject Code | Name of the Subject | Teaching Scheme (Hours) | | | | Credits | Evaluation Scheme | | | | | | | |
|--------------|---|-------------------------|----|----|-------|---------|-------------------|-----|-----------------|-----|-------------------|----|------------|------------|
| | | Th | Tu | Pr | Total | | Theory | | | | Practical (Marks) | | | Total |
| | | | | | | | Sessional Exam | | University Exam | | Internal | | University | |
| | | | | | | | Marks | Hrs | Marks | Hrs | Pr/Viva | TW | Pr | |
| 4AH02RST2 | Reference and Information Sources and Services: Theory | 4 | - | - | 4 | 4 | 30 | 1.5 | 70 | 3 | - | - | --- | 100 |

Objectives: -

1. To familiarize with a broad range of information resources.
2. To develop evaluative and practical skills in handling with information resources.
3. Students will enable to examine a realistic information problem.

Pre requisite : Knowledge of English Language

Course outline:-

| Sr. No. | Course Contents | Number of Hours |
|---------|---|-----------------|
| 1 | Study of Reference Sources * Definitions, Need and Function of Reference Sources * Role of Computer in providing services in library *Sources of Information: Primary, Secondary, Tertiary, | [12] |

| | | |
|---|---|------|
| 2 | Categories of Referece Sources - Part 1 : * Types of reference Tools * Study of evaluation of different categories of reference tools such as Encyclopedias, Dictionaries, Year books, Hand books, Manuals | [16] |
| 3 | Categories of Referece Sources - Part 2 : * Indexing and Abstracting periodicals: Definition, Need and Function Bibliographies, Standards, Patents ect. | [16] |
| 4 | Non-Documentary Sources : * Study of Reference sources like Geographical sources, Biographical Sources, Statistical Information sources and Sources of Current Affairs *Study of Non-documentary references such as Human Resources and Referral Systems, Institutional Information Sources and Mass Media | [10] |

Learning outcomes:

- 1) To make acquainted with a broad range of information resources.
- 2) To learn how to provides different library services
- 3) To make aware traditional and electronic library services.

Teaching and learning methodology:

Board teaching, Class interaction, group discussion, Multimedia tools, through Power Point Presentation,, LCD projector, via seminar and assignments, quiz contest etc...

Recommended Books/Study resources

1. Amjad Ali. **Reference Service and the digital sources of information.** 2004
2. Cheney, F. N. and Williams, W. J. **Fundamental reference sources.** Ed. 3, Chicago, ALA, 2000
3. Choudhary, G. G. and Choudhary, S. **Searching CD-ROM and online information sources,** 2001
4. Fourie, D. and Dowell, D. **Libraries in the information age. New York, Libraries unlimited,** 2002
5. Katz, William A. **Introduction to reference work: reference service and reference process.** V.2 Ed.5. New York, McGraw-Hill, 1987
6. Sewa Singh. **Handbook of International sources on reference and information.** 2001
7. Sewa Singh. **Manual of reference and information sources,** 2004

8. Sherman, C. and Price, G. **The invisible web: uncovering Information Sources Search engines can't see.** 2001

9. Stebbins, L.F. **Student guide to research in the digital age: how to locate and evaluate information sources.** 2006

10. Walford, A. J. **Guide to reference books.** V.3. Ed.4. London, Library Association, 1980

Recommended Books in Gujarati medium

1. PATEL (CHAMPAKLAL) : **Mahiti Vigyan**, Gujarat Granthalaya Seva Sangh, Ahmedabad.

2. THAKER (URMILA) : **Sandarbh Grantho**, Parshva Prakashan, Ahmedabad.



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DEPARTMENT OF: - Library and Information Science
SEMESTER: - II
CODE: - 4AH02RSP2
NAME – Reference and Information Sources and Services - Practical

Teaching and Evaluation Scheme: -

| Subject Code | Name of the Subject | Teaching Scheme (Hours) | | | | Credits | Evaluation Scheme | | | | | | | |
|--------------|---|-------------------------|----|----|-------|---------|-------------------|-----|-----------------|-----|-------------------|----|------------|------------|
| | | Th | Tu | Pr | Total | | Theory | | | | Practical (Marks) | | | Total |
| | | | | | | | Sessional Exam | | University Exam | | Internal | | University | |
| | | | | | | | Marks | Hrs | Marks | Hrs | Pr/Viva | TW | Pr | |
| 4AH02RSP2 | Reference and Information Sources and Services - Practical | - | 2 | 6 | 8 | 4 | - | - | - | - | 30 | - | 70 | 100 |

