FATIMA COLLEGE (AUTONOMOUS)

Re-Accredited with "A++" Grade by NAAC (4th Cycle)

Maryland, Madurai- 625 018

NAME OF THE DEPARTMENT : LIBRARY

NAME OF THE PROGRAMME   : BASICS OF LIBRARY SCIENCE

ACADEMIC YEAR   : 2023-2024

I SEMESTER
NON-MAJOR ELECTIVE
FOUNDATIONS OF LIBRARY SCIENCE
(For those who joined in 2023 onwards)

PROGRAMME CODE	COURSE CODE	COURSE TITLE	CATEGORY	HRS/WEEK	CREDITS
--------	23LS1SE1/ 23LS2SE2	Foundations of Library Science	Chalk and Talk, and Practical	2	2

COURSE DESCRIPTION

This course disseminates the basics of humanistic and professional skills and information knowledge management; so that they better serve the society through an institution of library and information centre.

COURSE OBJECTIVE/S

➤ Augment the information linked skills among the user community and to become a torch bearer to their higher education.
➤ Provide basic education on information storage, seeking and retrieval system.
➤ Inculcate interest to study Library Science Course it may help them to establish the subject as a career.

COURSE OUTCOMES (CO)

No.	Course Outcome
CO 1	To familiarize the students with the basic concepts of library, information and its communication in society. To introduce various types of libraries. To explain the laws of libraries and management techniques.
CO 2	To illustrate the students in the advanced skills of information sources, gathering, processing, organization and retrieval
CO 3	To classify the concept of Classification and apply the concepts to guide professional practice.

CO 4	To explain the concept of Cataloguing and apply the concepts to guide professional practice.
CO 5	To recognize the library management and various structural components of the library system; and expertise to handle various sections in the library like acquisition, technical processing, circulation etc.

UNIT 1- INTRODUCTION TO LIBRARY SCIENCE

Definition of Library Science; History of Library Science in India; Types of Libraries: Five Laws of Library Science and their implications.

UNIT 2 – INFORMATION SOURCES AND SERVICES

Overview and Types of Information Sources – Primary, Secondary and Tertiary Sources; Reference Sources; Electronic Information Resources: Library Services – Reference Service, CAS and SDI; Web Based information Services

UNIT 3 - KNOWLEDGE ORGANISATION AND PROCESSING-CLASSIFICATION

Library Classification – Meaning, Definition and Need; Call No., Book No. and Collection No. ; Classification Schemes; Overview of CC and DDC

UNIT 4 - KNOWLEDGE ORGANISATION AND PROCESSING-CATALOGUING

Cataloguing – Meaning, Definition and Need; Physical and inner forms of catalogues; Cataloguing Codes; Overview of CCC and AACR

UNIT 5 – MANAGEMENT OF LIBRARIES AND INFORMATION CENTRES

Library Functions – POSDCORB ; Library housekeeping operations – Acquisitions, Serials Control, Circulation ; Maintenance - Arrangement of books and periodicals ; Shelving order of books; Caring of documents - mending and binding of library books and periodicals; Stock verification and weeding of documents ; Library Budgeting

BOOKS FOR REFERENCE:

1. Sharma, Hari Krishan. (1977). Organisation and Administration of College Libraries. New Delhi, S. Chand and Company Ltd.

2. Ranganathan, S. R. (1960). Library Administration. Bombay, Asia Publishing House.

3. Lock, Reginald Northwood. (1965). Library Administration. London, Crosby Lockwood and Son Ltd.

4. Chandrasekharan, K. (Ed.) (1953). Library Science in India. Madras, Madras Library Association.

5. Ranganathan, S. R. (1966). Library Book Selection. Bombay, Asia Publishing House.

6. Ranganathan, S. R. (2006). The Five Laws of Library Science. New Delhi, Ess Ess Publication.

7. Ranganathan, S. R.(1990). Colon Classification. Bangalore, Sarada Ranganathan Endowment for Library Science.

8. Ranganathan, S. R. (1962). Elements of Library Classification. Bombay, Asia Publishing House.

9. Kumar, Krishan. (2016). Theory of Classification. Noida, Vikas Publishing House Pvt. Ltd.

10. Ranganathan, S. R. (1961). Reference Service. Bombay, Asia Publishing House.

11. Kumar, Girja and Krishan Kumar. (1977). Theory of Cataloguing. New Delhi, Vikas Publishing House Pvt. Ltd.

12. Sharma, C. D. (1973). Classified Catalogue Code. Delhi, Metropolitan Book Co. Private Ltd.

COURSE CONTENTS & LECTURE SCHEDULE:

