

CERTIFICATE PROGRAMME IN LIBRARY AND INFORMATION SCIENCE

SYLLABUS



Program Code: CLLS

2025 – 2026 Onwards

CENTRE FOR DISTANCE AND ONLINE EDUCATION - CDOE

BHARATHIAR UNIVERSITY

(A State University, Accredited with "A++" Grade by NAAC,

Ranked 46th among Indian Universities by MoE-NIRF,

Coimbatore - 641 046, Tamil Nadu, India

**BHARATHIAR UNIVERSITY : COIMBATORE 641046
DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE
CENTRE FOR DISTANCE AND ONLINE EDUCATION – CDOE**

VISION

To be a centre of excellence in Library and Information Science Education, research, and practice by fostering innovation, lifelong learning, and ethical information management for the advancement of society in the digital age.

MISSION

- To provide quality education and training in Library and Information Science that integrates traditional and modern information management practices.
- To develop skilled, ethical, and socially responsible information professionals capable of meeting global challenges.
- To promote research, innovation, and the effective use of information and communication technologies in libraries and information centres.
- To collaborate with academic, research, and industrial institutions for knowledge sharing and professional development.
- To serve society by ensuring equitable access to information and contributing to lifelong learning and knowledge dissemination.

TITLE OF THE PROGRAM

Certificate Course in Library and Information Science

DURATION

- **Minimum Duration:** Six Month
- **Maximum Duration:** Two year (with provision for Re-registration if required)

CREDIT DISTRIBUTION

- **Total Credits:** 20 credits (as per UGC credit framework)

ELIGIBILITY

10 +2 (Higher Secondary) or equivalent from a recognized board unless otherwise specified.

MEDIUM OF INSTRUCTION

Medium of Instruction is **English** . However the learners are permitted to write the Continuous Internal Assessment and End Semester Examination in **English or Tamil**.

MODE OF LEARNING

- **Open and Distance Learning (ODL)**

The programme shall be conducted through remote learning using a blend of print and digital learning materials, supplemented by Personal Contact Program (PCP) sessions to facilitate learner interaction and academic support.

- **Online Mode:**

The programme shall be conducted using digital learning materials, supplemented by 12 hours / course (mandatory) of live online sessions to facilitate learner interaction and academic support.

FEES STRUCTURE

Fee structure as approved by the Centre for Distance and Online Education, Bharathiar University, Coimbatore.

ATTENDANCE – ODL and OL Programme

Particulars	Requirement for Certificate Programme
Number of Personal Contact Programs (PCPs)	10 PCPs
Duration of Each PCP	6 hours per PCP
Total Contact Hours	60 hours (12 hours per course)
Total study hours of learners	600 hours
Mandatory Participation	75% in each course

REQUIREMENT TO APPEAR FOR THE EXAMINATIONS

A candidate enrolled for the programme must have the minimum period of attendance in theory and practical classes prescribed to appear for the examinations with the fees prescribed and fulfills all other conditions stipulated from time to time.

CONDITIONS TO APPEAR FOR THE EXAMINATIONS

The learner appearing for the examination for the first time should register for all the course by remitting the fee

ODL

- The learners should specify the opted center of examinations in the examination application form.
- Learners will not be permitted to change their examination center.
- Learners shall collect their E-hall tickets from the website for the examination and get signature from the Chief Superintendent of the examinations centers opted, on submission of their identity cards during the three working days before the commencement of the examinations.

OL

- **First Appearance:** Learners appearing for the examination for the first time shall register for all the prescribed courses of that semester by remitting the requisite examination fee.
- **E-Hall Ticket:** Learners shall download their E-Hall Tickets from the University website for the examination and write the examinations through online mode.
- **Examination :** The learners can download the question paper and scan & upload their answer script from their registered user id.

EVALUATION PATTERN

a. Distribution of Marks in Continuous Internal Assessments (CIA): 25% weightage

The following procedure shall be followed for awarding internal marks for theory courses.

