**Department of Library and Information Science**

(1.1.3) Average percentage of courses having focus on employability/ entrepreneurship/ skill development

<table>
<thead>
<tr>
<th>Name of the Course with code</th>
<th>Department</th>
<th>Activities with direct bearing on Employability/ Entrepreneurship/ skill development</th>
<th>Name of the Programme</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knowledge Organisation and Discovery (Practice)</td>
<td>Library and Information Science</td>
<td>Classification and Cataloguing skills</td>
<td>MLIS</td>
</tr>
<tr>
<td>Information and Communication Technology (Practice)</td>
<td>Library and Information Science</td>
<td>Skills related to creation, development and maintenance of bibliographic databases, digital libraries, institutional repositories and integrated library systems.</td>
<td>MLIS</td>
</tr>
<tr>
<td>Information Sources</td>
<td>Library and Information Science</td>
<td>Skills related to Identification and Evaluation of Information Sources both in print and electronic format for addressing user queries.</td>
<td>MLIS</td>
</tr>
<tr>
<td>Academic Writing</td>
<td>Library and Information Science</td>
<td>Skills related to writing scholarly publications</td>
<td>MLIS</td>
</tr>
<tr>
<td>Social Networking</td>
<td>Library and Information Science</td>
<td>Identification of social networking tools for delivery of library services</td>
<td>MLIS</td>
</tr>
</tbody>
</table>
Objective

- To acquaint and equip students with the principles, standards, techniques of knowledge retrieval tools in libraries and information centres especially with reference to cataloguing of documents and digital objects.

Unit-I

1.1 Library Catalogue : Definition, Need, Purpose and Functions.

1.2 Types of Catalogues : Dictionary Catalogue, Classified, Alphabetic Classed Catalogue.

1.3 Physical Forms of a library catalogue : Conventional and Non-conventional: OPAC, WEBOPAC and Co-OPAC.

Unit-II

2.1 Bibliographic Description Standards : AACR2R, RDA

2.2 Bibliographic Encoding Standards : MARC

2.3 Cooperative and Centralized Cataloguing : Objectives, different Forms with examples and Latest Trends.

2.4 Subject cataloguing : meaning, purpose, objectives

2.5 Principles of Subject Cataloguing : Contribution of Eminent Institutions/Authors

   An Overview (}
UNIT-III

3.1 Cataloguing of Documents with Single Authorship and Editorial Works.

3.2 Shared Authorship

3.2.1 Documents written by up to three authors Principle author not indicated

3.2.2 Documents written by more than three authors Principle Author Indicated

3.2.3 Documents written by more than three authors Principle author not indicated

3.3 Cataloguing of Documents with Pseudonym authorship,

3.4 Cataloguing of Multivolume collections

UNIT IV

4.1 Cataloguing of Serial Publications

4.2 Cataloguing of Non-Book Material

4.2.1 Cartographic Materials

4.2.2 Motion Pictures and Video Recordings.

4.2.3 Electronic and web Resources

4.3 Sears List of Subject Headings

Suggested Readings


Objectives

- To provide an overview of different categories of references and information tools in order to choose appropriate source for meeting reference queries.
- To Understand the criteria for evaluation of reference and information sources (online and offline).
- To acquaint students with access options and techniques of various web based resources.

UNIT I  Information Sources: An Overview

1.1 Information sources: Concept, print and online

1.2 Documentary (Primary, Secondary and Tertiary) and Non-documentary: Specialists, Experts, Consultants; etc

1.3 Evaluation: Criteria (online and offline resources)

1.4 Relate types of reference queries to their corresponding reference tools

1.5 Identification of sources of information as documentary and non-documentary in the library and on the web

1.6 Evaluation of the select websites on the basis of standard criteria

UNIT II  Reference Sources

2.1 Dictionaries-Types and uses

   2.1.1 Language dictionaries, Major online dictionaries

2.2 General Encyclopedias (Encyclopedia Britannica, Encyclopedia Americana), Subject specific encyclopedias (Access science, etc), Free online encyclopedias

2.3 Collaborative encyclopedias, Subject oriented wikis
2.4 Visit major online reference sources and explore the available features

