First Semester Course in Library Science

2023-2024

Contents:

- Syllabus for Ability Enhancement Course (AEC)

  o UXLIB4501AE1 - Library Science: Empowering Students with Learning Disability

For students with disabilities

Evaluation and Assessment guidelines

APPROVED SYLLABUS

PRINCIPAL
ST. XAVIER'S COLLEGE
AUTONOMOUS
MUMBAI - 400 001.

F.Y. B.A/BSc/BMS/B.A.MCJ/BSc IT   Course Code: UXLIB4501AE1

Title: Library Science: Empowering Students with Learning Disability.

Credits: 2

Course Objectives:

1) To enable students to search for information by using the library and other information sources innovatively and appropriately.
2) To promote library literacy and disseminate useful routine information to people
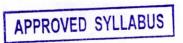3) To encourage lifelong learning through the library's reading materials and resources.

Number of lectures: 30

Course Outcomes (COs): Students will be able to

1. Develop skills that would enable the search for information.
2. Gain basic knowledge of searching for information through online and offline resources.

Unit 1: Library Management   **(15 Lectures)**

1. **Introduction to St. Xaviers College Library**   01
   a. Task: Find books on a given topic/Subject   01
2. **Introduction to Heras Library**   01
   a. Task: shelving books in the Heras Library   01
3. **Introduction to Library Classification**   02
   a. Advantages of classification
   b. Disadvantages of classification
   c. Scheme of library classification-D.D.C.
   d. Practical -Find out books on a given subject/Make a bibliography on a given topic/ Find and read any one book on a given author.
4. **Role and functions of Libraries in Society**   02
5. **Library automation**   02
   a. Library Management System (LMS)
   b. Digital libraries and electronic resources
   c. Computerization of library -Use of computer in different sections of the library
   d. RFID- Use of RFID /Handling RFID machine for Issue-Return
   e. E-Publishing / Online books
   f. Task: Introduction to online books sites and find out books on a given topic from online books
6. **Academic Libraries**   02
   a. School Libraries, College and University library
7. **Pubic and special libraries**   01

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Unit 2: Academic Essentials   (15 Lectures)

1. **Introduction to NDLI/N-List/SWAYAM**   02
   Task: Find out information from NDLI on a given topic
2. **Plagiarism**
   What is plagiarism? Open-source plagiarism software   01
   Task: Assignment to be checked on open-source plagiarism software   01
3. **Research methodology**
   What is research   03
   Tools to collect data
   Bibliography
   Style Manuals/Research ethics
   Task: Write a bibliography on the given topic   01
4. **Preparing a research presentation**   01
5. **Book review**
   Task: Read any book from the library and write a review   01
6. **Introduction to Ancient Indian Libraries**   01
7. **Care of Books: Book preservation and conservation**   02
   Causes of book deterioration
   Method of book preservation
8. **Ethical issues related to libraries**   01

List of Recommended Reference Books (list based on the most recent date of publication to oldest)

1. Kumar, Krishna. Library organization. New Delhi: Vikas Publishing House, 2008
2. Agarwal, O.P.: Essential of conservation and museology: Delhi Sundeep Prakashan, 2007.
3. Kumar, Krishan, Reference Services, New Delhi,1993.
4. Rowley, Jennifer, Computers for Libraries, New York: Clive Bingley Ltd, 1980
5. Kaula, Prithivi N: Library Buildings: planning and Design: Delhi: Vikas Publishing House,1971
6. Ranganathan, S.R. Five Laws of Library Science. Madras Library Association, 1931.
7. Mahapatra, P.K. Chakraborti, a. Preservation in Libraries. New Delhi: ESS
8. Kumar, Krishna. An Introduction to Cataloguing practice. New Delhi

Evaluation (AEC): Total marks per course: 50.
   Formative Assessment: 'for' Learning and to improve learning
Continuous Internal Assessment: 20 marks
   Summative Assessment: 'of' Learning which will focus on outcomes, quantitative data for outcomes of instruction.
End Semester Examination: 30 marks

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Template for the AEC End Semester examination in Semester 1

UNITS	KNOWLEDGE	UNDERSTANDING	APPLICATION and ANALYSES	TOTAL MARKS- Per unit
1	4	4	7	15
2	4	4	7	15
TOTAL - Per objective	8	8	14	30
% WEIGHTAGE	27	27	46	100%

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Second Semester Courses in Library Science

2023-2024

Contents:

- Syllabus for Ability Enhancement Course (AEC)

  o UXLIB4501AE1 - Library Science: Empowering Students with Learning Disability

For students with disabilities

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F.Y. B.A/BSc/BMS/B.A.MCJ/BSc IT   Course Code: UXLIB4501AE1

Title: Library Science: Empowering Students with Learning Disability.

Credits: 2

Course Objectives:

4) To enable students to search for information by using the library and other information sources innovatively and appropriately.
5) To promote library literacy and disseminate useful routine information to people
6) To encourage lifelong learning through the library's reading materials and resources.

Number of lectures: 30

Course Outcomes (COs): Students will be able to

3. Develop skills that would enable the search for information.
4. Gain basic knowledge of searching for information through online and offline resources.

Unit 1: Library Management   (15 Lectures)

8. **Introduction to St. Xaviers College Library**   01
   a. Task: Find books on a given topic/Subject   01
9. **Introduction to Heras Library**   01
   a. Task: shelving books in the Heras Library   01
10. **Introduction to Library Classification**   02
    a. Advantages of classification
    b. Disadvantages of classification
    c. Scheme of library classification-D.D.C.
    d. Practical -Find out books on a given subject/Make a bibliography on a given topic/ Find and read any one book on a given author.
11. **Role and functions of Libraries in Society**   02
12. **Library automation**   02
    a. Library Management System (LMS)
    b. Digital libraries and electronic resources
    c. Computerization of library -Use of computer in different sections of the library
    d. RFID- Use of RFID /Handling RFID machine for Issue-Return
    e. E-Publishing / Online books
    f. Task: Introduction to online books sites and find out books on a given topic from online books
13. **Academic Libraries**   02
    a. School Libraries, College and University library
14. **Pubic and special libraries**   01

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Unit 2: Academic Essentials	(15 Lectures)

9. **Introduction to NDLI/N-List/SWAYAM**	02
Task: Find out information from NDLI on a given topic	
10. **Plagiarism**	
What is plagiarism? Open-source plagiarism software	01
Task: Assignment to be checked on open-source plagiarism software	01
11. **Research methodology**	
What is research	03
Tools to collect data	
Bibliography	
Style Manuals/Research ethics	
Task: Write a bibliography on the given topic	01
12. **Preparing a research presentation**	01
13. **Book review**	
Task: Read any book from the library and write a review	01
14. **Introduction to Ancient Indian Libraries**	01
15. **Care of Books: Book preservation and conservation**	02
Causes of book deterioration	
Method of book preservation	
16. **Ethical issues related to libraries**	01

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