- | | |
|---|-------------------|
| • Continuous Internal Assessment (CIA) Test | - 10 marks |
| • Assignment | - 5 marks |
| • Seminar | - 5 marks |
| • Participation | - 5 marks |
| Total | - 25 marks |

1. **CIA Test and question pattern :**

Two Continuous Internal Assessments (CIA-I & CIA II) must be conducted. Better of the TWO will be counted for Test Marks (10 Marks)

- Section A – Objective Question 5*1 = 5 marks
- Section B – Short Essay (2 out of 3) 2*5 = 10 marks
- Section C – Essay Type (Either or type) 1*10 = 10 marks

2. **Assignments – I and II.** Better of the TWO will be counted for Assignment Marks (5 Marks)

3. **Seminar** will be conducted for 5 Marks.

4. **Participation** (which includes attendance) – 5 Marks

b. End-Semester Examination (ESE): 75% weightage

ODL

- Examinations will be conducted offline at designated physical locations (University or Learner Support Centers – LSCs) under the supervision of invigilators and according to a fixed schedule.
- **Duration:** 3 hours, covering theory and applications.

OL

- Examinations will be conducted through an online or proctored computer-based system, utilizing digital devices instead of traditional pen-and-paper methods.
- **Duration:** 3 hours, covering theory and applications.
- **Examination Integrity:** Online proctoring, biometric verification, or designated centers.

Distribution of marks in the End-Semester Examination - Question Paper Pattern:

Section	Type of question	No. of questions	Marks	Total
A	Objective Question	10 (Compulsory)	1	10
B	Short Essay (300 words each)	3 out of 5	5	15
C	Essay Type (1000 words each)	5 Questions (Either or Type)	10	50
Total				75

c. Passing Criteria:

- Minimum 40% passing marks in each component (Internal – 10 marks out of 25 & External – 30 marks out of 75 separately).
- Minimum 40% passing marks in practical
- Aggregate of 40% marks required for successful completion of the certificate programme.

d. Grading System : (As per 10-point UGC Credit Framework)

The following table gives the marks, grade points, letter, grades and classification to indicate the performance of the candidate.

For the entire programme:

- CGPA = Sum of the multiplication of grade points by the credits of the entire programme / Sum of the credits of the courses for the entire programme.

$$\text{Cumulative Grade Point Average [CGPA]} = \frac{\sum n \sum i C_{ni} G_{ni}}{\sum n \sum i C_{ni}}$$

RANGE	CGPA	Grade	Classification of Result
95-100	9.5-10.0	O+	First Class- Exemplary*
90-94	9.0 and above but below 9.5	O	
85-89	8.5 and above but below 9.0	D++	First Class with Distinction*
80-84	8.0 and above but below 8.5	D+	
75-79	7.5 and above but below 8.0	D	
70-74	7.0 and above but below 7.5	A++	First Class
65-69	6.5 and above but below 7.0	A+	
60-64	6.0 and above but below 6.5	A	
55-59	5.5 and above but below 6.0	B+	Second Class
50-54	5.0 and above but below 5.5	B	
45-49	4.5 and above but below 5.0	C+	Third Class
40-44	4.0 and above but below 4.5	C	
0-39	0.0 and above but below 4.0	U	Re-appear

- a. A candidate who has passed all the courses in the first appearance within the prescribed duration of the certificate programmes and secured a CGPA of 9 to 10 and equivalent grades “O” or “O+” in Core and Practical course shall be placed in the category of “**First Class – Exemplary**”.
- b. A candidate who has passed all the courses in the first appearance within the prescribed duration of the certificate programmes and secured a CGPA of 7.5 to 9 and equivalent grades “D” or “D+” or “D++” in Core and Practical course shall be placed in the category of “**First Class with Distinction**”.
- c. A candidate who has passed all the courses of the certificate programmes and secured a CGPA of 6 to 7.4 and equivalent grades “A” or “A+” or “A++” in Core and Practical courses shall be declared to have passed in “**First Class**”.
- d. A candidate who has passed all the courses examination of the certificate programmes and secured a CGPA of 5.0 to 5.9 and equivalent grades “B” or “B+” in Core and Practical course shall be declared to have passed in “**Second Class**”.
- e. A candidate who has passed all the courses examination of the certificate programmes and secured a CGPA of 4.0 to 4.9 and equivalent grades “C” or “C+” in Core and Practical course shall be declared to have passed in “**Third Class**”.

