



Head

Department of Library and Information Science

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

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

LIS17202CR – KNOWLEDGE REPRESENTATION AND DISCOVERY

(Theory& Practice)

(4 Credits)

Credit Pattern

Lecture	Tutorial	Practical	Total
01	01	2	04

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 (

PRACTICE PART

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

Aswal, R. S. (2005). AACR2R with MARC21: Cataloging practice for 21st century. New Delhi: EssEss Publications.

Baker, B. B. (1993). Cooperative cataloging: Past, present, and future. New York: Haworth Press.

- Brubaker, J. M. L. S. M. A. (November 01, 2002). Ambiguous Authorship and Uncertain Authenticity: A Cataloger's Dilemma. *Cataloging & Classification Quarterly*, 34, 4, 19-30.
- Canadian Library Association., Chartered Institute of Library and Information Professionals (Great Britain), Joint Steering Committee for Development of RDA., & American Library Association. (2010). *RDA toolkit: Resource description & access*. Chicago, IL: American Library Association.
- De, S. S. M., & Zainab, A. N. (January 01, 2001). An Adviser for Cataloguing Conference Proceedings: Design and Development of CoPAS. *Cataloging & Classification Quarterly*, 29, 3, 63-80.
- Dowski, C. A. (January 01, 2002). Introduction to AACR2r Revised Chapter 12. *Serials Review*, 28, 4, 334-338.
- El-Sherbini, M. (2013). *RDA: Strategies for implementation*.
- Falk, P. K., & Hunker, S. D. (2010). *Cataloguing outside the box: A practical guide to cataloguing special collections materials*. Oxford: Chandos Pub.
- Fritz, D. A., & Farmer, L. S. J. (2007). *Cataloging with AACR2 and MARC21: 2006 accumulation for books, electronic resources, sound recordings, videorecordings, and serials*. Chicago, Ill: American library Association.
- Gorman, M. (January 01, 2003). Cataloguing in an Electronic Age. *Cataloging & Classification Quarterly*, 36, 3-4.
- Guide to Cataloging DVDs Using AACR2r Chapters 7 and 9-
<http://www.olacinc.org/capc/dvd/dvdprimer0.html>. (January 01, 2007). *Technical Services Quarterly*, 24, 3, 91.
- Hillis, K., Petit, M., & Jarrett, K. (2013). *Google and the culture of search*.
- In Landry, P., In Bultrini, L., In O'Neill, E. T., In Roe, S. K., & International Federation of Library Associations and Institutions. (2011). *Subject access: Preparing for the future*.
- International Federation of Library Associations and Institutions., International Federation of Library Associations and Institutions., International Federation of Library Associations and Institutions., & IFLA UBCIM Programme. (1987). *ISBD (NBM): International Standard Bibliographic Description for Non-Book Materials*. London: IFLA Universal Bibliographic Control and International MARC Programme.
- International Federation of Library Associations and Institutions. (2007). *International Standard Bibliographic Description (ISBD)*. München: K.G. Saur.

- Kidane, R. (January 01, 2013). Cataloguing in the digital age: Cataloguers' and library schools' opinions on RDA and AACR2r. *Aliss Quarterly*, 8, 4, 24-34.
- Library of Congress. (2011). *Library of Congress subject headings*. Washington, D.C: Library of Congress, Cataloging Distribution Service.
- Lubas, R. L. (2011). *Practical strategies for cataloging departments*. Santa Barbara, Calif: Libraries Unlimited.
- Online Audiovisual Catalogers, Inc. (2002). *Guide to cataloging DVDs using AACR2r chapters 7 and 9*. United States: Online Audiovisual Catalogers.
- Pass, G. A., & Association of College and Research Libraries. (2002). *Descriptive cataloging of ancient, medieval, Renaissance, and early modern manuscripts*. Chicago: Association of College and Research Libraries.
- Sangma, S. K. (2013). *AACR2R with MARC21: Cataloguing practice for twenty-first century*. New Delhi: Centrum Press.
- Satija, M. P. (2011). *Theory and practice of subject headings: The Sears list*. New Delhi: Today & Tomorrow's Printers and Publishers.
- Satija, M. P., & Haynes, E. (2008). *User's Guide to Sears List of Subject Headings*. Lanham: Scarecrow Press.
- Satija, M. P., & Haynes, E. (2008). *User's guide to Sears list of subject headings*. Lanham, Md: Scarecrow Press.
- Sears, M. E. (1950). *Sears list of subject headings*. New York: H.W. Wilson Co.
- Sears, M. E., & Miller, J. (2000). *Sears list of subject headings*. New York: H.W. Wilson Co.
- Smallwood, R. F. (2013). *Managing electronic records: Methods, best practices, and technologies*.
- The Recent Trends of AACR2R 2002 Revision. (March 01, 2003). *Journal of the Korean Society for Information Management*, 20, 1, 251-270.
- Weber, M. B. (2002). *Cataloging nonprint and Internet resources: A how-to-do-it manual for librarians*. New York, NY: Neal-Schuman Publishers.
- Welsh, A., & Batley, S. (2012). *Practical cataloguing: AACR, RDA and MARC21*.

