SNDT Women's University

SHPT School of Library Science

Proposed Revised Syllabus

Master of Library and Information Science (M.L.I.Sc.)

(Proposed to be implemented from 2021-22)

Approved in BOS- Library and Information Science Meeting held on

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Course Structure

Paper Code	Title of the Paper	Marks	Credits	Teaching Hours	Internal Marks	External Marks
Semester I						
1101	Fundamentals of Library and Information Science	100	4	60	50	50
1102	Management of Knowledge Resource Centres I	100	4	60	50	50
1103	Knowledge Organisation	100	4	60	50	50
1104	Information Retrieval: Tools and Techniques	100	4	60	50	50
1105	Reference and Information Sources & Services – I	100	4	60	50	50
	Total of Semester I	**500**	**20**	**300**	**250**	**250**
Semester II						
2101	ICT Applications in Libraries	100	4	60	50	50
2102	Research Methodology and Statistical Analysis	100	4	60	50	50
2103	Reference and Information Sources and Services- II	100	4	60	50	50
2104	Information Retrieval Techniques (Practical)	100	4	120	50	50
2105	Organization and Use of Information Sources (Practical)	100	4	120	50	50
	Total of Semester II	**500**	**16**	**420**	**250**	**250**
Semester III						
3101	Information, Knowledge and Society	100	4	60	50	50
3102	Management of Knowledge Resource Centres II	100	4	60	50	50
3103	Digital Libraries	100	4	60	50	50
3104	Management of Knowledge Resource Centres (Practical)	100	4	120	50	50
3105	Library Automation & Digital Libraries (Practical)	100	4	120	50	50

	Total of Semester III	500	20	420	250	250
Semester IV						
4111 (Elective 1)	School and Children Librarianship	100	4	60	50	50
4112 (Elective 2)	Archives Management	100	4	60	50	50
4181	Dissertation	200	8	240	100	100
4191	Internship	200	8	240	100	100
	Total of Semester IV	500	20	540	250	250
	Total of Semester I, II, III, IV	2000	80	1680	1000	1000

Paper 1101: Fundamentals of Library and Information Science

Class Contact: 60 Hours   **Credits: 4**   **Marks: 100**

Objectives: Upon successful completion of this course, the students will be able

- To explain the nature and scope of information and Information Science
- To examine five laws of Library Science in library services
- To distinguish between different types of libraries
- To describe the role and functions of libraries and Information Centres
- To analyse the contribution of different professional associations and
- international agencies
- To explain the historical contribution of Indian information centres and
- Knowledge Commission
- To describe implications of library legislation in India
- To explain the role of the library in IPR and RTI

Units	Content
1	**Introduction to Library and information Science** Introduction to Information Society, Knowledge Society Nature & Scope of Library & Information Science, Definition, role & functions of libraries and information centres Five Laws of Library Science.
2	**Types of Libraries and Documents** Types of Libraries: Academic, School, Special, Public, National Libraries- Role, functions, and services of different types of libraries and information centres. (with examples of important libraries of the world) Types of Documents : Print , Non Print including digital documents --Nature of the Document, use of documents
3	**Contribution of Professional Associations and organisations** <u>National Level</u>: ILA, IASLIC, IATLIS <u>International Level:</u> ALA, IFLA, SLA, CILIP, ASLIB, ASIS etc.: their contributions to growth of libraries & library activities. Library & Information Networks : INFLIBNET, DELNET Information Centres : CSIR, NISCAIR, DESIDOC Massive open online course (MOOC) platform : SWAYAM Other : RRRLF, UGC, MHRD, UNESCO
4	**Library Scene in India** Historical development of libraries in India with special reference to the post –independence period National Knowledge Commission

	Digital libraries of India
	Library legislation in India
	IPR (Copyright & Patent) & Libraries
	Introduction to Right to Information
	National Education Policy 2020: Introduction and role of libraries and librarian

Paper 1102: Management of Knowledge Resource Centres- I

Class Contact: 60 Hours   **Credits: 4**   **Marks: 100**

Objectives: Upon successful completion of this course, the students will be able

- To describe the contribution of schools of management thought
- To do SWOT analysis of the library
- To describe organizational structure of a library
- To describe sub-systems of a library
- To explain role of library committees
- To explain components of collection development policy
- To describe step by step acquisition procedure for books
- To describe step by step acquisition procedure for periodicals
- To outline issues related to maintenance of print collection of the library
- To describe the need for weeding & withdrawal of collection
- To outline the different managerial issues related to technical functions of the library

Units	Content
1	**Introduction to Management** - Definition, Levels, Functions of Management - Select Schools of Management Thought. - Strategic Planning : SWOT Analysis, PERT/CPM - The library within an organizational structure - Influence of institutional activities on the library - Organisational structure of a library - Library as a system, Sub-system of the library - Organisational Culture and Climate of a Library - Management of libraries (including library committees, authorities, etc.)