BHARATHIAR UNIVERSITY: COIMBATORE 641 046**Department of Library and Information Science
Centre for Distance and Online Education – CDOE***(For the students admitted during the academic year 2025-2026 onwards)***PROGRAMME STRUCTURE**

Course Code	Title of the Course	Credits	Hours		Maximum Marks		
			Theory	Practical	CIA	ESE	Total
25CLL SC001	Library and Information Science: Basic and Concepts	4	12	--	25	75	100
25CLL SC002	Library Organization and Management	4	12	--	25	75	100
25CLL SC003	Information Sources and Services	4	12	--	25	75	100
25CLL SC004	Application of ICT in Libraries	4	12	--	25	75	100
25CLL SP001	Knowledge organization theory & Practice(Classification)	4		12	25	75	100
Total		20	48	12	125	375	500

OVERALL

NO OF COURSES	CREDITS	MARKS
5	20	500

PROGRAM EDUCATIONAL OBJECTIVES (PEOs)

PROGRAM EDUCATIONAL OBJECTIVES (PEOs)	
PEO1	Certificate holder will acquire a sound understanding of the fundamental principles and practices of Library and Information Science. They will be able to apply basic concepts in organizing, managing, and disseminating information resources. This foundation will prepare them for entry-level positions in libraries and information centers.
PEO2	Learners will develop the ability to classify, catalogue, and index information sources effectively. They will use standard tools and techniques to ensure systematic organization and retrieval of information. This competency will enhance their efficiency in handling diverse library collections.
PEO3	Certificate holder will understand different types of information sources—print, non-print, and electronic. They will be able to select, evaluate, and use appropriate resources to meet users' information needs. This will enable them to support users in academic, research, and public settings.

PEO4	Students will gain an understanding of library administration, budgeting, and human resource management. They will learn to plan, organize, and evaluate library services efficiently. This will prepare them for operational responsibilities in various library environments.
PEO5	Learners will be familiarized with library automation, digital libraries, and emerging ICT tools. They will learn to use computers and software applications for cataloguing, circulation, and database management. This will help them adapt to the changing technological landscape of library services.
PEO6	Certificate holder will understand the principles of reference and information services. They will develop the ability to assist users in locating and utilizing relevant information resources. This will foster user satisfaction and promote effective library usage.
PEO7	Students will be encouraged to follow ethical standards and professional conduct in library services. They will appreciate the importance of intellectual property rights, copyright, and confidentiality. This will cultivate integrity, accountability, and respect for information ethics.
PEO8	Learners will develop effective communication and teamwork abilities essential for library operations. They will learn to interact courteously and professionally with users, colleagues, and administrators. These skills will enable them to create a welcoming and supportive information environment.
PEO9	Certificate holder will recognize the importance of continuous learning and professional development. They will stay updated with new technologies, information systems, and library trends. This adaptability will sustain their career growth in the dynamic information field.
PEO10	Students will be prepared to contribute to community development through information literacy programs. They will promote reading habits and information awareness among different user groups. This will enhance the social role of libraries in knowledge dissemination.
PEO11	Learners will gain hands-on experience through practical sessions and library visits. They will apply theoretical knowledge in real library settings to understand operational challenges. This experiential learning will strengthen their professional competence.
PEO12	Certificate holder will be equipped with skills relevant to library and information service employment. They will be capable of working in schools, colleges, public libraries, and information centers. The program will lay a strong foundation for further education or professional advancement in Library Science.

PROGRAMME OUTCOMES (POs)

PROGRAM OUTCOMES (POs)	
On successful completion of the CLIS program, the students will be able to	
PO1	Understand the Role of Libraries: Explain the purpose, functions, and significance of libraries as social, educational, and cultural institutions.
PO2	Identify Types of Libraries: Distinguish between different types of libraries—academic, public, special, and digital—and their unique characteristics.
PO3	Apply Principles of Library Organization: Understand and implement the basic principles of library organization, classification, and cataloguing
PO4	Manage Library Resources: Acquire skills to organize, maintain, and manage library materials in various formats, including print and electronic.