Module No.	Topic	No. of Lectures	Teaching Pedagogy	Teaching Aids
UNIT -1 FOUNDATIONS OF LIBRARY SCIENCE				
1.1	Definition, Concept, Origin of the terms	1	Chalk & Talk	Black Board
1.2	History of Library Science	1	Chalk & Talk	Black Board
1.3	Types of Libraries	1	Lecture	Black Board
1.4	Five Laws of Library Science	1	Lecture	Black Board
1.5	Implications of Five Laws of Library Science	1	Lecture	Black Board
UNIT -2 INFORMATION SOURCES AND SERVICES				
2.1	Overview and Types of Information Sources	1	Lecture	Black Board
2.2	Types of Information Sources	1	Chalk & Talk	Black Board

Module No.	Topic	No. of Lectures	Teaching Pedagogy	Teaching Aids
2.3	Overview of Library Services	1	Chalk & Talk	Black Board
2.4	Reference Services	1	Chalk & Talk	Black Board
2.5	CAS and SDI services	1	Chalk & Talk	Black Board

UNIT -3 KNOWLEDGE ORGANISATION AND PROCESSING-CLASSIFICATION				
3.1	Concept, Meaning, Definitions and Need	1	Chalk & Talk	Black Board
3.2	Identify Call No, Book No and Collection No	1	Chalk & Talk	Black Board
3.3	Identify the Classification Schemes	1	Lecture	Black Board
3.4	Overview of CC	1	Lecture	Black Board
3.5	Overview of DDC	1	Chalk & Talk	Black Board
UNIT -4 KNOWLEDGE ORGANISATION AND PROCESSING-CATALOGUING				
4.1	Meaning, Definition and Need of Catalogue	1	Lecture	Black Board
4.2	Physical and Inner Forms of Catalogue	1	Chalk & Talk	Black Board

4.3	Cataloguing Codes	1	Chalk & Talk	Hands on Training
4.4	Overview of CCC	1	Chalk & Talk	Hands on Training
4.5	Overview of AACR2	1	Chalk & Talk	Black Board

UNIT -5   MANAGEMENT OF LIBRARIES AND INFORMATION CENTRES

5.1	Library Functions-POSDCORB	1	Chalk & Talk	Black Board
5.2	Acquisition, Serial control	1	Chalk & Talk	Black Board
5.3	Arrangement of books and periodicals	1	Lecture	Black Board
5.4	Caring of Documents	1	Hands on Training	
5.5	Stock Verification and Library Budget	1	Hands on Training	

Levels	C1	C2	C3	C4	Total Scholastic Marks	Non Scholastic Marks C5	CIA Total	% of Assessment
	Session -wise	Better of	M1+ M2	MID-SEM				

	Average 5 Mks.	W1, W2 5 Mks	5+5=10 Mks.	TEST 15 Mks	35 Mks.	5 Mks.	40Mks.	
K1	5	-	-	2 ½	7.5	-	7.5	18.75 %
K2	-	5	4	2 ½	11.5	-	11.5	28.75 %
K3	-	-	3	5	8	-	8	20 %
K4	-	-	3	5	8	-	8	20 %
Non Scholastic	-	-	-	-		5	5	12.5 %
Total	5	5	10	15	35	5	40	100 %

CIA	
Scholastic	35
Non Scholastic	5
	40

✓ **All the course outcomes are to be assessed in the various CIA components.**

✓ **The levels of CIA Assessment based on Revised Bloom's Taxonomy for I UG are :**

> **K1**- Remember,   **K2**-Understand,   **K3**-Apply

✓ **The I UG course teachers are requested to start conducting S1, W1, M1,**

in due intervals of time.

EVALUATION PATTERN

SCHOLASTIC				NON - SCHOLASTIC	MARKS		
C1	C2	C3	C4	C5	CIA	ESE	Total
5	10	15	5	5	40	60	100

C1 – Average of Two Session Wise Tests

C2 – Average of Two Monthly Tests

C3 - Mid Sem Test

C4 – Best of Two Weekly Tests

C5 – Non - Scholastic

COURSE DESIGNER:

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