Objectives: -

1. Students will enable to examine a realistic information problem in practice 2.
- Get acquainted with variety of information services by involving themselves
3. To impart skills to carry out information searches using variety of bibliographic and non bibliographic database
4. Interprets the information needs of users and able to translate into a coherent search strategy
5. To enhance the real-worked virtual Reference Service experience
6. To get practical experience of handling and searching from different reference tools
7. To impart skills to carry out information searches using a variety of bibliographic and non bibliographic database

Pre requisite : Knowledge of English Language

Course outline:-

| Unit | Course Contents | Number of Hours |
|------|---|-----------------|
| 1 | Study and evaluation of Information Sources, and Reference queries including Traditional Reference Sources | 24 |

| | | |
|---|--|----|
| | <p>* Dictionary, Encyclopedia, Year Books, Almanac, Bibliographic Sources, Geographical Sources, Statistical Sources, Hand Books, Manuals (Evaluation of sources, Scope of the source, variety of sources, search strategy, compilation of Queries)</p> <p>* Online Databases: Commercial Publishers and Aggregators – scholarly, socially publication, Open access publisher.</p> <p>* Online Sources: ABI/Inform, Ebsco, JStore, Google, Proquest, Government Information, Health Science, Business Information</p> | |
| 2 | <p>Compilation of Bibliography and News Paper Clippings</p> <p>SOURCES OF INFORMATION</p> <p>Dictionary</p> <p>Definition & Scope of Dictionary</p> <p>Types of Dictionary</p> <p>Use of Dictionary</p> <p>Evaluation of Dictionary</p> <p>Difference between Dictionary & Encyclopedia</p> <p>Sarth Jodnikosh</p> <p>Bhadvadgomandal</p> <p>Gujarati- English Dictionary Ed. By P.G. Deshpande</p> <p>Modern English - Gujarati Dictionary Ed. By P.G. Deshpande</p> <p>Oxford English Dictionary</p> <p>The New Palgrave Economic Dict Ed. By John Eatwell</p> <p>Roget's International Thesaurus</p> <p>Bhartiya Vyavharkosh (16 Languages Kosh)</p> <p>Gujarati Digital Kosh</p> <p>Oxford Dictionary of quotations</p> <p>Encyclopedia</p> <p>Gujarati Vishvakosh</p> <p>New Encyclopedia Britannica</p> <p>Encyclopedia of Americana</p> <p>International Encyclopedia of Social Science</p> | 30 |

| | | |
|--|--|--|
| | <p>Encyclopedia of Library And Information Science</p> <p>McGraw Hill Encyclopedia of Science & Technology</p> <p>Wikipedia</p> <p>Yearbook & Almanac</p> <p>India : A Reference Annual</p> <p>Manorama Yearbook</p> <p>Europa World Yearbook</p> <p>Statesman's Yearbook</p> <p>Whitker's Almanac</p> <p>World Almanac & Book Of Facts</p> <p>Information Please Almanac</p> <p>Britannica Yearbook</p> <p>Commonwealth University Yearbook</p> <p>Directories, Handbook & Manual</p> <p>Telephone Directory (Local)</p> <p>University Handbook</p> <p>Ulrich's International Periodical Directory</p> <p>Europa World of Learning</p> <p>Commonwealth University Yearbook</p> <p>Times of India Directory & Yearbook</p> <p>Parichay Pusticao</p> <p>Social, Professional, Commercial Directories</p> <p>Statistical Information Source</p> <p>Census of India</p> <p>India : Observer Statistical Handbook</p> <p>United Nation Statistical Yearbook</p> <p>Gujarat : 2004</p> <p>Geographical Information Sources</p> <p>Gazetteers, Maps, Atlas, Globe & Travel Guidebook</p> | |
|--|--|--|

| | |
|--|--|
| <p>Gazetteer of Gujarat : Ahmedabad Dist.</p> <p>Gazetteer of India</p> <p>Columbia Lippincott Gazetteer of The World</p> <p>Webster's New Geographical Dictionary</p> <p>Chamber's World Gazetteer: An A-Z of Geographical Information</p> <p>An Atlas of India</p> <p>Gujarat Road Atlas/Map</p> <p>Ahmedabad City Map</p> <p>Naksha Ma Gujarat</p> <p>School Atlas</p> <p>The Times Atlas of The World</p> <p>Reader's Digest World Great Atlas</p> <p>National Geographic World Atlas</p> <p>Pravasbharti</p> <p>Fodor's India</p> <p>Railway Guide</p> <p>Biographical Information Sources</p> <p>Gujarati Sahityakar Parichay Kosh</p> <p>India's Who's Who</p> <p>International Who's Who</p> <p>Who's Who of Indian Writers</p> <p>Mcgrawhill Encyclopeadia of World Biography</p> <p>Oxford Dictionary of National Biography</p> <p>Webster's New Biographical Dictionary</p> <p>Dictionary of National Biography (Ed. By S.P.Sen, Calcutta)</p> <p>Bibliograpies</p> <p>INB (Indian National Bibliography)</p> <p>BNB (British National Bibliography)</p> <p>Cumulative Book Index</p> | |
|--|--|