Zeng, M. L., Žumer, M., Salaba, A., & IFLA Working Group on the Functional Requirements for Subject Authority Records (FRSAR). (2011). Functional requirements for subject authority data (FRSAD): A conceptual model. Berlin: De Gruyter Saur.

LIS17203CR- INFORMATION SOURCES

(4 credits)

Credit Pattern

Lecture	Tutorial	Practical	Total
2	1	1	4

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

Balay, Robert. (1996). *Guide to Reference Books*. (11th ed.). Chicago: A.L.A.

Bonn, George S. (1971). Literature of Science and Technology. In *McGraw-Hill*

Encyclopedia of Science and Technol, (8th ed .V.7). New York: McGraw hill.

Cheney, F.N. (1972). Encyclopedias. In *Encyclopedia of library and information*

Science (vol. 8). New York: Marcel Dekker. (NA)

Cheney, F.N. (1971). *Fundamental Reference Sources*. Chicago: A.L.A.

Collison, R.L. (1968). *Bibliographies: Subject and National*. (3rd ed.). London: Crosby
Lockwood (NA)

Foskett, O.J. (1967). *Information Service in Libraries*. 2nd ed. Connecticut: Archon
Books. (NA)

Grogen, D. (1987). *Case studies in Reference Work*. (6.Vols). London: Clive Bindley

Hutchins, Margaret. (1944). *Introduction to Reference Work*. Chicago: A.L.A.

Katz, William. (1982). *Introduction to reference work: Basic information
Sources*. (7th ed.). (V. 3). New York: McGraw Hill.

Lea, Peter w., & Day, Alan. (Eds.). (1996). *The Reference Sources Handbook* (4th
ed.). London: Library Association (NA)

Mukherjee, A.K. (1975). *Reference Work and its Tools*. (3rd rev. ed.) Calcutta: World
Press.

Sheehy, Eugene P. (Ed.). (1986). *Guide to Reference Books*. (10th ed.). Chicago: A.L.A.

Shores, Louis. (1954). *Basic Reference Sources*. Chicago: American Library Association.

Sweetland, James H. (2001). *Fundamentals of reference sources*. (3rd ed.). Chicago:
A.L.A. (NA)

Walford, A.J. (1976). *Walford's Guide to Reference Materials*. (3rd ed.). London:
Library Association.

Websites Illustrative:

AccessScience from McGraw-Hill Education. Available at

www.accessscience.com/

DOAJ -- Directory of Open Access Journals. Available at

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.dictionaty, 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

ulrichsweb.serialssolutions.com/

Vidya Nidhi. Available at

www.dspace.vidyanidhi.org.in:8080/dspace/

Wikipedia. Available at

wikipedia.org/

**LIS17307DCE -Academic Writing
(4 Credits)**

Credit Pattern

Lecture	Tutorial	Practical	Total
2	2	0	4

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

- Bailey, S. (2003). *Academic writing: A practical guide for students*. England: Nelson Thornes Ltd.
- De Silva, P. U. K. & Vance, C. K. (2017). *Scientific Scholarly Communication The Changing Landscape*. Switzerland : Springer.
- Herr, K., & Anderson, G. L. (2015). *The action research dissertation: A guide for students and*

faculty. California : SAGE Publications.

Lewin, B. A. (2010). *Writing readable research: A guide for students of social science*. London: Equinox.

LIS17212OE-SOCIAL NETWORKING AND EDUCATION
(2 Credits)

Credit Pattern

Lecture	Tutorial	Practical	Total
1	1	0	2

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

- Ellison, N. B. (2007). Social network sites: Definition, history, and scholarship. *Journal of Computer- Mediated Communication*, 13(1), 210-230.
- Engdahl, S. (2008). *Online social networking*. Farmington Hills, MI: Greenhaven Press.
- Garofalo, D. A. (2013). *Building communities: Social networking for academic libraries*.
- Griffith, S., & Liyanage, L. (2008). An introduction to the potential of social networking sites in education.
- Purcell, M. A. (2012). *The networked library: A guide for the educational use of social networking sites*.
- Suffolk University. (2012). *Social networking sites: Law, policy, and practical strategies*. Boston, Mass: Advanced Legal Studies, Center for CLE & Academic Conferences.
- Swang, M. D. (2011). *From Facebook to gradebook: An examination of the relationship between teen use of social networking sites and academic achievement*.