PO5	Use Library Management Techniques: Demonstrate knowledge of management principles—planning, organizing, staffing, directing, and controlling—in library operations.
PO6	Operate Library Tools and Technologies: Use library automation software, databases, and digital tools effectively for library operations and information retrieval.
PO7	Deliver User-Centered Services: Develop the ability to provide efficient and user-oriented reference and information services.
PO8	Understand Information Sources: Identify, evaluate, and use different types of information sources—primary, secondary, and tertiary—for user needs.
PO9	Apply Communication Skills: Demonstrate effective communication and interpersonal skills for library teamwork and user interaction.
PO10	Follow Professional Ethics: Understand and practice ethical principles, copyright laws, and intellectual property rights in library operations.
PO11	Adapt to Emerging Trends: Recognize current trends and challenges in library and information science, including digital transformation and information literacy.
PO12	Pursue Lifelong Learning: Cultivate a continuous learning attitude and readiness for professional development in the field of Library and Information Science.

PROGRAM SPECIFIC OUTCOMES (PSOS)

PROGRAM SPECIFIC OUTCOMES (PSOS)	
After the successful completion of CLIS program, the students are expected to	
PSO1	Develop a foundational understanding of library and information science, including concepts, principles, and functions of different types of libraries.
PSO2	Acquire the ability to organize, classify, and catalogue information resources using standard tools, techniques, and classification schemes.
PSO3	Understand the structure and functions of library management, including planning, staffing, budgeting, and evaluation of library services.
PSO4	Gain skills in applying ICT tools in library operations such as automation, database management, and digital information services.
PSO5	Develop competence in retrieving relevant information from various print and electronic sources to meet users' information needs efficiently.
PSO6	Demonstrate an understanding of user needs and provide effective reference and information services that promote reading and learning habits.
PSO7	Understand the ethical responsibilities, codes of conduct, and values required in the library and information profession.
PSO8	Enhance communication, teamwork, and interpersonal abilities for effective interaction with library users and colleagues.
PSO9	Gain awareness about emerging technologies, digital libraries, open access, and the changing roles of information professionals.
PSO10	Develop the ability to identify, evaluate, and use information effectively while promoting lifelong learning skills among library users.
PSO11	Understand the library's role in supporting education, culture, and community development through equitable access to information.
PSO12	Prepare learners for entry-level professional roles in libraries, documentation centers, and information units with the confidence to pursue higher studies in LIS.

Course code: 25CLLS002	TITLE OF THE COURSE	Credits	PCP Hours (ODL and OL)	Study Hours of Learners
Core paper	LIBRARY AND INFORMATION SCIENCE: BASIC AND CONCEPTS	4	12	120
Pre-requisite	Basic Knowledge of Computers and General Awareness About Libraries and Information Sources.	Syllabus Version	1	
Course Objectives				
The main objectives of this course are :				
<ul style="list-style-type: none"> • Introduce the fundamental principles and concepts of Library and Information Science. • Familiarize learners with the role and functions of libraries in society. • Develop an understanding of various types of libraries and information systems. • Provide an overview of library organization, services, and management. • Promote awareness of information sources, tools, and technologies used in libraries 				
Expected Course Outcomes:				
On the successful completion of the course, student will be able to				
1	Understand the basic concepts, history, and development of Library and Information Science.	K2		
2	Identify different types of libraries and their functions in society.	K1		
3	Explain the organization, structure, and services of libraries.	K2		
4	Apply fundamental library techniques for organizing and managing information resources.	K3		
5	Utilize modern information tools and technologies in library operations.	K3		
K1 - Remember; K2 - Understand; K3 - Apply; K4 - Analyze; K5 - Evaluate; K6 – Create				
BLOCK 1	Foundations of Library and Information Science			
Definition, Nature, and Scope of Library and Information Science – History and Development of Libraries – Five Laws of Library Science and Their Implications – Role of Libraries in Social, Cultural, and Educational Development.				
BLOCK 2	Types and Functions of Libraries			
Academic Libraries: College and University Libraries – Public Libraries: Objectives and Services – Special Libraries: Role in Research and Industry				
BLOCK 3	User Information Services			
Library movement and legislation in India – Library Professional association: National and International				
BLOCK 4	Library Legislation			
Library Movement and Legislation in India-Model Library Bill, Library Cess; Delivery of Books and Newspapers Act; Copyright Act; Intellectual Property Rights –Right to Information Act; Tamilnadu Public Libraries Act1948				
Text Book(s)				
1	Study learning Material Prepared by Centre for Distance and Online Education, Bharathiar University, Coimbatore			

