



Department of Library and Information Science

Faculty of Social Sciences

Aligarh Muslim University

B.A. Library Science as Minor Core Course (MNC)

COURSE STRUCTURE

Learning Outcome Based Curriculum Framework (LOCF)

With effect from Academic Session 2022-23

Sr. No	Course Code	Title of the Course	Faculty Code	End Sem Marks	Sessional Marks	Credits	Semester	Course category
1	LSBOMN1001	Basics of Librarianship	O	70	30	4	I	MNC
2	LSBOMN1002	Information Sources and Services (Theory)	O	70	30	2	I	MNC
3	LSBOMN2001	Knowledge Organization in Libraries	O	70	30	4	II	MNC
4	LSBOMN2002	Reference and Information Sources (Practice)	O	70	30	2	II	MNC
5	LSBOMN3001	Library Classification (Practice)	O	70	30	4	III	MNC
6	LSBOMN3002	ICT in Libraries	O	70	30	2	III	MNC
7	LSBOMN4001	Library Cataloguing (Practice)	O	70	30	4	IV	MNC
8	LSBOMN4002	Library Management	O	70	30	2	IV	MNC

I- Semester

Paper-I
LSBOMN1001

Credit:04
Marks:100

Basics of Librarianship

Course objective: To help the students to develop an understanding about the basics of Library and Information Science and the importance of various types of libraries and their management.

Course Outcome: After studying this paper, the students will be able to:

1. Understand the concept, role, functions of libraries in the society.
2. Know the different types of libraries and their facilities.
3. Understand the laws and legislation of various Acts in Library and Information Science
4. Understand the role of various library associations and the importance of resource sharing among libraries.

UNIT-I

Library: Concept and Role

- Library: Concept, Objectives, Functions
- Brief History of Libraries
- Role of Libraries in Society
- Attributes of a Librarian

UNIT-II

Types of Library

- Academic Libraries: Objectives and Functions
- Public Libraries: Objectives and Functions
- Special Libraries: Objectives and Functions
- National Libraries : Objectives and Functions

UNIT-III

Laws and Legislations

- Five Laws of Library Science and their Implications to Libraries
- Library Legislation: An Overview
- Delivery of Books and Newspapers Act

UNIT-IV

Library Associations and Resource Sharing

- Resource Sharing: Concept, Objectives and Need
- Library Associations and their Importance
- National Library Associations: ILA, IASLIC
- International Library Associations: ALA, IFLA

I- Semester

Paper-II
LSBOMN1002

Credits:02
Marks:100

Information Sources and Services (Theory)

Course objective: To help the students develop and understand the concept, nature and features of Information Sources and Services.

Course Outcome: After studying this paper, the students will be able to:

1. Understand the concept of reference and information sources and services in libraries.
2. Understand the evaluation of different sources of information.
3. Understand the concept of user studies and user education.
4. Understand the types and processes of the information search.

UNIT-I

Information Sources

- Information Sources: Definition, Need and Purpose
- Types of Information Sources: Primary, Secondary and Tertiary
- On-Line Information Sources
- Criteria for Evaluation of Information Sources

UNIT-II

Information Services

- Information Services: Definition and Purpose
- Types of Information Services
- Reference Services: Definition and Types (Ready and Long Range Reference Services)
- On-Line Reference Services

UNIT-III

User Education and User Studies

- Types of Users
- User Education: Concept and Importance
- Methods of User Education
- User Studies: Concept, Importance and Methods

UNIT-IV

Information Search Process

- Information Search: Concept
- Types of Searches
- Searching Process and Techniques
- Compilation of Bibliography: Techniques and Steps

II – Semester

Paper-I
LSBOMN2001

Credit: 04
Marks: 100

Knowledge Organization in Libraries

Course objective: To enable the students build an understanding about the theoretical aspects of knowledge organization in the libraries.

Course Outcome: After studying this paper, the students shall be able to:

1. Understand the concept and meaning of knowledge organization.
2. Enable the student to understand the objectives and functions of classification and cataloguing.
3. Understand the various forms of library catalogue.
4. Understand the features of classification system.
5. Enable the students to learn filing rules.

