



Central University of Himachal Pradesh

[Established under Central Universities Act 2009]

PO Box 21, Dharamshala, District Kangra, Himachal Pradesh [India]-176215

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[Website: www.cuhimachal.ac.in](http://www.cuhimachal.ac.in)

Course Code : LIS-405A

Course Name: Library Cataloguing (Theory)

Faculty: Dr. Dimple Patel

Credits Equivalent: 4 Credits (One credit is equivalent to 10 hours of lectures / organised classroom activity / contact hours; 5 hours of laboratory work / practical / field work / Tutorial / teacher-led activity and 15 hours of other workload such as independent individual/ group work; obligatory/ optional work placement; literature survey/ library work; data collection/ field work; writing of papers/ projects/dissertation/thesis; seminars, etc.)

Course Objectives:

To acquaint students with the theoretical aspects of:

- Library catalogues: Types, history and development
- Principles of library cataloguing
- Conceptual foundation of subject cataloguing and tools
- International Bibliographic description standards
- Metadata Standards

Attendance Requirements:

Students are expected to attend all lectures in order to be able to fully benefit from the course. A minimum of 75% attendance is a must failing which a student may not be permitted to appear in examination.

Evaluation Criteria:

1. Mid Term Examination: 25%
2. End Term Examination: 50%
3. Continuous Internal Assessment: 25%
 - Assignment/Library Work/Class Test/Surprise Test/Quiz: 15%
 - Class Attendance: 10%

Course Contents

Unit-I: Introduction to Cataloguing

Library catalogue: need, purpose and functions

Physical forms of catalogue; Inner forms of catalogue
History and development of library cataloguing
Centralized Cataloging; Cooperative cataloguing
Union Catalog
Pre-publication Cataloging: Prenatal, CIS, CIP

Unit-II: Canons, Normative principles; Types of Catalogue Entries

Normative principles
Canons of cataloguing
Main Entry according to AACR2R
Added Entries according to AACR2R
Filing of catalogue entries

Unit-III: Subject cataloguing and Indexing techniques

Concept, need, purpose and principles of subject cataloguing
General theory of subject indexing language (SIL)
Subject heading lists – Concept, need and purpose. LCSH, SLSH, MeSH, ERIC Thesaurus.
Indexing techniques – Pre-coordinate, Post-coordinate; Chain Indexing, PRECIS, POPSI, Uniterm indexing
Keyword indexing: KWIC, KWOC

Unit-IV: Bibliographic Description standards

ISBD: Preliminary notes and Elements
AACR2R: Part 1 – Description ; Part 2 – Headings, Uniform Titles, and References
MARC-21: Leader, Directory, Variable Control Fields, Variable Data Fields
ISO2709, Z39.50
FRBR: Entities, Attributes, Relationships, User Tasks
RDA

Unit-V: Metadata Standards

Metadata: Concept, need and purpose, types, categories
DCMES, METS, MODS
RDF/XML
Interoperability standards: OAI-PMH
Open Bibliographic Data; Library Linked Data

Prescribed Texts

1. Krishan Kumar. Theory of Library Cataloguing, ED.2, New Delhi, Vikas, 1980
2. Kumar, P.S.G. Knowledge Organization, Information Processing and Retrieval Theory, Delhi: BR, 2003.
3. Bowman, J. H. Essential Cataloguing. London : Facet, 2003
4. Miller, Joseph and McCarthy, Susan, Eds. Sears List of Subject Headings, 20th Ed. New York, HW Wilson, 2010.

5. Anglo American Cataloguing Rules. 2nd Edition Rev. New Delhi, Oxford, 1988
6. Understanding MARC. <http://www.loc.gov/marc/umb/> (Web)
7. Expressing Dublin Core metadata using the Resource Description Framework (RDF) <http://www.dublincore.org/documents/dc-rdf/>
8. Foster, Allen and Rafferty, Pauline. Innovations in information retrieval: perspectives for theory and practice. Facet publishing, 2011.

Prescribed Journal Articles (Web)

1. The Description of Internet Resources: A Consideration of the Relationship Between MARC and Other Metadata Schemes
http://www.tandfonline.com/doi/pdf/10.1300/J124v18n03_01
2. Using XSLT to manipulate MARC metadata
<http://www.emeraldinsight.com/journals.htm?issn=0737-8831&volume=22&issue=2&articleid=861412&show=html>
3. Concept naming vs concept categorisation: a faceted approach to semantic annotation
<http://www.emeraldinsight.com/journals.htm?issn=1468-4527&volume=32&issue=4&articleid=1740714&show=html>
4. Linked Data for libraries: Benefits of a conceptual shift from library-specific record structures to RDF-based data models
<http://www.emeraldinsight.com/journals.htm?issn=0307-4803&volume=113&issue=11/12&articleid=17065275&show=html>
5. datos.bne.es and MARiMbA: an insight into library linked data
<http://www.emeraldinsight.com/journals.htm?issn=0737-8831&volume=31&issue=4&articleid=17099946&show=html>

Additional Readings

1. Byrne, Deborah J. MARC manual: Understanding and Using MARC Record. Englewood, Libraries Unlimited, 1998.
2. Fritz, Deborah A. cataloguing with AACR2 and US-MARC Records. Chicago, ACA, 1998.