| | | |
|--|---|--|
| | Books In Print Indian Books In Print Ulrich's International Periodical Directory Indexing & Abstracting Journals Index India Science Citation Index Chemical Abstracts LISA - Library & Information Science Abstracts The New York Times Index Asian Recorder | |
|--|---|--|

Learning outcomes:

- 1) To make acquainted with a broad range of information resources.
- 2) To learn how to provides different library services
- 3) To make aware traditional and electronic library services.
- 4) . To get practical experience of handling and searching from different reference tools

Teaching and learning methodology:

Board teaching, Class interaction, group discussion, Multimedia tools, through Power Point Presentation, LCD projector, via seminar and assignments, quiz contest etc...

Note:

This is a practical paper. Reference books listed within the content will be used for study and teaching. Hence no other reference books are listed here.



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FACULTY OF: - Arts and Humanities
DEPARTMENT OF: - Library and Information Science
SEMESTER: - II
CODE: - 4AHO2ITB2
NAME – Fundamentals of Information Technology: Theory and Practical

Teaching and Evaluation Scheme: -

| Subject Code | Name of the Subject | Teaching Scheme (Hours) | | | | Credits | Evaluation Scheme | | | | | | | |
|--------------|---|-------------------------|----|----|-------|---------|-------------------|-----|-----------------|-----|-------------------|----|------------|------------|
| | | Th | Tu | Pr | Total | | Theory | | | | Practical (Marks) | | | Total |
| | | | | | | | Sessional Exam | | University Exam | | Internal | | University | |
| | | | | | | | Marks | Hrs | Marks | Hrs | Pr/Viva | TW | Pr | |
| 4AHO2ITB2 | Fundamentals of Information Technology: Theory and Practical | 3 | - | 2 | 5 | 4 | 30 | 1.5 | 70 | 3 | - | - | 50 | 150 |

Objectives: -

1. To provide introduction to the concepts and techniques of Computing and other Information Technology
2. To develop basic Information Technology handling skills

Pre requisite: Knowledge of English Language

Course outline: -

| Unit | Course Contents | Number of Hours |
|------|-----------------|-----------------|
|------|-----------------|-----------------|

| | | |
|---|---|------|
| 1 | <p>Introduction to Computer and its Hardware</p> <ul style="list-style-type: none"> *Understanding IT and components of IT * Computers and Communication Technologies (Data Process Cycles and Operations) * Classification of computers – Analog and Digital * Generation of computers * Various types of Computers (PC, Workstation, Standalone systems including Note Books and Servers) * Block Diagram of Computer * Understanding Personal Computer: CPU, Storage and Input / Output Devices, RAM and ROM, USB, Hard Discs, Scanners and Digital Camera, Joysticks & Printers | [12] |
| 2 | <p>Character Coding, Number System and Programming</p> <ul style="list-style-type: none"> * Data presentation in Computers: Binary Number System, Overview of Character Coding Standards- ASCII and UNICODE *Programming Concepts, Algorithm and Flow Chart | [06] |
| 3 | <p>Computer Software</p> <ul style="list-style-type: none"> * Operating Systems (DOS, Window, Unix/Linux, Mac etc) *System and Application Software's *Concept of Proprietary Software, Open Source Software, Freeware, Shareware | [06] |
| 4 | <p>Database Management</p> <ul style="list-style-type: none"> * File Organization: Files and Databases, Data Elements, Fields, Records * DBMS and RDBM Packages * Basic features of Database Applications (MS Access and WINISIS) | [06] |
| 5 | <p>Practical</p> <ul style="list-style-type: none"> *Computer Operating System – DOS v Computer Operating System –WINDOWS *MS-OFFICE / OPEN-OFFICE Applications (Word/Excel/PowerPoint etc.) *Database creation, search and retrieval with CDS/ISIS and WINISIS | [24] |

Learning outcomes:

- 1)To develop basic Information Technology handling skills
- 2) Application and use of I.T in library and information centre.

Teaching and learning methodology:

Board teaching, Class interaction, group discussion, Multimedia tools, through Power Point Presentation, LCD projector, via seminar and assignments, computer laboratory etc...