UNIT-I

Knowledge Organisation

- Knowledge Organization: Concept, Definition and Importance
- Tools for Organizing Knowledge
- Library Classification and Cataloguing: Objectives and Functions
- Concept of Fundamentals Categories: PMEST

UNIT-II

Library Classification

- Notation: Definition, Types, Qualities and Functions
- Book Number and Collection Number: Concept and Importance
- Kinds of Classification Systems: Enumerative and Faceted
- Outline and Features of Modern Schemes of Classification: DDC and CC

UNIT-III

Library Catalogue

- Adjuncts of Library Catalogue
- Attributes of a Good Catalogue
- Forms of Library Catalogue: Outer Form and Inner Form
- Development of Library Catalogue Codes: An Overview
- Salient Features of AACR-II

UNIT-IV

Filing Rules and Access

- Brief Idea of Alphabetization
- Filing Rules: Dictionary and Classified
- Elementary Idea of Online Public Access Catalogue (OPAC)

II – Semester

Paper-II
LSBOMN2002

Credit: 02
Marks: 100

Reference and Information Sources (Practice)

Course objective: To develop the practical aspects of reference and information sources.

Course Outcome: After studying this paper, the students shall be able to:

1. Understand the concept, need and purpose of Bibliographical, Indexing and Abstracting Sources.
2. Understand the concept, need and purpose of Language and Current Sources.
3. Understand the concept, need and purpose of Background and Educational Sources.
4. Understand the concept, need and purpose of Biographical and Geographical Sources.

UNIT-I

Bibliographical, Indexing and Abstracting Sources

- Reference and Information Sources: Concept and Criteria for Evaluation.
- Concept, Need and Purpose of the following standard Sources of Information:
Bibliographical Sources
 - Indian National Bibliography
 - British National Bibliography
 - Cumulative Book Index
- Indexing and Abstracting Sources
 - Library and Information Science Abstracts (LISA)
 - Dissertation Abstracts International
 - Library Literature

UNIT-II

Language and Current Sources

- Concept, Need and Purpose of the following standard Sources of Information:
Language Sources
 - Webster's Third New Standard Dictionary of English Language
 - Funk and Wagnall's New Standard Dictionary
 - Abdul Haq English-Urdu Dictionary
- Current Sources
 - Asian Recorder
 - Keesing's Record of World Events
 - Facts on File

UNIT-III

Background and Educational Sources

- Concept, Need and Purpose of the following standard Sources of Information:
Background Sources
 - Encyclopaedia Britannica
 - Encyclopaedia Americana
 - Collier's Encyclopaedia

- Educational Sources
 - World of Learning
 - Indian Universities Handbook
 - Commonwealth Universities Yearbook

UNIT-IV

Biographical and Geographical Sources

- Concept, Need and Purpose of the following standard Sources of Information:
Biographical Sources
 - International Who's Who'
 - Current Biography
 - India Who's Who
- Geographical Sources
 - Gazetteer of India
 - Columbia Lippincott World Gazetteer
 - Oxford Atlas of the World

III -Semester

Paper-I
LSBOMN3001

Credit: 04
Marks:100

Library Classification (Practice)

Course objective: To help the students to understand the practical aspects of library classification.

Course Outcome: After studying this paper, the students shall be able to:

1. Understand the practical aspects of arrangement of books on shelves.
2. Clarify and construct the class number by DDC.
3. Understand the construction of book numbers using different schemes.
4. Learn the arrangement of documents on shelves.

UNIT-I

Introduction to Library Classification

- Methods of arrangement of books on the shelves
- Introduction to practical classification: Steps in finding out the Subject of a document:
 - Title/Sub-Title/ Alternate title
 - Table of Contents
 - Notes and Comments on jackets
 - Preface and Introduction
- Introduction to Dewey Decimal Scheme of Classification (DDC)

UNIT-II

Classification of Titles by DDC

- Practical Classification of simple documents according to Dewey Decimal Classification (19th edition):
 - Use of three Summaries
 - Use of Standard Sub-division
 - Use of Area Table
 - Simple exercises involving “Add to-instructions”

UNIT- III

Book Numbering Systems

- Assigning Book Numbers with the help of **Cutter’s** table up to 2 digits.
- Assigning Book Numbers with the help of **S. Bashiruddin** System
- Simple exercises pertaining to allotment of book numbers by:
 - Cutter’s table
 - S. Bashiruddin System

UNIT- IV

Arrangement of Documents on Shelves

- Simple exercises pertaining to the Arrangement of books by
 - Class Number and Book Number
- Simple exercises of digit by digit Interpretation of Class Number

Paper-II
LSBOMN3002

III -Semester

Credit: 02
Marks:100

ICT in Libraries

Course objective: To help the students to understand the various applications of ICT in libraries.