2	**Collection Development**
	
	- Collection Development Policy- components
	- Budgeting
	- Acquisition of
	    - Books- Objectives, Selection policy, selection tools, methods of acquisition, Procedure and Workflow of book acquisition, Maintenance of Records
	    - Periodicals- Objectives, Selection policy, selection tools, methods of acquisition, Procedure and Workflow of periodical acquisition, Maintenance of Records
	    - Accession List

3	**Collection Maintenance** - Preservation and conservation of library resources- Deterioration of resources- physical, chemical, biological factors, abuse and mishandling - Preventive conservation- dusting, regular maintenance - Curative conservation - Binding, Fumigation, Lamination, Restoration, Repair, Encapsulation - weeding and withdrawal - stock verification, - Collection evaluation
4	**Library Technical Functions** - Accessioning- Procedure of accessioning & Accession Register

		- Cataloguing- cataloguing Standards, Data entry structures and procedure of cataloguing, authority files, customisation, maintaining records
		- Classification- classification schemes, Levels of classification, customisation, maintaining records
		- Physical Processing of resources

Paper 1103: Knowledge Organisation

Class Contact: 60 Hours   **Credits: 4**   **Marks: 100**

Objectives: Upon successful completion of this course, the students will be able

- To describe the objectives, purpose, and functions of classification
- To identify the types of book classification schemes
- To discuss the general principles followed in classification of various types of documents
- To study the structure of Dewey Decimal Classification
- To the principles to classify resources using DDC advanced tables
- To explain canons of classification
- To discuss with principles of Colon Classification Scheme
- To examine with principles of Universal Decimal Classification and Library of Congress Classification
- To state the current trends in knowledge organisation

Unit	Contents
1	Classification: Concept, Definition and Types Need and Object of Library Classification General Principles of Library Classification Species of Library Classification
2	Postulational Approach: Concept and Utility Facet Analysis, Devices and Phase Relation Standard Sub division
3	Notation: Concept, Need, Quality, and Types Array, Sequence, Canons Mnemonics Book Number
4	Major schemes of Classification: DDC, LC, CC and UDC Current trends of Classification

Paper 1104: Information Retrieval: Tools and Techniques

Class Contact: 60 Hours   **Credits: 4**   **Marks: 100**

Objectives: Upon successful completion of this course, the students will be able

- To describe the objectives, purpose and functions of cataloguing
- To catalogue books & non-book materials applying AACR II & MARC 21
- To learn the elements of bibliographic description of books & non-book materials with respect to information retrieval
- To learn the advance techniques in information retrieval
- To explain principles of subject cataloguing
- To use and construct thesaurus
- To get acquainted with Information Retrieval Tools

Units	Content
1	Cataloguing- objectives, Meaning, Purposes, Functions, and concept of access points with reference to Card Catalogue & OPAC their Structure and Uses
2	Introduction and utility of bibliographic exchange formats: MARC 21 and CCF, Retro conversion, Copy cataloguing, Bibliographic Standards: AACR2, ISBD, MARC21, CCF, Z39.50 Advances in Cataloguing: FRBR, RDA, BIBFRAME
3	Principles of Subject cataloguing; subject authority files, cross reference structure, advantages and limitations of the approach. Indexing and thesaurus construction Indexing languages: function and Structure, latest trend in automatic indexing Vocabulary control: semantic and syntactic Issues.
4	Information Retrieval : Concept and need Information Retrieval Tools : Catalogue Card, OPAC, Web OPAC Information Retrieval Techniques : Simple and Advanced search: Boolean search, Text & Multimedia retrieval and other techniques