2.5 Identify examples of each of the following on the web
   Glossary, thesaurus and encyclopedic dictionary

UNIT III Geographical and Biographical Sources

3.1 Directories- Institutional (Europe World of Learning, Ulrich’s periodical directory and Ulrich web, Commonwealth University yearbook

3.2 Biographical sources-utility and types (collective & individual).

3.3 Evaluation of International who’s who, Current Biography, India Who’s who

3.4 Follow various information sources on the Twitter

3.5 Register for free trail in various online reference sources

3.6 Explore biographical Services online

UNIT IV Bibliographical Sources

4.1 Bibliography-need and types

4.2 Indexing and abstracting sources in science and social science

4.2.1 Web of science and its other select products

4.3 E-aggregators, Databases

4.4 Locate indexing and abstracting services in web of science

4.5 Visit various open access resources in varied subject fields.

Note: The list of reference tools included is not comprehensive. An exhaustive list will be furnished in the class.

Suggested Readings


**Websites Illustrative:**

AccessScience from McGraw-Hill Education. Available at

[www.accessscience.com/](http://www.accessscience.com/)

DOAJ -- Directory of Open Access Journals. Available at

[www.doaj.org/](http://www.doaj.org/)
DOAB: Directory of Open Access Books. Available at

www.doabooks.org/

Ebook portals. Available at

bookleads - ebook portals

Encarta Encyclopedia. Available at

www.encarta.msn.com/

Europa World of Learning

www.worldoflearning.com/views/advanced_search.html

Library of Congress Catalogue. Available at

www.catalog.loc.gov/

List of online dictionaries

http://en.wikipedia.org/wiki/List_of_online_dictionaries

List of online encyclopedias

http://en.wikipedia.org/wiki/List_of_online_Encyclopedias

Merriam WebsterOnline. Available at

www.m-w.com/dictionary/

Onelook.dictionary, available at

www.onelook.com/

Online reference sources

http://www.library.ualberta.ca/reference/index.cfm#biographies

http://www.lib.uchicago.edu/e/using/reference/genref.html#engdict

Oxford English dictionary

www.oed.com/

Times Atlases - home of Times World Atlases and Maps

www.timesatlas.com/

Ulrichsweb. Available at
Objective(s)

- To focus on the academic writing processes
- To explore the possibilities of getting published

UNIT I  Academic Writing

1.1 Academic Writing: Purpose
1.2 Key Actors in Academic Writing
1.2 Academic Writing as Knowledge production

UNIT II  Academic Writing Platforms and Publishing

2.1 Platforms and Types of Academic Writing
2.2 Academic Writing Obstacles
2.3 Publishing in Academic Journals

UNIT III  Academic Review Process

3.1 Manuscript Evaluation and Editorial Evaluation
3.2 Review Process and Reviewer Qualities
3.3 Recommending Reviewers
   3.3.1 Types of Review
   3.3.2 Editorial Feedback
   3.3.3 Revisions and Submissions

UNIT IV  Research Ethics, Research Outreach and Performance

4.1 Ethical guidelines for Publishing
4.2 Publishing Companies, Publishing Fees, and Open Access Journals
4.3 Increasing the research visibility

Suggested Readings

LIS17212OE-SOCIAL NETWORKING AND EDUCATION
(2 Credits)

Credit Pattern

<table>
<thead>
<tr>
<th></th>
<th>Lecture</th>
<th>Tutorial</th>
<th>Practical</th>
<th>Total</th>
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<tbody>
<tr>
<td></td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>2</td>
</tr>
</tbody>
</table>

Unit-I  Introduction to social networking

1.1 Social Media: Concept and Importance

1.2 Social Media: Tools and Features

1.3 Social Networking: Concept and Development

1.4 Social Networking tools and features

Unit-II Social Networking and Education

2.1 Social Networking in Research: An overview of Scholarly Networking Sites

2.2 Role of Social Networking in education

2.3 Social Network Analysis

2.4 Mobile Social Networking

2.5 Social Networking: Issues and Challenges

Suggested Readings


Swang, M. D. (2011). From Facebook to gradebook: An examination of the relationship between teen use of social networking sites and academic achievement.