Course Outcome: After studying this paper, the student shall be able to:

1. Comprehend the concept, need and importance of ICT in libraries.
2. Understand the basic features of internet and search engines
3. Understand the various library networks and softwares.
4. Understand the features of various E-resources and databases.

UNIT-I

Introduction to Information Technology

- Information Technology: Concept, Need and Importance to Libraries.
- Components of Information Technology.
- IT Tools and Technologies used in Libraries.

UNIT-II

Library Networking and Search Process

- Intranet, Extranet and Internet: Concept and Basic Features.
- Search Engines: Concept and Applications.
- Mechanism of search process in Search Engines and Databases.

UNIT-III

Library Networks

- Library Networks: Concept and Special Features.
- DELNET, INFLIBNET and OCLC as Library Networks.
- Library Automation Software: Types and Features.

UNIT-IV

E-Resources and Databases

- E-Resources: Types and Important Features.
- Online Databases: Concept and Search Process.
- Online Public Access Catalogue (OPAC): Basic and Advance Searching.

IV-Semester

Paper-I
LSBOMN4001

Credit: 04
Marks: 100

Library Cataloguing (Practice)

Course objective: To prepare the students with the practical aspects of catalogue entries.

Course Outcome: After studying this paper, the students shall be able to:

1. Understand the basics of cataloguing.
2. Understand the subject cataloguing.
3. Comprehend to prepare the catalogue card.
4. Understand the concept and importance of alphabetization.

UNIT-I

Introduction to Cataloguing

- Study and Importance of various parts of book from the Cataloguing point of view.
- Descriptive Cataloging: Concept and Various elements to be included in the Catalogue entry.
- Subject Cataloguing: Concept and Purpose.

UNIT-II

Subject Cataloguing

- Principles of Subject Cataloguing: General and Specific.
- List of Subject Headings: Overview and their need.
- Sears List and Library of Congress Subject Headings: Important Features.

UNIT-III

Preparation of Catalogue Cards

- Simple problems of Cataloguing by AACR-II
 - Personal Author
 - Joint Authors
 - Pseudonyms
 - Title Heading

UNIT-IV

Alphabetization

- Alphabetization: Concept and Importance.
- Letter by Letter and Word by Word Methods of Alphabetization.
- Assigning Subject Headings for Simple Title according to Sear's List of Subject Headings.

IV-Semester

Paper-II
LSBOMN4002

Credit: 02
Marks: 100

Library Management

Course objective: To equip the students with an understanding of the concept and principles of management and operations of libraries.

Course Outcome: After studying this paper, the students shall be able to:

1. Understand the concept, scope and functions of library management.
2. Understand the principles of library management.
3. Comprehend the acquisition process of the libraries.
4. Understand the management and other library operations like technical, circulation processing of periodicals and stock verification/rectification etc.

UNIT-I

Principles of Library Management

- Definition, Scope and Objectives of Library Management
- Elements and Functions of Library Management
- Principles of Library Management

UNIT-II

Organisational Structure of Libraries

- Organisational Structure of Libraries
- Library Authority: Concept and Functions
- Library Committee: Concept and Functions

UNIT-III

Acquisition Process

- Acquisition: Functions and Objectives
- Acquisition: Policy and Procedure
- Book Selection: Procedure and Tools
- Accessioning: Importance and Procedure

UNIT-IV

Other Library Operations

- Technical Processing : Functions and Processes
- Circulation : Browne Charging System and Automated Charging System
- Processing of Periodicals: Ranganathan's System
- Stock Verification/Rectification: Manual and Automated System



Department of Library and Information Science

Faculty of Social Sciences

Aligarh Muslim University

B.A. Information Literacy and Research Ethics as

Minor Open Elective (MNO)

COURSE STRUCTURE

Learning Outcome Based Curriculum Framework (LOCF)

With effect from Academic Session 2022-23

Sr. No	Course Code	Title of the Course	Faculty Code	End Sem Marks	Sessional Marks	Credits	Semester	Course category
1	LSBOXO5001	Information and Communication	O	70	30	4	V	MNO
2	LSBOXO5002	Information Literacy in Higher Education Institutions	O	70	30	2	V	MNO
3	LSBOXO6001	Database Search Strategies	O	70	30	4	VI	MNO
4	LSBOXO6002	Research and Publication Ethics	O	70	30	2	VI	MNO

Information and Communication

Course Objective: To equip the students to develop an understanding about the various aspects of information and its communication.