Paper 1105: Reference and Information Sources & Services –I

Class Contact: 60 Hours   **Credits: 4**   **Marks: 100**

Objectives: Upon successful completion of this course, the students will be able

- To explain the importance of Reference and Information Sources
- To understand the types of documentary and non-documentary sources of information
- To distinguish between different types of reference and information sources
- To evaluate different types of print and digital reference and information sources
- To examine & evaluate the standard sources in the category of encyclopaedias, dictionaries, biographical & bibliographical sources, in print and digital format
- To discuss the utility of the standard sources in real life situation
- To understand the scope, purpose & types of information services
- To distinguish between different types of reference services
- To state the steps involved in reference process
- To understand the traditional library services and electronic web enabled Information Services

Units	Content
1	**Information Sources** (A) Definition & importance of Reference & Information Sources (B) Types of Reference and Information sources- Primary, Secondary, Tertiary; Documentary (Print & Online) and Non- Documentary (Institutional and Human), Commercial and open access C) Electronic Information Resources – e-Books, e-Journals, Online Databases D) Web resources: Blogs, Portals, Subject gateways, Discussion forums/Group/Mailing list, Academic Social Networks (E) Evaluation of Reference and Information Sources -Print and Online.
2	**Reference Sources –I** Encyclopaedias, dictionaries, biographical sources - utility, types, evaluation and familiarity with standard sources in each category
3	**Bibliographic sources-I** Bibliographies, catalogues, union catalogues, periodical directories - utility, types, evaluation and familiarity with standard sources in each category
4	**Reference & Information Services** Reference process- Reference queries, interview, search process, Information services: Scope, purpose & types Traditional library Services and Electronic web enabled Information Services; (e-CAS, e-SDI / current contents, scanning, photocopying,

	translation, information consolidation and repackaging) referral service, Libguides

Paper 2101: ICT Applications in Libraries

Class Contact: 60 Hours   **Credits: 4**   **Marks: 100**

Objectives: Upon successful completion of this course, the students will be able

- To describe the features of computer hardware
- To describe the features of computer software
- To explain the basic concept of Database Management
- To define the computer networking
- To identify the different modules of library automation software
- To write features of Library security technologies
- To identify the use of cloud computing in libraries
- To state about mobile application for libraries
- To explain various applications of internet in libraries
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Units	Content
1	ICT: Concept, types, Components Computer Architecture : Input devices, CPU and Out Put devices Software: System Software and Application Software Binary code & Programming Languages Database Management System- Concept and types- DBMS, RDBMS
2	Transmission Media : Cable, and Satellite Mode of Transmission : Simplex, Half Duplex and Full Duplex Computer Networking- Basic Introduction, Types : LAN, MA, WAN Internet, Search Engines and Meta Search Engines Network Topologies, Networking Hardware : Server, Nodes or Workstations, Cable, Network interface card, Hubs, Router, Bridge, Gateway, Data conversion device Networking protocols- TCP/IP, Ethernet, OSI model
3	Library software- Open source, Commercial with examples Selection of Software, Evaluation of software Planning and Implementation of Library Computerization and Automation Library Computerization Modules : Acquisition, Cataloguing, Circulation, Serial Control Barcoding, QR Code Library security: CCTV, RFID, Biometric System, Smart card etc.

	Cloud Computing Mobile technologies for libraries Augmented Technologies
4	Internet Application in Libraries - Search engines - General, Subject specific, meta search engines - Internet communication- email, e-groups, e-conferencing - Web 2.0 tools- Social Networking sites- Facebook, Twitter, Blog, Podcast, RSS, Wiki

Paper 2102: Research Methodology and Statistical Analysis

Class Contact: 60 Hours   **Credits: 4**   **Marks: 100**

Objectives: Upon successful completion of this course, the students will be able

- To identify steps in research process
- To formulate research problem
- To formulate hypotheses
- To conduct literature search and review for research
- To identify benefits and drawbacks of different research methods
- To select suitable research method for a given problem
- To define and choose sample
- To develop instruments of data collection
- To statistically analyse collected data
- To prepare research report

Units	Content
1	**Unit 1: Research Process** Research :Meaning, nature, types - pure, and applied Literature Search Formulation of research problem and hypotheses Research Design Review of Literature Research proposal Academic integrity/ethics in research Introduction to antiplagiarism software
2	**Unit 2: Research Methods and Sampling** Historical, Descriptive including survey, case study, content analysis, bibliometrics and webometrics, Experimental methods-Evidence based Librarianship, Delphi method Sampling : Meaning, Types – purposive, probability and mixed, Techniques – random sampling, systematic sampling cluster sampling and area sampling
3	**Unit 3: Data Collection, Analysis and Presentation** Methods of Data Collection Data collection tools: features, merits & limitations, development and validation Tools: Observation checklists, questionnaires, interview schedules, Online tools