Reference Books
<ul style="list-style-type: none"> • Ranganathan, S.R. <i>The Five Laws of Library Science</i>. Ess Ess Publications. • Singh, S.P. <i>Introduction to Library Science</i>. Atlantic Publishers. • Krishan Kumar. <i>Library Organization and Management</i>. Vikas Publishing House
Course Designed By: Dr.C.Sivakumar, Librarian, CDOE, Bharathiar University, CBE
Web link: <ul style="list-style-type: none"> ➤ https://lisstudymaterials.wordpress.com/wpcontent/uploads/2017/12/dlis001_foundation_of_library_and_information_science.pdf ➤ https://apacwomen.ac.in/learning-resources/library/Fundamentals%20of%20Library%20and%20Information%20Science.pdf ➤ https://csi.pressbooks.pub/lis/?utm_source=chatgpt.com

MAPPING WITH PROGRAMME OUTCOMES												
Cos	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12
CO1	S	S	M	L	M	L	L	M	L	M	M	S
CO2	S	S	M	M	S	L	M	M	M	M	M	S
CO3	M	M	S	S	M	M	S	S	M	M	M	M
CO4	L	M	S	S	S	S	M	M	M	M	M	S
CO5	M	M	M	S	S	S	S	S	M	M	S	S

S-Strong; M-Medium; L-Low

Course code: 25CLLSC001	TITLE OF THE COURSE	Credits	PCP Hours (ODL and OL)	Study Hours of Learners
Core paper	LIBRARY ORGANIZATION AND MANAGEMENT	4	12	120
Pre-requisite	Basic Understanding of Library Functions, Familiarity with Information Sources, and Computer Literacy are Desirable for Effective Learning of Library Organization and Management.	Syllabus Version	1	
Course Objectives				
The main objectives of this course are :				
<ul style="list-style-type: none"> • To understand the fundamental principles, structure, and functions of library organization and administration. • To develop knowledge of planning, staffing, budgeting, and policy-making processes in libraries. • To familiarize students with various management techniques and their applications in library operations. • To enable learners to manage library resources, services, and facilities effectively and efficiently. • To prepare students for professional roles in library management with ethical and leadership skills. 				
Expected Course Outcomes:				
On the successful completion of the course, student will be able to				
1	Understand the structure, functions, and principles of library organization and management.	K2		
2	Apply management techniques in planning, staffing, and budgeting of library operations.	K3		
3	Organize and manage library resources and services effectively.	K3		
4	Demonstrate leadership, communication, and decision-making skills in library environments.	K4		
5	Utilize modern tools and technologies for efficient library administration and service delivery	K3		
K1 - Remember; K2 - Understand; K3 - Apply; K4 - Analyze; K5 - Evaluate; K6 – Create				
BLOCK 1	Library Management Principles			
Meaning and Scope of Management – Functions of Management – Application of Management Theories to Library Work – Financial Management in Libraries: Sources of Library Finance, Budgeting, Cost Effectiveness				
BLOCK 2	Library Planning Flow			
Planning and planning strategies: Library Planning-Concept, Definition, Need, Types and Steps in Planning–MBO.				
BLOCK 3	Library Services and Administration			
Collection Development and Organization: Selection Documents, Acquisition Procedures and preservation – Print and E-print				
BLOCK 4	Trends and Challenges in Library Management			
Quality Management in Libraries: User Satisfaction and Service Quality, Best Practices and Benchmarking – Marketing of Library Services: Concept of Marketing in Libraries, Strategies for Promotion and Publicity – Future of Library Management: Libraries in Knowledge Society, Challenges				