Recommended Books/Study resources

1. Amba, and Raghavan, KS. **CDS/ISIS Primer**. New Delhi: Ess Ess.
2. Jain, V.K. **Information Technology and computer programming**. 3rd ed. Delhi: S.K. Karatia and Sons, 2000
3. Carter, Roger. **The Information technology handbook**. London: Heinemann, 1987
4. Frye, Curtis. **Microsoft Access Version 2002**. Delhi: Prentice Hall, 2002.
5. Khurana, Rohit, ed. **Encyclopedia of computer Science**. New Delhi: Allied, 2002.
6. Pfaffenberger, Bryan. **Linux command instant references**. Delhi: BPB, 2002
7. Prem Singh and Khanna, JK. **Information technology in the Libraries**. Delhi: Pragati, 1994.
8. Rajasekhar, T.B. **Computer application to library and information activities (ILA/ NISSAT workshop on Computer Application to Library and Information Activities (Madras) (1987)**
9. Reddy, K. C. **Generations of computers (in University of Hyderabad, PGDLAN course material)**.
10. Rowley, Jennifer E. **The basics of information technology**. London: Bingley, 1988
11. Schidt, Herbert. **Windows NT 4 Programming forms the ground up**. Delhi: Tata-McGraw Hill, 1997
12. Sehgal, R.L. **Computer based information processing techniques for librarians**. 2V. Delhi: Ess Ess, 1998.
13. Shah, P.C. **Computers and I/O Devices. (ILA/NISSAT workshop on Computer Applications to Library and Information Activities (Workshop on-) (Ahmedabad) (1986) Course material**. Delhi: ILA, 1986.
14. Srishaila, Smitha. **Database and DBMS**. Univ. of Hyderabad, Center for distant Education. PGDLAN. Unit - 24 (Course Material)
15. Taxali, R.K. **PC software for Windows 98**. Delhi: Tata McGraw-Hill, 2001



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FACULTY OF: - Arts and Humanities
DEPARTMENT OF: - Library and Information Science
SEMESTER: - II
CODE: - 4AHO2FIT3
NAME – Library Management Software: Theory & Practical

Teaching and Evaluation Scheme: -

| Subject Code | Name of the Subject | Teaching Scheme (Hours) | | | | Credits | Evaluation Scheme | | | | | | | |
|--------------|--|-------------------------|----|----|-------|---------|-------------------|-----|-----------------|-----|-------------------|----|------------|------------|
| | | Th | Tu | Pr | Total | | Theory | | | | Practical (Marks) | | | Total |
| | | | | | | | Sessional Exam | | University Exam | | Internal | | University | |
| | | | | | | | Marks | Hrs | Marks | Hrs | Pr/Viva | TW | Pr | |
| 4AHO2FIT3 | Library Management Software: Theory & Practical | 3 | - | 2 | 5 | 4 | 30 | 1.5 | 70 | 3 | - | - | 50 | 150 |

Objectives: -

1. To provide information regarding the importance of concepts Information Technology in society
2. To develop required Information Technology handling skills as well as h/w and s/w handling skills
3. To be aware about need and importance of Library Automation and Open Source S/W

Pre requisite : Knowledge of English Language

Course outline:-

| Unit | Course Contents | Number of Hours |
|------|---|-----------------|
| 1 | ICT Application in Library * Need and importance of IT in Library & Information Services * Planning of IT in Libraries: Manpower, Budgeting etc. * Implementation of IT in Library *Training of Staff and user | [06] |

| | | |
|---|---|------|
| 2 | Library Automation * Planning for Library Automation * Development of Library Automation Software –its Function and requirements * Selection Criteria for Hardware and Software * Retrospective Conversion Techniques * Advanced Technology in Automation: Bar coding, RFID, Biometric etc | [08] |
| 3 | Proprietary Library Management Software(LMS) & Open Source LMS * Major Proprietary LMS (SOUL, LIBSYS, ALICE etc.) * Major Open Source LMS (Koha, NewGenLib, Evergreen etc.) * Systems Requirements - Function and Features * Evaluation of Library Automation Software * Trends and future development of Library Automation Software | [12] |
| 4 | Hardware and Software Management * Managing the servers * Backups & Security * RFID application * Software licensing * AMC issues | [06] |
| 5 | Practical exposure on any one Proprietary LMS | [12] |
| 6 | Practical exposure on any one Open Source LMS | [10] |

Learning outcomes:

- 1) To know about different library automation software.
- 2) . To be aware about need and importance of Library Automation and Open Source S/W
- 3) To study about uses of hardware and software required in library management software.