	Data Analysis : Measures of Central Tendency, Dispersion, Skewness, Co-relation
	Data Presentation : Tabulation, Graphical etc
	Testing of Hypothesis : Parametric Test and Non Parametric Test
	Data Processing and analysis using statistical software
	Interpretation
4	**Unit 4: Bibliometrics and Report Writing**
	Bibliometrics : Origin, Concept and Meaning
	Bibliometrics Distribution : Bradford's Law, Lotka's Law and Zipf's Law
	Citation Analysis
	Report Writing: Research Report Layout, Formats, content style and documentation,
	Citation style manuals- APA, Chicago, MLA, IEEE
	Referencing software: Zotero, Endnote, Mendeley

Paper 2103: Reference and Information Sources and Services- II

Class Contact: 60 Hours   **Credits: 4**   **Marks: 100**

Objectives: Upon successful completion of this course, the students will be able

- To evaluate different types of print and digital reference and information sources such as almanacs, yearbooks, handbooks, directories etc.
- To develop current awareness service
- To design SDI service
- To develop virtual reference service
- To express the importance of User education and Information Literacy program
- To design and organize user education/information literacy programmes
- To describe various information systems and networks and their types
- To learn the subject specific important online databases

Units	Content
1	**Reference Sources II** Almanacs, yearbooks, handbooks, directories, geographical sources, statistical sources, government publications: utility, types, evaluation and familiarity with standard source
2	**Provision of Information Services** Virtual Reference Service: Concept, Definition, Types and Modes, Ask a Librarian/Webforms/FAQs
3	**Information Literacy** User education and Information Literacy: need and purpose, models, types of programmes and their organization
4	**Bibliographic Sources, Information Systems and Networks** Bibliographic Sources and databases Indexing and abstracting sources including on-line databases: LISA, SciFinder, PsycNet, Citation Index, PubMed, INSPEC, ERIC, Science direct, Management and Social Science related resources, Citation databases: Google scholar, Scopus, WoS Information systems and networks INIS, AGRIS, OCLC

Paper 2104: Information Retrieval Techniques (Practical)

Class Contact: 120 Hours   **Credits: 4**   **Marks: 100**

Objectives: Upon successful completion of this course, the students will be able

- To learn cataloguing books & non book materials applying AACRII & MARC21 standards
- To prepare an abstract of document
- To index the document by assigning the keywords for the content using thesaurus
- To apply different search strategies to find information from databases and other e-resources.
- To select appropriate database searching Techniques
- To examine function of discovery service

Units	Content
1	**Cataloguing Books applying AACRII & MARC21 standards** Cataloguing of Single, Shared and Mixed authorship
2	**Cataloguing Books applying AACRII standards & MARC21** Cataloguing of Edited books, Multivolume books and Pseudonyms authors Cataloguing of corporate authors Cataloguing of Non book materials e.g. cartographic material, Online resources
3	**Indexing and Abstracting** Indexing of documents using thesaurus. Thesaurus Use and Generation of BT, NT, RT, ST, SN, UF, SA etc. Abstracting of research article with suitable keywords
4	**Search Techniques** Database Searching Techniques- Simple & Advanced, Federated search, Discovery services

Paper 2105: Organization and Use of Information Sources (Practical)

Class Contact: 120 Hours   **Credits: 4**   **Marks: 100**

Objectives: Upon successful completion of this course, the students will be able

- To classify simple as well as advance topics of document content using DDC 23rd edition.
- To use Table 1: Standard Subdivisions
- To use special tables of DDC, i.e. Table 2- Table 6
- To develop familiarity with standard print and electronic sources
- To evaluate the reference and information sources (Print and online)

Units	Content
1	Classification using DDC 23rd Edition (includes simple subject documents, Standard Subdivision and other tables)
2	Advanced Classification using DDC 23rd Edition including all tables and synthesis
3	**Reference Sources** Encyclopaedias, Dictionaries, Biographical sources, Almanacs, Yearbooks, Handbooks, Directories, Geographical sources, Statistical sources, Online news sources (Print and Online)
4	**Bibliographic sources** Bibliographies, Catalogues, Union catalogues, Periodical directories, Indexing and Abstracting sources (Print and Online)