in Digital Era, Skills for Future Librarianship – Policy, Ethics	
Text Book(s)	
1	Study learning Material Prepared by Centre for Distance and Online Education, Bharathiar University, Coimbatore
Reference Books	
<ul style="list-style-type: none"> • Moran, B. B., & Morner, C. J. (2018). Library and Information Center Management (9th ed.). Libraries Unlimited. • Kumar, K. (2013). Library Organization and Management. <i>Har-Anand Publications, New Delhi</i> • Ranganathan, S. R. (1996). Library Administration. <i>Asia Publishing House, New Delhi</i> • Hoffman, G. L. (2019). Organizing Library Collections: Theory and Practice. Rowman & Littlefield, Maryland 	
Course Designed By: Dr.C.Sivakumar, Librarian, CDOE, Bharathiar University, CBE	
Web link:	
<ul style="list-style-type: none"> ➤ https://ebooks.inflibnet.ac.in/lisp6/chapter/concept-definition-and-scope-of-library-management ➤ https://lisstudymaterials.wordpress.com/wp-content/uploads/2017/12/dlis003_library_administration_and_management.pdf?utm_source=chatgpt.com ➤ https://www.nios.ac.in/media/documents/SrSecLibrary/LCh-015A.pdf 	

MAPPING WITH PROGRAMME OUTCOMES												
Cos	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12
CO1	S	S	S	M	M	L	S	M	S	M	S	L
CO2	L	S	M	S	S	M	M	L	M	M	M	M
CO3	M	M	S	S	S	S	S	M	L	M	M	M
CO4	S	L	M	M	S	M	S	S	S	M	M	M
CO5	S	M	M	S	S	S	M	M	S	L	S	M

S-Strong; M-Medium; L-Low

Course code: 25CLLS004	TITLE OF THE COURSE	Credits	PCP Hours (ODL and OL)	Study Hours of Learners
Core paper	INFORMATION SOURCES AND SERVICES	4	12	120
Pre-requisite	Students should possess basic knowledge of libraries and their functions. They should also understand the fundamentals of information organization and retrieval.	Syllabus Version	1	

Course Objectives

The main objectives of this course are :

- To introduce the concept, nature, and types of information sources.
- To understand the role and importance of information sources in libraries and information centers.
- To develop the ability to identify, evaluate, and select appropriate information sources for users.
- To provide knowledge about different types of information services and their functions.
- To enhance skills in delivering effective reference and information services to meet user needs.

Expected Course Outcomes:

On the successful completion of the course, student will be able to

1	Identify various types and characteristics of information sources.	K1
2	Explain the importance and role of information sources in library and information services.	K2
3	Apply appropriate methods to locate and use different information sources effectively.	K3
4	Analyze the quality, relevance, and reliability of different information sources.	K4
5	Evaluate user needs and provide suitable reference and information services.	K5

K1 - Remember; **K2** - Understand; **K3** - Apply; **K4** - Analyze; **K5** - Evaluate; **K6** – Create

BLOCK 1 Introduction to Information Sources

Concept and Nature of Information Sources - Types of Information Sources – Documentary and Non-Documentary - Primary, Secondary, and Tertiary Sources – Characteristics and Examples - Importance of Information Sources in Libraries and Information Centers

BLOCK 2 Information Sources

Types of Information sources: Reference sources, Bibliography sources – E-resources

BLOCK 3 Information Services

Concept, Need, and Importance of Information Services, Types of Information Services – CAS, SDI, Reference, and Referral Services - Ready Reference and Long-Range Reference Services - Role of Library Professionals in Information Service Delivery

BLOCK 4 Modern Trends in Information Services

Electronic Information Services – E-books, E-journals, Databases, and Web Resources - Internet as an Information Source – Search Engines, Portals, and Digital Libraries - Web-based Information Services – Email Alerts, RSS Feeds, and Online Reference - Trends in Information Services – AI, Open Access, and Knowledge Management