Teaching and learning methodology:

Board teaching, Class interaction, group discussion, Multimedia tools, through Power Point Presentation LCD projector, via seminar and assignments, computer laboratory etc...

Recommended Books/Study resources

1. Cochrine, Peter. IT: **A glimpse of the future.** *ASLIB Proceedings*, 47(10), 1995
2. CALIBER-97. **Information Technology Applications in Academic Libraries.** Edited by A.L. Moorthy and P.B.Mangla. 4th National Convention for automation of Libraries in Education and Research, Held at Patiala during 6-8th March, 1997. Ahmedabad, INFLIBNET Centre, 1997
3. **DESIDOC Bulletin of Information Technology**, 15(2&3)1995. Ravichandrarao, I.K. Library Automation. Y.V. Estern, New Delhi, 1993
4. Haravu, L.J. **Strategies for the adoption of new information technology in Indian Libraries. Paper presented in CALIBER-95** Organised jointly by INFLIBNET Programme and University of Hyderabad at Hyderabad, 10-12 Feb. 1995
5. Jain, V.K. **Computer fundamentals.** New Delhi, BPB, 1993
6. Lakshmanamoorthy, A. and Rajendra V. **Information Technology for Libraries and Information Centers.** *AGLIS Journal*, 8(1-4), 1990.
7. Lancaster, F.W. **Toward paperless information system.** New York, Academic Press, 1978
8. Sullivan, M. **Detour the truth about the information superhighway.** Delhi, Pustak Mahal, 1995

E-resources

http://autolib-india.net/AutoLib_New.ppt

<http://koha.org/>

<http://library.iimcal.ac.in>

<http://www.ala.org/ala/professionalresources/libfactsheets/alalibraryfactsheet21.cfm>

<http://www.alatechsource.org/>

<http://www.goalexandria.com/solutions/index.html>

<http://www.igidr.ac.in/lib/paper1.htm>

<http://www.librarysoft.com/companyF/home.htm>

<http://www.librarysoftware.in/>

<http://www.librarytechnology.org/>

http://www.libsuite.com/library_auto.htm

<http://www.open-ils.org/> (Evergreen)

<http://www.slimpp.com/slim21site/default.htm>



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DEPARTMENT OF: - Library and Information Science
SEMESTER: - II
CODE: - 4AHOINS2
NAME – Information Services

Teaching and Evaluation Scheme: -

| Subject Code | Name of the Subject | Teaching Scheme (Hours) | | | | Credits | Evaluation Scheme | | | | | | | |
|--------------|-----------------------------|-------------------------|----|----|-------|---------|-------------------|-----|-----------------|-----|-------------------|----|------------|------------|
| | | Th | Tu | Pr | Total | | Theory | | | | Practical (Marks) | | | Total |
| | | | | | | | Sessional Exam | | University Exam | | Internal | | University | |
| | | | | | | | Marks | Hrs | Marks | Hrs | Pr/Viva | TW | Pr | |
| 4AHO2INS2 | Information Services | 4 | - | - | 4 | 4 | 30 | 1.5 | 70 | 3 | - | - | --- | 100 |

Objectives: -

1. To familiarize with a broad range of information Services.
2. To develop evaluative and practical skills in handling with information Services.
3. Students will enable to examine a realistic information problem.

Pre requisite: Knowledge of English Language

Course outline: -

| Sr. No. | Course Contents | Number of Hours |
|---------|--|-----------------|
| 1 | Information Services and Organisation : * Information: Concept and Need: Types of Information Services, CAS & SDI Value-Added Information Services | [12] |
| 2 | Information Services and Techniques : * Information Services in Libraries * Information Service Agencies, Methods of accessing information needs * Users and their information needs, Literature search, Computer database | [16] |
| 3 | Information Systems: | [16] |

| | | |
|---|--|------|
| | * INIS, NISST, UNISITS and AGRIS * Documentation Centres: INSDOC, NASSDOC, DESIDOC, UNESCO | |
| 4 | Documentation and information Centers : * Types of Documentation and information Centres and their services, * Their growth in India, Document delivery services | [10] |

Learning outcomes:

- 1) To make acquainted with a broad range of information resources.
- 2) To learn how to provides different library services
- 3) To make aware traditional and electronic library services.

Teaching and learning methodology:

Board teaching, Class interaction, group discussion, Multimedia tools, through Power Point Presentation,, LCD projector, via seminar and assignments, quiz contest etc...

Recommended Books/Study resources

- 1) Hand books for Information Systems and Services Atherton, Pauline (UNESCO,Paris)
- 2) Documentation and Information- Guha, B.(World press, Calcutta)
- 3) Reference Services- Davinson, D. (Clive Bingly, London)