Semester III

Paper 3101: Information, Knowledge and Society

Class Contact: 60 Hours   **Credits: 4**   **Marks: 100**

Objectives: Upon successful completion of this course, the students will be able

- To identify the components of the information generation and transfer process
- To define Information and knowledge societies, describe their features and discuss the importance of information and knowledge
- To describe the Knowledge Management process
- To identify different users and their needs of information
- To explore the information seeking behaviour and use patterns of users
- To conduct user studies using suitable methodologies

Unit	Content
1	**Scholarly Communication Process** Information generation and transfer process; facilitating factors and barriers; Information communication models; Role of different intermediaries: publishers, database vendors, aggregators, etc.; Information explosion, information overload anxiety, Misinformation/disinformation Impact of ICT on the generation and dissemination of knowledge.
2	**Information and Knowledge Societies** Information Society –definition and Characteristics; Information as a commodity/resource; Knowledge Society- Leveraging Knowledge; Role of information and knowledge in social change and development;

	Issues related to the knowledge society – digital divide, Intellectual Property Rights, e-governance, Right to Information
3	**Knowledge Management** Types and characteristics of knowledge, Relationship between data, information and knowledge; Concept of data mining Introduction to Knowledge management Knowledge creation and sharing processes and their problems; Knowledge sharing-tools and techniques; Knowledge management in academic institutions
4	**Information Users and Their Needs** Importance and need of user studies Types of users and their user needs Information Seeking behaviour and use patterns; User Behaviour models; User studies –types and methods.

Paper 3102: Management of Knowledge Resource Centres II

Class Contact: 60 Hours   Credits: 4   Marks: 100

Objectives: Upon successful completion of this course, the students will be able to
- To describe basic library services such as circulation services, reference services
- To identify issues related to physical planning of libraries
- To explain financial management of libraries like library budgeting, fund raising and basic accounting procedures
- To draft budget of the library
- To explore human resource management in libraries
- To explain the need for outsourcing of library services
- To plan public relations programmes in libraries
- To prepare statistics and generate reports

Units	Contents
1	**Management of Library and Information Services** **Readers' Services** Objectives, policies, procedures, work-flow, staffing, records keeping and evaluation (Based on Hybrid Libraries (traditional + automated) - Library membership - Circulation - Inter-library loan - Reference & Information Services - User Education & Information Literacy - Outreach services **Library Spaces** Physical planning of libraries - Exterior & Interior Layout designing - Furniture & Equipment- Library Ergonomics - Indian Standards for Physical space planning & furniture. - Green Libraries Disaster Management planning
2	**Financial Management in Libraries** - Financial Management and control systems: - budget and budgeting- types, preparation and analysis - resource generation - maintenance of accounts- cost analysis and costing; auditing
3	**Management of Human Resources in Libraries** a) Categories of Library Staff

	- Government standards - personnel policies, - job specification& job description, - performance appraisal; - staff motivation, training and development: need and techniques; - leadership development team building, interpersonal relationships b) Outsourcing of Services
4	**Marketing of Library and Information Services** **a)** Marketing: Fundamentals of marketing, marketing strategies in LIS, use of ICTs in marketing and public relations, Social media marketing **b)** Management Information Systems in Libraries (Reporting function in libraries, including statistics, annual reports and other reports)

Paper 3103: Digital Libraries

Class Contact: 60 Hours   **Credits: 4**   **Marks: 100**

Objectives: Upon successful completion of this course, the students will be able
- To define digital libraries & recognise the differences between digital libraries vs. traditional libraries
- To describe components of digital libraries
- To identify features of digital library software
- To differentiate between digital libraries and institutional repositories
- To list & describe features of different types of born digital resources
- To recognise licensing issues of e-resources
- To outline digitisation process
- To recognise the importance of Open Access Resources
- To describe IPR of e-resources
- To describe features of a good user interface of a digital library
- To explain the features of browsing & searching in a digital library
- To identify issues related to access & authentication
- To explain what is a personalisation service
- To identify methods of digital preservation
- To recognise issues related to management of digital libraries