Text Book(s)	
1	Study learning Material Prepared by Centre for Distance and Online Education, Bharathiar University, Coimbatore
Reference Books	
<ul style="list-style-type: none"> • Bopp, R. E. & Smith, L. C. (2011). <i>Reference and Information Services: An Introduction</i>. Libraries Unlimited, California. • Gupta, B. M. & Sharma, D. (1998). <i>Information Sources and Systems</i>. Beacon Books, New Delhi. • Seetharama, S. (1997). <i>Information Sources and Services</i>. Ess Ess Publications, New Delhi. 	
Course Designed By: Dr.C.Sivakumar, Librarian, CDOE, Bharathiar University, CBE	
Web link:	
<ul style="list-style-type: none"> ➤ https://ebooks.inflibnet.ac.in/lisp4/?utm_source=chatgpt.com ➤ https://www.jatinderjyoti.in/blis/notes/222.pdf?utm_source=chatgpt.com 	

MAPPING WITH PROGRAMME OUTCOMES												
Cos	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12
CO1	S	S	M	S	L	S	L	M	L	M	M	S
CO2	S	S	M	L	S	M	M	M	S	M	M	S
CO3	M	M	S	S	M	M	S	S	M	M	M	M
CO4	L	M	S	S	S	S	M	M	M	M	M	S
CO5	S	M	M	S	S	S	S	S	M	M	S	S

S-Strong; M-Medium; L-Low

Course code: 25CLLS003	TITLE OF THE COURSE	Credits	PCP Hours (ODL and OL)	Study Hours of Learners
Core paper	Application of ICT in Libraries	4	12	120
Pre-requisite	The learner should possess a basic understanding of library operations, information organization, and fundamental computer skills before studying Information Communication Technology in Libraries.	Syllabus Version	1	
Course Objectives				
The main objectives of this course are :				
<ul style="list-style-type: none"> • To understand the concept, components, and significance of Information and Communication Technology (ICT) in library operations. • To familiarize learners with various hardware, software, and networking tools used in libraries. • To develop skills in the application of ICT for library automation and digital resource management. • To enable students to use online databases, library management systems, and digital library tools effectively. • To understand the challenges, trends, and ethical issues related to the use of ICT in libraries. 				
Expected Course Outcomes:				
On the successful completion of the course, student will be able to				
1	Understand the fundamental concepts, components, and importance of ICT in libraries.	K2		
2	Explain the role and applications of ICT in library operations, services, and information management.	K2		
3	Apply library automation tools and integrated library systems for routine library functions.	K3		
4	Utilize digital library technologies and online information sources for efficient access and dissemination.	K3		
5	Analyze challenges and issues related to ICT implementation, standards, and digital preservation.	K5		
K1 - Remember; K2 - Understand; K3 - Apply; K4 - Analyze; K5 - Evaluate; K6 – Create				
BLOCK 1	Introduction to ICT in Libraries			
Concept, Definition, and Scope of Information and Communication Technology - Role and Impact of ICT in Library and Information Services - Challenges and Opportunities in Adopting ICT in Libraries - Emerging Technologies: Cloud Computing, AI, and Digital Preservation in Libraries				
BLOCK 2	ICT Hardware and Software Components			
Computer Hardware: Input, Output, and Storage Devices - Software in Libraries: System, Application, and Library Management Software (e.g., KOHA, SOUL) - Open Source vs. Proprietary Software and Operating Systems				
BLOCK 3	Library Automation and Networking			
Concept and Steps in Library Automation - Library Standards and Protocols - Library Networks and Consortia – INFLIBNET, DELNET, and OCLC - ICT-Based Library Services – Web OPAC, Online				

Reference, and Mobile Applications	
BLOCK 4	Recent Trends in ICT
AI & MI - Cloud & web based – Digitalization	
Text Book(s)	
1	Study learning Material Prepared by Centre for Distance and Online Education, Bharathiar University, Coimbatore
Reference Books	
<ul style="list-style-type: none"> • Mahapatra, P.K. (2015). Information Communication Technology Applications in Libraries. • Chowdhury, G.G. (2010). Introduction to Digital Libraries. Facet Publishing. • Singh, S., & Krishan Kumar. (2018). Library Automation and Networking. Ess Ess Publications. 	
Course Designed By: Dr.C.Sivakumar, Librarian, CDOE, Bharathiar University, CBE	
Web link:	
<ul style="list-style-type: none"> ➤ https://www.jatinderjyoti.in/blis/notes/229.pdf?utm_source=chatgpt.com ➤ https://ebooks.lpude.in/library_and_info_sciences/BLIS/year_1/DLIS108_INFORMATION_AND_COMMUNICATION_TECHNOLOGY_APPLICATIONS.pdf?utm_source=chatgpt.com 	