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PO BOX: 21, DHARAMSHALA, DISTRICT KANGRA - 176215 (HP)

www.cuhimachal.ac.in

Course Code: LIS 411A

Course Name: Management of Libraries and Information Centers

Faculty: Mr. Nimmala Karunakar

Credits Equivalent: 4 Credits (One credit is equivalent to 10 hours of lectures / organised classroom activity / contact hours; 5 hours of laboratory work / practical / field work / Tutorial / teacher-led activity and 15 hours of other workload such as independent individual/ group work; obligatory/ optional work placement; literature survey/ library work; data collection/ field work; writing of papers/ projects/dissertation/thesis; seminars, etc.)

Course Objectives:

1. To acquaint students with various functions and management of library / information centers
2. To train the students to become effective librarians/Information managers

Attendance Requirements:

Students are expected to attend all lectures in order to be able to fully benefit from the course. A minimum of 75% attendance is a must failing which a student may not be permitted to appear in examination.

Evaluation Criteria:

1. Mid Term Examination: 25%
2. End Term Examination: 50%
3. Counseling, Activities and Tutorials (CAT): 25%
 - i. Assignment: 10%
 - ii. Library Work: 5%
 - iii. Seminar: 5 %
 - iv. Surprise Test: 5%

Course Content:

UNIT - I: Concept; Functions and principles of management (7 Hours)

- Management concept - Historical overview; Principles of management and their application in Libraries and Information Centres
- Schools of Management Thought
- Systems Analysis and Design
- Change management

- UNIT - II: Human Resource Management (7 Hours)**
- Organisation models
 - Job analyses and Job description; recruitment training development
 - Motivation and leadership.
 - Job evaluation and Performance appraisal
- UNIT - III: Financial Management (6 Hours)**
- Financial Management in LICs - Sources of finance; resource mobilization
 - Budgeting - methods and techniques
 - Budgetary control techniques- Cost Benefit, Cost Effective analysis
- UNIT - IV: Project Management (5 Hours)**
- SWOT
 - PERT, CPM
 - TQM - applications
 - Six sigma , Reengineering
- UNIT - V: Library and Information centre Management (5 Hours)**
- Library routines; Acquisition procedures
 - Technical processing; Circulation control; Serials control
 - Collection development : policies and procedures

Prescribed Text Books:

1. Beardwell, Ian and Holden, Len. Ed. Human Resource Management: Contemporary Perspective. New Delhi: McMillan, 1996
2. Brophy, Peter and Courling Kote, Quality Management for Information and Library Managers. Bombay: Jaico, 1997
3. Krishna Kumar. Library Administration and Management. Vikas: Delhi, 2004.

Suggested Extra Readings:

1. Krishan Kumar. Library Manual. Delhi: Vikas, 2003
2. Ranganathan, S R. Library manual. 2nd ed. Bangalore : Sharada Ranganathan Endowment, 1988
3. Ranganathan, S R. Library administration. Bombay: Asia, 1959

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PO BOX: 21, DHARAMSHALA, DISTRICT KANGRA - 176215 (HP)

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Course Code: LIS 406A

Course Name: Knowledge Organization and Information Processing (Practice): Cataloguing

Faculty: Mr. Nimmala Karunakar

Credits Equivalent: 4 Credits (One credit is equivalent to 10 hours of lectures / organised classroom activity / contact hours; 5 hours of laboratory work / practical / field work / Tutorial / teacher-led activity and 15 hours of other workload such as independent individual/ group work; obligatory/ optional work placement; literature survey/ library work; data collection/ field work; writing of papers/ projects/dissertation/thesis; seminars, etc.)

Course Objectives:

To give practice and train students in the techniques of Cataloguing practices the various documents according to AACR-2, MARC-21, train in the use of LCSH and Sear's list for subject heading, assigning Book Numbers, etc.

Attendance Requirements:

Students are expected to attend all lectures in order to be able to fully benefit from the course. A minimum of 75% attendance is a must failing which a student may not be permitted to appear in examination.

Evaluation Criteria:

4. Mid Term Examination: 25%
5. End Term Examination: 50%
6. Counseling, Activities and Tutorials (CAT): 25%
 - v. Assignment: 5%
 - vi. Library Work: 5%
 - vii. Seminar: 5 %
 - viii. Class Test: 5%
 - ix. Case study of cataloguing: 5%

Course Content

1. Cataloguing of books and non book materials according to AACR-2 (15Hours)
2. Cataloguing of books and non book materials according to MARC21 (15 Hours)



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Course Code: LIS412

Course Name: Internship

Credits Equivalent: 2 Credits (One credit is equivalent to 10 hours of lectures / organised classroom activity / contact hours; 5 hours of laboratory work / practical / field work / Tutorial / teacher-led activity and 15 hours of other workload such as independent individual/ group work; obligatory/ optional work placement; literature survey/ library work; data collection/ field work; writing of papers/ projects/dissertation/thesis; seminars, etc.)

Course Objectives:

1. To provide opportunities to students to put to practice the knowledge gained by them in class room/Lab.
2. To help students to have adequate perception of challenges, problems and ongoing changes at work place.
3. To acquaint the students with the operations and functions of a selected Library/ Information centre by engaging them in work performance of various sections, divisions of the library for a specified period of 30 days.

Learning outcomes:

After completion of their internship, the students will have adequate knowledge of operations, procedures and systems in place in libraries, for acquisition organization and dissemination of

information. The students will also be able to learn by doing and putting their knowledge to practice. They will also have an assessment of what more they require to learn for better work performance.

Evaluation Criteria

Institution Led evaluation = 20 marks *

Reports to be prepared by students = 60 marks

Presentation and Viva-Voce = 20 marks

* Institution led evaluation of 20 marks will be sent on by the Incharge/Chief of the library where the student completes his/her internship on the basis of criterion and performance approved by the BOS.