Unit	Content
1	**Introduction to Digital Libraries** Definition, need, Characteristics, of digital libraries Digital Libraries Vs. traditional libraries Components of digital libraries Software Advance Programming Languages: LAMP (Linux, Apache, MySQL, PHP) Digital Library Software- Types, features with examples GSDL, DSpace & Eprints **Repositories** Definition and management**,** Types: Subject, institutional, & cross institutional repositories
2	**Digital Library Collection**

	Digitised and Born Digital Collection - Digital Collection Development Policy - Digitization- benchmarking, selection criteria, process and workflow management; File formats - Born Digital Resources- Types, Acquisition, Access, Licensing Agreements, Open Access Resources/Open Education Resources - Legal issues including IPR, Creative Commons License
3	**Organisation of Digital Collection** - File-naming conventions - Mark-up languages - HTML and XML - Identification of digital documents- DOI, PURL - Metadata- Types, Dublin Core, METS, MODES, EAD - Taxonomies & Ontologies- definition & examples
4	**Digital Library Services** - Digital Library Website- User interface - Browsing & Searching Digital Collection - Access & Authentication - Personalization - Digital Data Preservation & Backup - Digital Rights Management **Management of Digital Libraries** - Planning - Digital Library Evaluation - Manpower training, user training - Library Commons, Assistive technologies

Paper 3104: Management of Knowledge Resource Centres (Practical)

Class Contact: 120 Hours   Credits: 4   Marks: 100

Objectives: Upon successful completion of this course, the students will be able

- To Develop personal and professional skills
- To Draw up a budget for a small library/information centre.
- To perform stock verification of small collection
- To Create a document in various formats.
- To Organise programmes in the libraries
- To Develop a library service.

Unit	Content
1	Soft skills, Communication skills, Interview skills, Written communication in print and in Online environment. Mock Interview
2	Analyse Budget Headings and Develop budgets for various activities and functions
3	Stock verification: Weeding and withdrawal practices
4	Plan for library & information services facilities and develop marketing strategies. Create information products like alerting services e.g. CAS bulletin, dossier etc. (Information Products: Types and Methodology for Preparation. Design and Development of Information Products. E.g. Video, Handbook, Newsletter, Library annual reports)
5	Organise a workshop or seminar for professionals or library users
6	Use of different ICT tools for better library services and training. (Infographic/ screen casting/mind mapping/ games/ online LMS, etc.

Paper 3105: Library Automation & Digital Libraries (Practical))

Class Contact: 120 Hours   Credits: 4   Marks: 100

Objectives: Upon successful completion of this course, the students will be able to
- To use Library automation package Koha /SLIM
- To create a library website
- To use social media tools like Facebook, Blog, Twitter, YouTube
- To create digital content such as video, presentation etc.
- To create a digital library
- To develop mobile applications for libraries

Unit	Content
1	Library Automation using selected software example- Koha & SLIM
2	Library Website creation & Social Media Tools applications
3	Digital Content Creation- Tutorials on Digital Libraries
4	Digitisation Management
5	Digital Library Creation using GSDL/DSpace
6	Mobile Applications for Libraries

Paper 4111: School and Children Librarianship

Class Contact: 60 Hours   Credits: 4   Marks: 100

Objectives: Upon successful completion of this course, the students will be able

- To explain the role of libraries for children and young adults
- To learn the different genre of children's literature
- To examine the role of author/illustrator/adaptor/publisher in children's literature
- To select appropriate material for school/ children's libraries
- To describe the reading and learning processes
- To plan and manage school library/ children's library
- To plan and conduct reading promotion programmes
- To describe the effects of ICT on libraries for children

Unit	Content
1	(a) **Introduction to School and Children's Libraries** Definition, Objectives and role/ functions of school libraries, role of School Library Associations (b) **Planning and Designing School Libraries** Design and Layout; Standards for school and children's libraries and Library Services (IFLA guidelines for Children's Library Services), Maker Space
2	**Collection Development** Types of resources (Books, audio-visual, multi-media resources, electronic resources), Genres (Types) of Children's Literature, Role of Children's authors, Illustrators, and publishers Literature for the adolescents Selection and acquisition processes, storage and maintenance of materials -Classification, cataloguing and other technical processes in School Libraries. Reviewing Children's Literature
3	**The Library & the Reading/Learning process & Promotion of Reading** Reading process, reading theories, readability criteria, types of reading, role of libraries in reading/learning, Storytelling, Methods of promotion, Information literacy, bibliographic instruction, displays etc. Planning and organizing promotional programmes, Information literacy