MAPPING WITH PROGRAMME OUTCOMES												
Cos	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12
CO1	M	L	M	S	S	M	L	M	S	S	M	M
CO2	S	M	M	M	M	S	S	M	M	M	M	M
CO3	M	L	S	S	S	S	M	M	M	L	M	M
CO4	L	M	M	S	M	S	S	S	M	S	S	M
CO5	M	S	M	M	M	S	M	M	L	M	S	S

S-Strong; M-Medium; L-Low

Course code: 25CLLSP001	TITLE OF THE COURSE	Credits	PCP Hours (ODL and OL)	Study Hours of Learners
Core paper	KNOWLEDGE ORGANIZATION THEORY & PRACTICE (CLASSIFICATION)	4	12	120
Pre-requisite	Students should possess a basic understanding of library organization and information sources. Familiarity with the fundamental concepts of library science will help in effectively learning the practical aspects of library classification.	Syllabus Version	1	
Course Objectives				
The main objectives of this course are :				
<ul style="list-style-type: none"> • To understand the basic principles and importance of library classification in organizing knowledge. • To provide practical training in classifying documents using standard classification schemes such as DDC and CC. • To develop the ability to assign appropriate class numbers based on subject content and analysis. • To familiarize students with the structure, notation, and schedules of major classification systems. • To enable learners to apply classification techniques for efficient information organization and retrieval in libraries. 				
Expected Course Outcomes:				
On the successful completion of the course, student will be able to				
1	Understand the principles, structure, and functions of library classification systems.	K2		
2	Apply standard classification schemes such as DDC and CC to organize library materials.	K3		
3	Identify and analyze the subject content of documents for appropriate class number assignment.	K4		
4	Construct and interpret class numbers accurately using notation and tables of DDC and CC.	K		
5	Evaluate the effectiveness of classification systems in organizing and retrieving information resources.	K5		
K1 - Remember; K2 - Understand; K3 - Apply; K4 - Analyze; K5 - Evaluate; K6 – Create				
BLOCK 1	Library classification			
Importance of Library classification – Need, purpose and functions				
BLOCK 2	Scheme of Classification			
Salient features & application in CC, DDC, UDC, LC				
BLOCK 3	DDC-Practical			
Identify the basic classes				
BLOCK 4	DDC tables - Practical			
Table 1 to 6				
Text Book(s)				

1	Study learning Material Prepared by Centre for Distance and Online Education, Bharathiar University, Coimbatore
Reference Books	
<ul style="list-style-type: none"> • Dewey, Melvil. (2011). Dewey Decimal Classification and Relative Index (DDC), 23rd Edition. Dublin, Ohio: OCLC. • Kumar, P S G (2003). Knowledge Organization: Information Processing and Retrieval Practice. New Delhi: B.R Publishing 	
Course Designed By: Dr.C.Sivakumar, Librarian, CDOE, Bharathiar University, CBE	
Web link:	
<ul style="list-style-type: none"> ➤ https://www.tutorialspoint.com/public_library_management/public_library_management_knowledge_organization.htm ➤ http://epgp.inflibnet.ac.in/Home/ViewSubject?catid=21 ➤ https://www.tutorialspoint.com/public_library_management/public_library_management_knowledge_organization.htm 	

MAPPING WITH PROGRAMME OUTCOMES												
Cos	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12
CO1	M	S	S	M	M	M	M	M	S	S	M	S
CO2	S	M	S	S	M	M	M	M	S	S	M	S
CO3	M	M	S	M	M	M	M	M	M	S	M	S
CO4	S	M	S	S	M	M	S	M	M	L	M	S
CO5	M	S	S	M	M	M	S	S	M	M	S	M

S-Strong; M-Medium; L-Low