

**GuruGhasidasVishwavidyalaya,Bilaspur(C.G.)
Department of Library and Information Science**

SESSION :2025-26
UNDER NATIONAL EDUCATION POLICY 2020
ORDINANCE NO. 97
MINOR
(12 CREDITS)

First Semester- MINOR-1					
Courses Code	Title	Credits (L:T:P)	MARKSDISTRIBUTION		
			Continuous Evaluation	Semester End Examination	Total Marks
LIUAMN T4	Library and Information Profession: Basics	3:1:0	30	70	100
TOTAL		04	30	70	100

SecondSemester MINOR-2					
Courses Code	Title	Credits (L:T:P)	MARKSDISTRIBUTION		
			ContinuousEv aluation	Semester EndExaminat ion	TotalMarks
	Library automation and management	3:1:0	30	70	100
TOTAL		04	30	70	100

ThirdSemester MINOR-3					
Courses Code	Title	Credits (L:T:P)	MARKSDISTRIBUTION		
			ContinuousEv aluation	Semester EndExaminat ion	TotalMarks
	Knowledge Management	3:1:0	30	70	100
TOTAL		03	30	70	100

(Signature)

Director
 Department of Library & Information Science
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 Bilaspur (C.G.)
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Semester I
MINOR-1
Library and Information Profession: Basics
LIATT1
TM 100(Theory70+InternalAssessment30) (Credit 4)

04credits

Objectives:

Basic objectives of this course are to-

- Provide basic knowledge about library and its uses.
- Literate about library services.
- Provide basic training on information storage, searching & retrieval system.
- To inculcate the ethical use of information among the learners.
- To familiarize the learners with the organization of information sources.

Learning Outcomes:

- Create awareness among the learners about various information sources & their use.
- To develop necessary skills among learners for utilizing the library and information services to supplement studies and for solving day-by-day problems.
- Inculcate interest in the learners in the LIS which may help the subject as a career

Unit-1 Librarianship as a Profession

- Definition and concept of library.
- Objectives and Function of Libraries.
- Types of Libraries.
- Role of Libraries in the development of Society.

Unit- 2 Information services

- Definition, Need and Purpose.
- Types of Reference services.
- Trends in Reference services.
- CAS and SDI

Unit-3 Information Sources

- Overview of Information Sources.
- Documentary and Non-Documentary sources.
- Concept of Primary, Secondary and Tertiary information
- Reference sources.

Unit-4 Professional Association and Organization

- Professional Ethics
- National and International Professional Association: ALA, ILA, IASLIC, IATLIS, ASLIB
- Role of UNESCO, UGC, and RRRLF in the promotion and development of Libraries and society.

Reading List :

- BAWDEN(David) and ROBINSON(Lyn). Introduction to Information Science. July 2012
- BUNCH (Allan). The basics of information work. 1984. Clive Bingley; London.
- CHOWDHURY(G G), BURTON(Paul F), MCMENEMY(David) and POULTER(A). Librarianship An introduction Dec 2007
- GARDNER (Frank M). Public library legislation: a comparative study. 1971. UNESCO; Paris.
- GEORGE (K M),Ed. Indian libraries: trends and perspectives. 1985. Orient Longmans; Calcutta.
- GUHA(B). Documentation and information: services, techniques and systems.1983. 2nd rev. ed.
- GUPTA(B M),Ed.. Handbook of libraries, Archives and information centre in India. V 1-13. 1991;New Delhi
- HAY WOOD T: Info-Rich Info-poor: Access and exchange in the global information society.1995. Page 20 of 30

**Semester II
MINOR-2
LIBTT2**

Library automation and Management
TM 100(Theory70+InternalAssessment30) (Credit 4)

Objectives:

Basic objectives of this course are to-

- Provide basic knowledge about Information Processing and Retrieval system and its uses.
- Provide basic training on information storage, searching & retrieval system.
- To inculcate the ethical use of information among the learners.

Learning Outcomes:

- How to access about various information sources & their use.
- To develop necessary skills among learners for utilizing the library and information services
- Inculcate interest in the learners in the LIS which may help them to opt the subject as a career

Unit I :Library Automation: An Overview

- Concept, Objectives and Definition of Library Automation
- History and Development of Library Automation
- Need and Purpose of Library Automation
- Library Automation Trends

Unit II :Library Systems and their Components

- Introduction to library administration
- Library Housekeeping operations – Acquisition and Collection Development: policy, procedures, Document circulation-functions, procedures, and methods, Serials control-functions, procedures and methods, Stock verification

Unit III: Different Theories and Principles of Management

- Schools of Management thought
- Management functions.
- Total quality management
- Human Resource Management.

Unit IV Management of Library Automation

- Planning in Library Automation
- Formats and Standards in Library Automation: MARC 21, CCF, UNIMARC
- Bibliographic Standards and the Internet

- 1 Atchison, J. & Gilchrist, A. (1972). Thesaurus construction: a practical manual. London: Aslib.
- 2 Austin, D. (1984). PRECIS: A manual of concept analysis and subject Indexing. 2nd ed.
- 3 Chowdhry, G. G. (2003). Introduction to modern Information retrieval. 2nd Ed. London: Facet Publishing.
4. Krishan Kumar (1993). Theory of classification. New Delhi: Vikas Publishing House.
5. Kumbhar, Rajendra (2011). Library classification trends in 21st century. Oxford: Chandos Publishing.
6. Girja Kumar & Krishan Kumar (2011). Theory of cataloguing. 5th ed. Delhi: Vikas Publishing House.
7. Gorman, M., & Winkler, P. (2005). Anglo-American Cataloguing Rules-2R. Chicago: American Library Association.



**Semester III
MINOR-3**

LICTT3

Knowledge Management

TM 100(Theory70+InternalAssessment30) (Credit 4)

Objectives:

Basic objectives of this course are to-

- Provide basic knowledge about Information Processing and Retrieval system and its uses.
- Provide basic training on information storage, searching & retrieval system.
- To inculcate the ethical use of information among the learners.

Learning Outcomes:

- How to access about various information sources & their use.
- To develop necessary skills among learners for utilizing the library and information services
- Inculcate interest in the learners in the LIS which may help them to opt the subject as a career

Unit-I Information management

- Data, Information and Knowledge
- Characteristics of Valuable Information
- Categories of Information Management

Unit-II Knowledge Management

- Meaning, Nature, Need and objective of KM.
- Types of Knowledge.
- History of Knowledge Management.

Unit- III Knowledge Capture, codification

- Tacit Knowledge Capture: Tacit Knowledge Capture at Individual and Group Levels, Inter-viewing Experts, Structured Interviewing, Stories, Other Methods of Tacit Knowledge Capture
- Explicit Knowledge Codification: Cognitive Maps, Decision Trees, Knowledge Taxonomies Social Media : Platform & Tools;

Unit- IV KM Tools and Portals

- Groupware and Collaboration Tools: Wikis, Networking Technologies;
- Knowledge Portals;
- Knowledge Management Strategy: Knowledge Audit, Gap Analysis, The KM Strategy Road Map;

Reading List:

- 1 Media in Society: Readings in Mass Communication, Caren J Deming, Samuel L Becker, Scott, Foresman and Company, Glenview, Illinois, 1988.
- 2 Introduction to Mass Communication: Media Literacy and Culture by Stanley J Baran , Edition 4 , McGraw Hill New York 2007.
- 3 Grassian, E. S., Kaplowitz J. R. (2009). Information Literacy Instruction: Theory and Practice. Chicago: Neal-Schuman Publishers, Inc



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