4	**Use of ICT in children's libraries**
	Children's Literature websites and digital libraries
	Developing a site/portal/ video/ Library games/programme using ICT Tools of Children libraries

Paper 4112: Archives Management

Class Contact: 60 Hours   Credits: 4   Marks: 100

Objectives: Upon successful completion of this course, the students will be able
- To differentiate between the role of archives, libraries & museum
- To examine similarities & differences between Archives & Records management
- To know the types of collection and services of different types of archives with examples
- To describe the principles of archives management
- To explain the stages of record life cycle
- To identify the archival material and its value
- To describe the role of an archivist
- To identify different types of collections & records in archives
- To plan acquisition procedure of archives
- To describe issues related to preservation and conservation of archival collection
- To explain organisation of know classification of archival collection
- To describes searching aids
- To state know different types of services provided by Archives
- To discuss the act and rules for management of Government of India archives

Unit	Content
1	**Archives: Introduction** - Archives, Libraries and Museums : Definitions and Role - Archives and records Management – similarities and differences - Types of Archives- Business Archives, Bank Archives, Archives of Religious Institutions, Government Archives -National, District, State archives , Academic Archives, Newspaper Archives, Music and Film Archives, Family archives etc.- Importance, type of Collection and examples **Principles of Archives Management** - Principles of Provenance - Principle of Original Order - Principle of Responsible Custody **Record Life Cycle** **Role of an Archivist**
2	**Collection Management** **Developing Collections** - Types of Collections in Archives - Types of records- Print & Digital Records, Non-textual records- Images, memorabilia, oral history records etc. - Acquisition of collection - Identifying & selection of records - Survey of Records - Appraisal of Records - Methods of acquisition & Accessioning - Weeding, withdrawal & disposal of records - Physical arrangement of records- physical processing & arrangement of records

	Preservation & Conservation of Archival Records - Deterioration of records- physical, chemical, biological factors, abuse and mishandling - Preventive conservation- dusting, controlling environmental conditions of archival storage, regular maintenance of records and storage rooms etc. - Curative conservation - Binding, Fumigation, Lamination, Restoration, Repair, Encapsulation - Use of IT in Archival Management Digitization of archives- digitization standards, Archives Management Software - Disaster Management Plan
3	**Archival Classification and Description** - Classification of Record: Concepts and principles: Collections, Fonds, Records, Series - Description of Archives - ISAD(G) and ISAAR(CPF) - Searching aids- indexing and abstracting
4	**Archives Services** - Development of access policies- Who can access, Reading room rules & regulations - Privacy and confidentiality clauses - IPR issues **Government of India Archives** - Government of India Archives- Public Records Act 1993 & Public Records Rules, 1997

Paper 4181: Dissertation

Class Contact: 240 Hours   **Credit: 8**   **Marks: 200**

Each student will carry out research on an approved topic, under the guidance of the faculty and submit a dissertation based on the findings. (240 Hours)
Dissertation will be assessed on the basis of research report, presentation and viva-voce. Internal Assessment (100 marks), External Assessment (100 Marks including Research Report (50 Marks) and Viva Voce (50 Marks)

Paper 4191: Internship

Class Contact: 240 Hours   **Credit: 8**   **Marks: 200**

Part I) Library Services in the community

50 Marks (40 Hours)

NGO, children, patients, senior citizens, special child, special group will be addressed

Activities can be planned for users, e.g. Storytelling, library book arrangements, help in data collection, help in literature search, training of ICT tools, etc.

Services will be given by each student and the logbook will be kept for the record

Fixed timetable can be planned (every Friday or Saturday)

Part II) External Library Internship

150 Marks – (200 Hours)

50 Marks – Internal

50 Marks- External

50 Marks- Viva voce

Students will work as an intern for a 200 hours in the one of the reputed libraries (India as well as abroad)

Internship period will start in February.

Department will assign the library to each student, student will work as an intern in the specified library (under the mentorship of Librarian and Teacher Mentor).

Student will maintain daily records of work and will create a blog to share the experience of the internship.

Final internship report will be submitted for assessment. External assessment will be done for presentation of Internship work

Reading List

Paper 1101: Fundamentals of Library and Information Science

- Brophy, P. (2000). The Academic Library. London: Library Association.

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