Course Outcome: After studying this course, the students shall be able to:

1. Understand the meaning and characteristics of information.
2. Understand the various channels and barriers of Information Communication.
3. Acquaint the students with various information sources and services.
4. Help the students to understand the role of ICT in Information Communication.

UNIT-I

Information Characteristics

- Data, Information, Knowledge and Wisdom: Concept
- Information: Need, Purpose and Characteristics
- Information users: Types

UNIT-II

Information Sources and Services

- Information Sources and Services: Functions and Types
- Internet as a Source of Information
- Trends in Information Sources and Services

UNIT-III

Information Communication

- Information Communication: Concept and Need
- Channels of Information Communication
- Barriers in Information Communication

UNIT-IV

Information Transfer

- Role of ICT in Information Transfer
- Information Communication Infrastructure
- Trends in Information Communication

V-Semester

Paper- II
LSBOXO5002

Credit: 02
Marks: 100

Information Literacy in Higher Education Institutions

Course Objective: To enable the students to understand the concept and importance of Information Literacy.

Course Outcome: After completion of the course the students will be able to:

1. Understand the importance to build sound information literacy skills.
2. Identify, select and evaluate information sources meticulously for use.
3. Use ICT-enabled tools and techniques for information use.

UNIT- I **Information and Society**

- Information Society: Concept
- Information as an Asset
- Information and Misinformation

UNIT-II **Information Literacy**

- Literacy: Concept and Types
- Information Literacy: Concept, Need, Purpose and Types
- Role of International Agencies in Promoting Information Literacy: IFLA and UNESCO

UNIT-III **Information Literacy Skills**

- Information Literacy skills
- Information Literacy Standards (ACRL)
- Trends in Information Literacy

UNIT-IV **Information Literacy and User Education**

- User Education in HEIs: Concept
- ICT based Information Literacy in HEIs
- Information Literacy Framework: Best practices in the context of HEIs

Database Search Strategies

Course objective: To equip the students with basic understanding of different kinds of databases and to train them in searching of various databases.

Course Outcome: After studying this course the students shall be able to:

1. Gain an understanding of different kinds of databases.
2. Learn about the information search process.
3. Learn about different search strategies.
4. Conduct successful searches on various types of databases.

UNIT-I

Database Management System

- Database: Definition and Properties
- Kinds of databases: Bibliographic, Citation, Numeric and Full-text
- Database Management System: Defining, Storing, Organizing, and Retrieving Data

UNIT-II

Database Search Strategies

- Information Search Process
- Search Strategies: Definition, Need and Search Options
- Search Strategies: Known-item Search, Searching with Keywords, Searching for exact phrases, Truncated and Wildcard Searches and Boolean Operators

UNIT-III

Search Techniques-Bibliographic and Citation Databases

- Online Public Access Catalogue (OPAC), IndCat (Union Catalogue)
- Web of Science, Scopus
- J-Gate, Google Scholar

UNIT-IV

Search Techniques-Full-text Databases

- PubMed Central, Science Direct, Emerald Insight
- Shodhganga, Shodhgangotri
- Directory of Open Access Journals (DOAJ), OpenDOAR

VI -Semester

Paper- II
LSBOXO6002

Credit: 02
Marks: 100

Research and Publication Ethics

Course Objective: To enable learners to become well-conversant with Research and Publication Ethics.

Course Outcome: After studying this course the students shall be able to:

1. Understand the concept of ethics and values.
2. Learn about the tools for checking plagiarism.
3. Realize the importance of ethics in research and publication.
4. Apply ethical values in research and publication.

UNIT-I **Ethics and Values**

- Ethics: Definition, Moral Philosophy and Ethical Values
- Ethics: Nature and Types
- Ethical Norms in Research

UNIT-II **Research Ethics**

- Research Ethics: Concept, Intellectual Honesty and Research Integrity
- Principles and Guidelines of Research Ethics
- Ethics for Collaborative Research: Conflicts of Interest, Unauthorised Collaboration

UNIT-III **Research Misconduct**

- Research Misconducts: Falsification, Fabrication and Plagiarism (FFP)
- Plagiarism: Concept and Types
- Plagiarism Detecting Softwares

UNIT-IV **Publication Ethics**

- Publication Ethics: An Introduction
- Publication Misconduct: Definition, Concept, Types and Issues
- Research and Publication Ethics Guidelines/Initiatives: COPE, UGC etc.